

# Liberty Elementary School

## Student Handbook

2022-2023



## **LIBERTY ELEMENTARY SCHOOL MISSION STATEMENT**

All students can learn. To develop the potential of all children, it is necessary to have a safe, positive, challenging, well-structured, and interactive environment. The student, family, school, and community share the responsibility for learning.

## **NON - DISCRIMINATION POLICY**

It is the policy of Union County College Corner Joint School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC.22-9-1), IC.20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding Union County College Corner Joint School District's compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Compliance Officer for Union County College Corner Joint School District, 107 Layman St., Liberty, Indiana, 47353 or the Office for Civil Rights, U.S. Department of Education, Washington, D.

## **Acceptable Use Agreement - Student Technology**

**Forms: [7540 .03f1](#)**

### **Introduction**

Union County College Corner Joint School District (UCCCJSD) provides students and staff with a variety of technology resources. This technology may include, but is not limited to: iPads, Chromebooks, iPods, desktop computers, netbooks, and laptops as well as network and internet resources. All technology must be used in a responsible, ethical, and legal manner. It must also be used in accordance with the policies of Union County College Corner Joint School District for the fulfillment of educational objectives. These expectations apply regardless of whether technology is accessed at school or remotely. All UCCCJSD-issued devices are the property of Union County College Corner Joint School District and by using these devices; students agree to abide by the Acceptable Use Policy and guidelines within this agreement. When used on campus or during school sponsored events, use of personally owned technology resources must also adhere to these guidelines. The policies outlined in this document cover all available technologies now and into the future, not only those specifically listed or currently available.

### **Technology and Internet Use Agreement**

All students, parents, and UCCCJSD employees are responsible for their actions and activities while using UCCCJSD technology and network resources. This agreement provides general guidance concerning the use of UCCCJSD devices and network resources (hereafter referred to as district technology resources). It provides examples of prohibited uses and does not attempt to describe every possible prohibited activity.

Furthermore, all users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and respectful, without attempting to get around technological protection measures instituted for the safety of our students and network. All users, regardless of age or affiliation with UCCCJSD, should use good common sense and if there are questions or concerns about whether a specific activity is prohibited they should clarify those concerns with a UCCCJSD administrator before taking such action.

### **Assignment of Technological Devices**

A technology device (device with hardware and software, a charger with a cord and a case, if provided, for the device) may be assigned to students at the beginning of the school year. All students who receive a school issued device will be carrying the assigned device through the day and may be taking it home each evening. Students are responsible to care for and charge the device each evening and weekend to be prepared for the next educational day. Devices that are not fully charged at the beginning of the day will, most likely, run out of power before the end of the school day thus restricting student's participation in class. It is also recommended that students comply with energy management suggestions so battery life is extended throughout the day. Each student should remain in possession of his/her device at all times, unless it is locked in the student's locker or stored in their classroom charging cart.

### **Parent and Student Prerequisites**

All students are required to attend a mandatory informational meeting prior to the student gaining access to the assigned device. Students and parents are required to comply with

the acceptable use policy by providing annual acknowledgment during registration that will remain in the student management system. Optional meetings and information regarding any changes to policy will be shared at the school building.

### **Acceptable Use**

- The district technology resources are provided solely for the educational purposes consistent with the district educational mission, instructional goals, curriculum, online learning, and data management systems.
- Students must comply with all policies, rules, and expectations concerning student conduct and communication when using district technology resources, whether on or off school property.
- Students must comply with all specific instructions from UCCCJSD staff and administration when using technology resources.
- Students must comply with individual school rules, policies or guidelines governing use of personal devices. Penalties for non-compliance may include confiscation of personal devices.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.

### **Prohibited Use**

Unacceptable uses of district technology resources include, but are not limited to, the following:

- Accessing or communicating inappropriate materials - Students may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
- Illegal activities - Students may not use district technology resources for any illegal activity or in violation of any district policy, procedure, or rules or in violation of any local, state or federal law. UCCCJSD assumes no responsibility for illegal activities of students while using district technology resources.
- Violating copyrights or software licenses - Students may only copy, download, or share copyrighted materials (including music, film, images, photographs, artwork, software, or video) in accordance with applicable copyright law. Unauthorized use of copyright material is illegal and may subject the user to substantial civil and criminal penalties. UCCCJSD assumes no responsibility for illegal activities of users while using district technology resources.
- Plagiarism - Students may not represent as their own work any materials obtained on the Internet or by electronic means. Plagiarism is taking the ideas or works of others and presenting them as if they were original to the user.
- Language - Students may not post information that could cause damage, harm, or a substantial disruption of the educational environment. Students may not engage in personal attacks, including prejudicial or discriminatory attacks. Students may not harass another person. If students are told by any person to stop such behaviors, they must stop. Students may not knowingly or recklessly post false or defamatory information about a person or organization. District technology resources are an extension of the classroom and all language and behavior used must adhere to established classroom guidelines.
- Misuse of passwords or unauthorized access - Students may not share passwords,

- use another user's passwords or access another user's accounts.
- Malicious use or vandalism - Students may not engage in any malicious use, disruption, or harm to district technology resources, including, but not limited to hacking activities and the creation or uploading of computer viruses.
- Avoiding school filters - Students may neither use nor attempt to use any software, utilities or other means to access content, network or Internet sites blocked by school filters.
- Unauthorized access to social media - During the school day, students may not access social media such as blogs or social networking sites except under the direction and supervision of UCCCJSD staff.
- **Social media post/electronic message involving a UCCCJSD student outside of the school setting that filters into the school system resulting in disruption in the learning process will result in disciplinary action by the school.**
- **Any social media trend that disrupts the learning environment will be prohibited. (i.e. TikTok trends)**

### **Compensation for Losses, Costs, and/or Damages**

The students and their parents/guardians may be responsible for compensating UCCCJSD for any losses, costs or damages incurred through violation of UCCCJSD policies, procedures, and rules while the student is using district technology resources. The students and their parents/guardians may be responsible for the loss, theft, damage or neglect of any UCCCJSD computer, laptop, or mobile device issued to or used by the student.

