MSD of Lawrence Township

Early Learning Center &
Elementary
Student Handbook

2025-2026

Indianapolis, Indiana

ELC/Elementary Handbook School Year 2025-26

Thank you for taking time to read this handbook for your information and reference. It contains important content that will be helpful to you throughout the school year.

ALL Elementary Schools and Early Learning Centers share the same basic handbook. Additional information and procedures may be provided that apply to specific schools.

It is our intention that our schools are safe places to learn and grow. Student safety and success guide all of our decisions. The guidelines for visits and volunteer work have been tightened to ensure optimal security and confidentiality to all students. We appreciate your support of our efforts to be cautious and mindful when it comes to student safety and school security. Thank you for your helping make the Metropolitan School District of Lawrence Township the best place for your child to go to school.

Student handbooks are fluid documents. As policies and practices evolve, revisions will be made as appropriate.

Student and Family Rights and Responsibilities

Student Rights

- To receive a free high-quality public education
- To be treated fairly, courteously, and respectfully
- To bring complaints or concerns to the school principal or staff for resolution
- To tell his/her side of the story before receiving a consequence
- To be told the reason(s) for any disciplinary action verbally and in writing
- To be given information about appealing disciplinary actions
- To express opinions, support causes, assemble to discuss issues, and engage in peaceful and responsible demonstrations

Student Responsibilities

- To attend school daily, prepare for class, and complete assignments to the best of his/her ability
- To know and obey school rules and instructions given by the school principal, teachers, and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, at school functions or in the school community
- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property, and the property of others

Family Rights

- To be actively involved in their child's education
- To be treated fairly and respectfully by the school principal, teachers and other staff
- To access information about the Board's policies and school procedures
- To be notified in a timely manner if their child is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned
- To appeal disciplinary actions taken
- To receive information about their child's academic and behavioral progress

Family Responsibilities

- To read and become familiar with the school procedures
- To make sure their child attends school regularly, on time, and to notify the school early in the day if their child is going to be absent
- To give the school accurate and current contact information
- To tell school officials about any concerns or complaints respectfully and in a timely manner
- To work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behavior expected in school

- To support their child's learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and students
- To respect other students' privacy rights

Arrival / Dismissal Times and Procedures

Arrival Times

7:35 Students who ride the bus or are dropped off by car are able to enter the building. Students are only permitted in the building **before** this time if they are enrolled in the Before Care Program.

8:00 **All** students should be in their classrooms **by** 8:00. Students who are not in their classroom by 8:00 will be marked tardy.

Dismissal Time

2:35 Students are dismissed from their classrooms to go to their bus, the car pick up area, or the After Care Program. Each school uses dismissal procedures in their building that support student safety.

Students not enrolled in after care must be picked up on time.

Procedures

- Each elementary school has special instructions for the dropping off and picking up of students by car. Please refer to your child's school's pages at the back of this handbook for any additional details.
- Students will walk to classroom on their own. Family members are asked to not escort their students to the classrooms.
- All students will be given bus rules and procedures on the first day of school. Families should review this information with their child(ren). Students who do not follow the bus rules and procedures may be denied bus privileges.
- If a student is going to be picked up earlier than the scheduled dismissal time, the adult must enter the building, provide a photo ID, and sign the student out for the day. The student will be dismissed from the classroom once the adult has arrived in the office.
- Students whose transportation will change at the end of the day (a typical bus rider will be picked up) from what is the normal student routine must have a written note notifying the school of this change. Emergency changes to transportation that are called into the office will only be accepted until **1:30 p.m.** of that day.
- Students are not allowed to ride a different bus than the one they are assigned.
- Pick up by taxis or ride share companies will not be permitted without a parent/guardian present to ride with the student.

Bus Rules and Regulations

Bus transportation is a privilege and is an essential part of the school day. In accordance with board policy 7.340, "failure of students to maintain proper conduct while at the bus stop, proceeding to or from the bus stop or while on the school bus may relinquish their privilege to ride the school bus and/or be subject to other disciplinary measures by the school."

Bus Rules

1. Observe classroom conduct while on the bus.
2. Be courteous, do not use profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage, cut or write on the bus or equipment.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. The bus driver is authorized to assign seats.
11. Students who ride buses with seat belts are required to wear them.

Additional General Guidelines

1. Students should be at the bus stop ten minutes prior to pick-up time.
2. Students should respect the property near the bus stop.
3. Students should stand back away from the road until the bus is COMPLETELY STOPPED. Students waiting on the opposite side of the road should wait until the bus stops and the driver checks both the oncoming and following traffic. The driver will signal before students cross the road.
4. Students must walk ten feet in front of the bus while watching for traffic (entering or exiting).
5. Students are to ride on their assigned bus. Students will have the same pick up and drop off assignment.
6. Students should be able to hold all belongings on their lap. The following items are prohibited from being on the bus: animals, glass items, and other objects that may endanger students.
7. Once a student is on the bus, they will not be allowed to exit the bus without authorization from school personnel.
8. Student conversation should be at a level where the driver CANNOT clearly hear the conversation.
9. Students are to avoid pushing, crowding, and shoving when entering or departing the bus. Students are not to tease others or throw objects.
10. Students shall have assigned seats on regular routes designated by the bus driver.

11. Students must identify themselves if requested by the driver. Any student who refuses to identify himself/herself is subject to bus suspension or other disciplinary measures by the school.
12. Bullying and harassment are prohibited. The bus driver may report any suspected case of bullying or harassment to school personnel.
13. The MSD of Lawrence Township including the transportation department is NOT responsible for lost cell phones, ipods, ipads, and other similar electronic devices.

***Kindergarten students will not be allowed off the bus without a parent/guardian, another designated adult, or older sibling present to receive them. If one of these criteria is not met, the student will be returned to the school. After three such incidents, transportation privileges may be suspended or revoked.**

(See Transportation Addendum at the end of this document for bus tracking information.)

Attendance Information

- Good attendance supports high achievement in students.
- Students are expected to be at school and in their classroom each day **by** 8:00 ready to begin the school day.
- Students who are not in the building **by** 8:00 will be marked tardy. Families will be contacted if arriving late to school is a repeated issue for a student.
- Students who are vomiting, have a fever, or other type of illness should stay home and must be fever free for 24 hours without the aid of medication before returning to school (MSDLT follows the Indiana State Board of Health guidelines). **A parent / guardian must call the school to notify them of the student's absence. If a call is not received, the family will be contacted by automated call.** This is a safety measure to ensure that the school and family are aware of a student not being at school.
- If a student becomes ill while at school, the nurse will contact you or someone on the student's emergency card. An ill student should be picked up from school as soon as possible.
- **When a student in grades K-6 has 5 unexcused absences in a 10 week period, the school must implement its "Truancy Prevention" policy to address truancy <u>before</u> the child becomes a habitual truant. This will include a mandatory attendance conference with the parent/guardian.**
- Students who miss more than 10% of the school days for any reason may be contacted by the school. An additional family / school conference may be held to establish an attendance plan for the student.
- Families may request a student's work when they call in to notify of an absence. Students will have the same number of days of absence to complete the work.
- The district-wide attendance goal is 94%.
- Families will receive daily notification of student absences via ParentSquare.
- Families will also receive notification after a student reaches 5, 7, and 10 days of absence.

- Excessive absences without excuse may result in a report to the Department of Child Services, or a referral to the Marion County Prosecutor's Office for Failure to Ensure school attendance as required by state law.

MSD Lawrence Township
BEFORE & AFTER CARE
Loving Care

Before and After Care

- Childcare is available from 6:30 – 7:35 a.m. each day before school.
- Childcare is also available to students after the school day from 2:35 – 6:00 p.m.
- There is a fee for this program.
- Families must enroll students in the program in order to participate.
- If school is closed due to bad weather, listen for updates from the school district regarding the Before and After Care Program.
- **For more information about this program and costs, please call the Before and After office at 423-8363.**

Cafeteria Procedures

- Breakfast and Lunch are served daily; however, breakfast is not served on 2 hour delay days.
- Breakfast begins at 7:35. Students who do not ride the bus must be in the cafeteria by 7:45 to receive breakfast.
- Visitors are welcome to join their student at lunch time.
    - A visitor must make a reservation with the school's front office by 9 a.m. in order to eat lunch with a student.
    - Visitors can not just "drop in" for lunch; a reservation is required.
    - Visitors must follow the school's procedures for showing identification when entering the building.
    - Visitors must exit the building after lunch; students must return to class with their teacher.
    - Visitors should silence their cell phones during lunch. Due to privacy and safety rules, no pictures can be taken by visitors while in the cafeteria.
    - Principals or their designees have the right to stop any disruptions caused by visitors during the lunch time.
    - Visitors will eat with only their student at a designated table in the cafeteria.
    - Due to licensing for preschool and potential allergies, there should be no outside food for birthday parties, etc. Outside food can be brought in for lunch. Families must sit at the designated table when outside food is brought in.
- Students may bring their lunch from home (no soft drinks, please) or get a school

lunch.

Communication Procedures

- Family – Teacher Communication can occur in a variety of ways.
    - Teachers will give out their contact information to families. Please note that teachers will not be able to answer the phone during the instructional day. Please use the voice mail system to leave a message.
    - The school staff and teachers require families provide updated contact information at the beginning of the school year. Families are expected to contact the school when there are any changes to these numbers. A school MUST have this information in case of an emergency.
    - Written communication is another way that parents /guardians and teachers can share information.
    - Parents / Guardians who wish to speak with a teacher in person should schedule a meeting time. Teachers cannot speak with parents while they are supervising students or have other school duties.
- Family – School Communication
    - Parent / Guardian may call the main office at the school to share information such as:
        - Change in student's transportation (Call by 1:00 p.m.)
        - Update contact information
        - Ask basic school questions
    - The school will use the contact numbers on file to contact a parent /guardian for school business or for notification of a sick child.
    - The school and/or school system may send out automated messages periodically to notify families of important events or school business.

Dress Code

- Students' dress and appearance are the responsibility of the family. It is the school's goal to ensure that the learning environment is not impacted by a student's clothing or appearance. Inappropriate attire will determined by the principal. If a student is found to be in violation of the dress code, the family will be notified and asked to bring in appropriate clothing.
    - Shorts, dresses, and skirts should follow the finger-tip rule. These clothing items should be longer than the student's finger tips when his/her arms are by the side.
    - Midriff or spaghetti strap shirts should not be worn.
    - Pants should fit around the waist and not bag excessively – no sagging / no visible underwear.
    - No shoes with wheels.
    - Sleeveless athletic jerseys are only allowed if worn over a t-shirt.
    - No clothing is allowed which promotes drugs, alcohol, tobacco, or that is obscene in language and/or graphics.
    - Hats, caps, and non-religious head coverings are not permitted inside except on "special clothing days." Hats, caps, and non-religious head coverings may be worn outside to enter/exit the building and during recess.
- Students will go outside for recess year round (except when the weather prevents this). Please be sure your child is dressed for outside play.

Education Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The rights to request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent upon request.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent in at least the following situations: (1) disclosure to school officials with legitimate educational interests; (2) disclosure to officials of another school in which a student seeks or intends to enroll; and (3) disclosure of directory information. A school official includes a person employed by MSDLT 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, contractor, or consultant who, while not employed by the school, performs an institutional service or 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 typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. 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 federal office that administers FERPA will be provided upon request.

As noted above, the School may disclose "directory information" without written consent, unless you have advised the School to the contrary in a written document submitted to the School principal by October 1 of each school year. The School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Hair and eye color, race, sex, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed.

One purpose of disclosing directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Electronic Devices, Toys, Games, and Non-Academic Items

- Personal Communication Devices (PCDs) including cell phones and smart watches must be turned off, put away, and undetectable during instruction time unless:
    - Teacher authorizes use for education purposes.
    - In the event of an emergency.
    - Used to manage student health care.
    - Use is included in IEP or 504.
- Parents who need to speak to their child should call the main office, not the child's phone. **Students must follow any additional school and classroom rules for phones.**
- Except as authorized by IEP, CCC, or Administrator students are prohibited from using PCD's during school day including while off campus on field trip, to capture record and/or transit words, images, video of any student, staff member or another person as it is considered an invasion of privacy and is not permitted.
- PCDs with a camera may not be activated at any time where a reasonable expectation of personal privacy would be expected.
- Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.
- Students may not use PCDs in a way to threaten, humiliate, harass, embarrass and/or intimidate.
- Violations of this policy may result in disciplinary action or confiscation of the PCD.
- For safety reasons, families must help students understand why phones should not be shared with classmates.
- **Schools are not responsible for lost or stolen items, including phones.**
- Electronic devices that students cannot have at school include but are not limited to laser pointers, tablets, ipads, and handheld electronic gaming systems and controllers. If a student brings this type of device to school, it will be kept by the administration and returned to an adult.
- Toys, games, trading cards, make-up, and other non-academic items should be left at home unless teacher permission has been given to bring an item to school.
- Students who bring items such as these without permission will have the items taken away. Items will only be returned to an adult.
- No trading or selling of any items can occur while at school or on school property.

Fire, Tornado, Earthquake and Emergency Lockdowns

- Drills are held regularly during the school year as required by MSDLT policy and Indiana State Law.
- Students will receive instructions about each classroom and school's specific procedures for each of the types of drills.

Homework

- Homework is assigned by teachers to be meaningful and connected to the student's daily learning.
- It is highly recommended that all students read each night.
- Teachers will provide specific homework procedures for the class. The expectations will change depending on the grade level of the student.

Internet Policy

- The internet provides connections to many educational resources for MSDLT students. This service enhances the educational environment for all students.
- In order to protect children, and in compliance with the federal Child Internet Protection Act (CIPA), MSDLT has filtering devices and software that block access to content that is obscene, pornographic, inappropriate or harmful to minors. However, **MSDLT cannot guarantee preventing improper access to such materials.** Ultimately, families are responsible for setting and conveying the standards their children should follow when using media and information sources.
- Students who purposely access an inappropriate site or use the internet in inappropriate ways will lose their privileges. Parents / Guardians will be notified of any disciplinary action.
  More information about the district's internet policy is available online in various policies and procedures adopted by the School Board.

Invitations and Birthdays

- The schools understand that birthdays are very special days for students and their families. School procedures must be followed, however, to ensure the safety of students and the structure of the learning day.
  - No food can be sent in for a student's birthday (homemade or store bought). There are many students with allergies who cannot be around certain foods.
  - No balloons or yard signs are permitted.
  - Deliveries, such as flowers, will not be sent to a student during the school day.
- If a family wishes to celebrate a student's birthday at school, they are encouraged to give each student in the class a pencil or other small school item. A student might also wish to donate his/her favorite book to the classroom library.
- Birthday invitations should not be delivered to students at school unless every student in the class is invited to the celebration.

Latex Balloons

- Latex balloons are not permitted in any school in MSD of Lawrence Township due to students and adults with latex allergies.

Lost and Found

- Schools are not responsible for lost or stolen items.
- All lost and found items will be stored for a period of time in the school.
- If your child is missing any items, please have him/her check the designated area for lost and found in the school.
- Items not claimed in a pre-defined period of time will be donated to charity.
- Valuable items such as glasses, keys, money, etc. will be secured in the office and can be claimed by students and adults with proper identification.
- Labeling your child's items, book bags, coats, hats, etc. will improve the likelihood that the items will be returned.

Materials' Fees and Supplies

- Materials' fees cover the use of instructional materials for your students, access to online programs, computer software, textbooks, paper, etc.
- 1:1 Computing devices, textbooks and school library books are issued to students and are the property of the school district.
- Books and 1:1 computing devices should be used with care and are expected to be returned to the school in good condition.
- Students and their families are financially responsible for books and/or 1:1 computing devices that are lost, stolen, or damaged.
- Students will need the school supplies provided on the supply lists that are specific to a grade level. These supply lists are available from your child(ren's) school and on the district website.

Report Cards

- Report cards are issued four times a year for students in grades K-6.
- Report cards are available on Skyward Family Access. Paper copies are provided upon request.
- The final report card is issued on the last day of school.
- Families may also access information about their student's grades through their Skyward on-line account. Access codes to view student information must be requested by the family. Access codes can be requested by going to www.ltschools.org and going to the "Parent" tab.

School Board Policies

- All of the current MSD of Lawrence Township School Board Policies can be found at www.ltschools.org under the "Board" tab.
- All school procedures are in line with the MSDLT Board Policies and the Indiana Code.

Student and Staff Safety

- School safety is the number one priority in each school's establishment of procedures.

- The MSDLT continuously meets with leading national and state school safety experts.

- Schools will adjust current procedures if information from the experts gives. evidence to new information.
- All classroom doors will remain locked during the school day. The doors may remain open, but if they are closed they must be locked to the outside.
- All outside doors remain locked. Visitors must enter through the main doors and be buzzed into the office area.
- Students who are dropped off in the morning must progress to their classrooms alone. Adults dropping off the child cannot walk the student to the classroom.

Student Behaviors

- The school will follow all discipline policies established by the MSDLT School Board and implement associated procedures.
- Families and visitors must follow all district policies and school procedures for the discipline of students on school grounds (even with their own child).
- Families and visitors who observe student misbehavior while on school grounds must notify a school employee. Families and visitors are not permitted to intervene or discipline students while on school grounds.
- The principal has the final discretion in all decisions regarding student behaviors and school safety.
- Providing a safe learning environment for students requires schools to be consistent and diligent in their application of rules and procedures.

Sexual Harassment

DEFINITION: Harassment is defined as physical, verbal, or nonverbal conduct directed at another student or any school employee or volunteer that is intimidating, demeaning, hostile, or offensive with an inappropriate focus on sex, sexual history, individual gender-based characteristics, or sexual orientation; unwelcome verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into sexual relations; and/or retaliation for refusal to comply with sexual demands. Sexual harassment includes unwelcome (1) sexual advances, (2) requests for sexual favors, or (3) other behavior of a sexual nature where: (A) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic, academic standing, or participation in a school-sponsored program or activity; (B) submission to or rejection of such conduct by an individual is or may be used as the basis for an academic, employment, or other school-related decision affecting that individual; or (C) such conduct unreasonably interferes with an individual's academic and/or work performance, participation in school-sponsored programs or activities, or it creates an intimidating, hostile, or offensive working or educational environment provided by the school.

POSSIBLE CONSEQUENCES: Parent/guardian contact; Loss of school privileges; Detention; In-school alternative program; Suspension (in-school or out-of-school); Possible arrest; Expulsion

MSD Lawrence Township/Community Health Network
School Health Guidelines

Clinics

Parents/guardians have primary responsibility for the health care their children receive, but school clinics are available for emergencies, injuries, and illness that arise while the child is at school, in addition to management of chronic illnesses and special needs. Each Lawrence Township clinic is staffed with a Community Health Network nurse (RN or LPN). Nurses do not make medical diagnoses, but they are skilled in assessment, planning, intervention, evaluation, promotion of wellness, health counseling/education, prevention, emergency care, and referral.

School nurses may provide non-emergency first aid treatment, emergency care, and conduct health screenings to students, without the return of the Permission for School Nurse Services form. This form must be filled out for your student to receive student specific medications, treatment and procedures during the school day. If you do not want your student to receive basic first aid in the clinic, please contact your school nurse.

The school clinics are open daily during normal school day hours. Students must have a pass to enter the clinic, unless it is an emergency. Students without a pass will be sent back to class to obtain one. They will be asked the nature of the complaint, will have their temperature taken, and may be allowed to rest for a short period of time. Please remember that time in the clinic is time out of a class—instructional time is being lost. If the nurse needs to send a student home due to a sign of illness (see below), the nurse will call the phone numbers listed in Skyward. If contact information changes, it is essential that phone numbers be updated in Skyward. If the nurse is unable to reach a contact, the student will be sent back to class unless there are signs of a contagious illness (below). An illness-related early release from school is only excused when sent home by the nurse. If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

If a student has a chronic illness and needs an emergency care plan followed at school, it is the parent's responsibility to get these plans filled out by a doctor and returned to school. Some examples of chronic illnesses are asthma, seizures, diabetes, allergies and sickle cell anemia. Any other health related accommodations for the school day will be initiated after the nurse receives written doctor's orders. This includes, but is not limited to, open bathroom passes, physical restrictions, PE restrictions, and concussion accommodations. If a student needs a procedure during the school day, the nurse must also have doctor's written orders. This includes, but is not limited to, gastrostomy tube feedings, in and out catheterizations, wound dressing, diabetes care, and medication administration.

Illness

General guidelines for illness follow the guidelines, laws, and recommendations of the Indiana Department of Health, the Marion County Health Department, Community Health Network, and Indiana State Code to prevent the spread of communicable diseases. If the nurse should call home for a student pick up, they are acting in accordance with these laws and their professional nursing judgement. Parents should make every effort to come to the

school to pick up their students in a timely manner. Bus transportation should not be utilized if the child exhibits symptoms of a contagious illness (below).

Please do NOT send a student to school if one or more of the following symptoms are present: diarrhea*, vomiting*, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness*, or fever of 100 degrees or above. Please do NOT send a child back to school until he/she has been fever-free (without fever-reducing medications) and without vomiting/diarrhea for 24 hours. Antibiotics which have been prescribed for eye or throat infections must have been given for 24 hours before the student returns to school. This will help prevent the spread of infection to others and ensure that the student is feeling well enough to learn. Students who have had a surgery or hospital stay may be asked to provide a doctor's note to return to school.

*Diarrhea – Student with diarrhea, defined as three or more loose or liquid stools in 24 hours, should stay home or be sent home from school.
*Vomiting – Students who vomits more than two times in a 24 hour period or vomiting and a fever are present should stay home or be sent home from school.
* Eye Discharge and Redness – Some students might have allergies or eye irritation that is normal. If a student normally does not have these eye issues, they should not be at school and be seen by a doctor or nurse practitioner. Nursing assessment and judgement will be used to determine appropriate course of action during the school day.

Injury

Students who are injured at school will be assessed at the time of the injury, if they report to the clinic. If a student has a deep laceration, cannot walk, has extreme swelling, pain, obvious deformity, head injury, or has any other sign of an emergent/urgent need for further evaluation, the nurse will determine the best course of action for the situation. This may include a call home or an EMS call. Only an x-ray can determine if a fracture has occurred. The clinics possess wheelchairs for emergency response by school staff only. Lawrence Township cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

Medication

Lawrence Township clinics do not stock any medications. All medication must be supplied by the parent/guardian. Medication given for the academic success of students or other medications given for acute or chronic conditions may be administered at school. Please try to schedule a three-time-per-day medication at home. Do not send once daily or every twelve hour medications to school. Once a day morning medications should be given at home unless a note is provided from the student's physician or after discussion and approval by the school nurse. Medication administration forms are available at each school or online. This form must be filled out and signed by the parent or guardian before a medicine will be administered by the nurse. Prescription medication must have the current prescription label with student's name attached to the medication. Per Indiana State code, all medications must be in the ORIGINAL containers. For the safety of your student, if medication is received in a baggie or envelope, it will NOT be given. A physician's order is necessary in order for an emergency medication (EpiPen or inhaler) to be carried by a student. It is helpful and best

practice to have a backup of this medication in the clinic. If cough drops are needed, we suggest that hard candy be substituted for the same effect, with no time out of class to go to the clinic.

Over-the-counter (OTC) medications for children must state that the medicine may be given to children under twelve years of age. The label on an OTC serves as the guideline for dosing and frequency. If the parent desires a dose or schedule that is different than the label, a physician's order shall be necessary for administration. OTC medications will only be accepted in the clinic in a new, unopened bottle. Used medication will not be accepted. Supplements are not considered appropriate for school administration.

No medication should not be transported by students in grades PK-8. Parents must transport all medications to school to be kept in the office for safe keeping. Students in grades 9-12 may transport medications with written permission from the parent or guardian.

Lice

Students who exhibit scratching or evidence of live bugs in the hair may go to the school clinic for evaluation by the School Nurse. The School Nurse will examine the student's hair and scalp in a confidential manner. If live lice (crawling bugs) are visualized, the parent/guardian shall be contacted by phone. Factors such as the severity of infestation, child's age, or other health concerns influence professional judgment regarding parent pick up and recommended treatment options. Close household contacts should be inspected. Students remaining at school until the end of the day will be discouraged from direct head to head contact with other students in the classroom. School Nurses will assist parents/guardians with strategies for prevention and ways to enable the student to return to school as quickly as possible. If nits only are visualized, the student may remain in school and the parent will be notified at the end of the school day. Nits located closer than ½ inch on the scalp require parental action at home. Nits farther than ½ inch are not considered to be viable.

The American Academy of Pediatrics states that classroom and school wide head checks are not the best use of school time. Therefore, nursing will only check a student with suspected lice.

Other Important Health Information

- In the event that Indiana Poison Control is consulted, the advice received shall be absolutely followed by clinic/school personnel, including emergency transport.

- It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies for any type of special need, etc.

- Immunization records shall be reviewed at the time of the student's enrollment or whenever a change in the law requires additional immunizations for current students. Lawrence Township clinics shall inform parents about changes in state laws. All students must meet state requirements for immunizations. Students may be excluded from school if immunizations are not up to date. The nurse may be contacted for

further information.

- Elementary clinics have some availability of spare clothing for medical needs that may arise during the school day. However, the selection varies from day to day, and there may not be an appropriate size available. In this case, the parent shall be called to bring clothing. Borrowed clothing should be laundered and returned to the school clinic the following day. Donations of clean gently used items are gratefully accepted.

- Vision and hearing screenings for certain grade levels take place sometime during the school year and are performed by the Marion County Health Department. Referrals for follow-ups are mailed to the home. Parents should make every effort to act promptly if a referral is received, as vision and hearing deficits greatly impact educational performance. Notice of screenings shall be by newsletter, call system or via the school/district website.

Please do not hesitate to contact the school nurse for any concerns during the school year.

Study Trips

- Study trips support the classroom learning and provide authentic opportunities for students.
- Teachers / school staff will send home information about any trip in advance.
- Permission slips must be signed by a parent / guardian prior to the student going on the trip.
- Some study trips require additional chaperones. If chaperones are needed the teacher will inform families. All volunteer procedures must be followed and met to chaperone on a study trip.
- Parents (unless chaperoning), family members (including siblings), and friends are not permitted to go on study trips.
- Students are expected to follow all school rules while on a study trip.

Updating Family / Guardian Information

- If a family's phone numbers change, they should notify the school office immediately to ensure that the most accurate information is available in case of emergency.
- If a family would like to change any information about the contacts on the student's emergency card, they should notify the school's office.
- If a family moves during the school year, they must go to the MSDLT Welcome Center at 6501 Sunnyside Road to provide the appropriate documentation needed to change the student's residence information. The Welcome Center's phone number is 317-423-8209.
- Specific information about residency documentation can be found at www.ltschools.org under the "Enrollment" tab.

Visitors / Volunteers

- All visitors must report to the school office to provide identification, sign in, and receive a visitor's badge before entering any school area beyond the front office.
- Visitors should not park in the bus lanes.
- Visitors are welcome for lunch, but a reservation must be made by 9 a.m. on the morning of the visit.
- Although classroom visits are encouraged, mutually agreed upon times must be coordinated between the teacher and the visitor.
- To protect the learning environment, only one visitor is allowed in the classroom at a time. Parents/guardians are asked not to bring younger siblings or children while visiting in the classroom.
- The principal or designee may be present in order to accommodate follow-up discussion or clarify questions that may arise.
- The visitor must commit to engaging in no interaction with the staff or students in the classroom.
- Visitors should not use the visit as a time to meet or talk with the teacher about a student's progress. The teacher must keep his/her attention focused on the entire class. Appointments should be scheduled for family / teacher conferences.
- While in the building, visitors may see or hear things which must be kept confidential. Confidentiality regarding our students is paramount and visitors must agree to respect the rights of the school staff, as well as the students, and refrain from sharing any personal information garnered during the visit.
- Volunteers are welcomed and appreciated. A wide variety of opportunities are available at your child's school. Please check with your child's school or teacher to learn more about the volunteering opportunities.
- Volunteers are at school to complete a certain task within a predetermined time limit. Volunteers must only participate in what was arranged with the teacher or school.
- Volunteers who work with students will be required to complete and have an approved criminal history background check prior to working in the school.

Weather

- If school is delayed or closed due to bad weather, notifications will be sent to the local TV and radio stations. Information will also be sent to families via email and the automated phone and text message system. The website, www.ltschools.org will also have information.
- If schools need to release students early, families will be contacted. Students should know their plans for care if school is released early.
- If school is delayed, the start time is that many hours later. So if it is a two hour delay, then school will start at 9:35 instead of 7:35.