### **Student Security**

Students may not post or reveal personal contact information (including full names, address, telephone number, social security number or other personal information) about themselves or other people on the Internet or network while using district technology resources. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students may not agree to meet with someone they have met online without their parent's approval and participation.

### **System Security**

The security of district technology resources is a high priority. Students should immediately notify an administrator, network coordinator or other staff member if they have identified a possible security problem. Students may not demonstrate the problem to other students, access unauthorized material, or attempt to resolve security problems, because this may be construed as an illegal attempt to gain access.

### **Expectations of Privacy**

Students should not have any expectation of privacy for any information on district technology resources. Students may be asked at any time to surrender their personal or district device in use while participating in a school-related function. Failure to comply with any request for examination may result in immediate administrative disciplinary action.

### **Email**

UCCCJSD may provide users with the privilege of email accounts for the purpose of

school-related communication. Availability and use may be restricted based on school policies and infrastructure. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by district policies or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

### **Recording or Taking of Pictures, Audio, or Video**

There is to be no unauthorized videotaping or photographing of any part of the building, grounds, students, and staff without the prior written consent of the Union County College Corner Joint School District. However, this is not intended to prevent parents or other interested parties from photographing or videotaping extra-curricular activities for their own private interest. UCCCJSD assumes no responsibility for media recorded by parents and other interested parties or its use.

### **Disciplinary Action**

Violations of this agreement may result in disciplinary action including, but not limited to, loss or restricted use of any district technology resources or personal devices, further UCCCJSD disciplinary measures, or the involvement of law enforcement. Limits of Liability

- To safeguard technology users from offensive and/or inappropriate material, access to online content via the network is filtered and monitored in accordance with UCCCJSD policies and federal regulations, such as the Children's Internet Protection Act (CIPA). However, users should be aware that no filtering system is failsafe and UCCCJSD makes no guarantees of their effectiveness.
- UCCCJSD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- UCCCJSD will not be responsible for damage or harm to persons, data, hardware, or files.
- UCCCJSD will not be responsible, financially or otherwise, for unauthorized transactions or postings conducted over the school network.

### **Required Parental Consent**

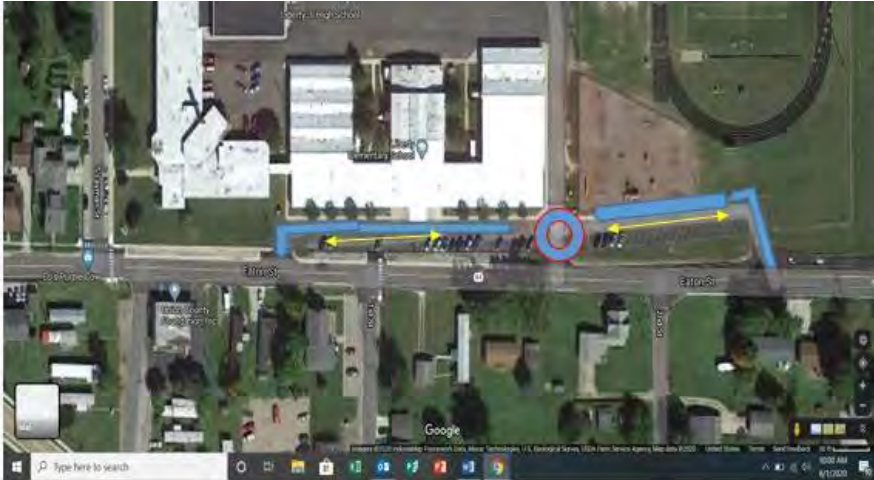
As the student's parent/guardian, I have read and agree to this agreement. In consideration for the privileges of my child's using the Union County College Corner Joint School District's technology resources and in consideration for having access to the information contained on or by the district technology resources, I hereby release the Union County College Corner Joint School District, the Board of Education, the district technology resources, and their operators and administration from any all claims of any nature arising from my child's use, or inability to use the district technology resources.






### **ADMISSION POLICY**

Every child of legal settlement shall be eligible for kindergarten providing that she/he has attained the age of five on or before August 1st. A certified birth certificate, up-to-date immunization record, and a current proof of residency are also required.

Any child transferring from another school must also provide the office with the name and address of the previous school so that records may be obtained. Out-of-district transfers must be approved by the principal.

## ARRIVAL AND DISMISSAL



-  Enter the LES driveway from Eaton Street (ST Rd 44)
-  DO NOT park in this narrow lane as it impedes the flow of traffic
-  Visitor parking lot
-  Drop off/Pick up line for car riders \*NO parking in the driveway!
-  Exit LES driveway onto Eaton Street (ST Rd 44)

**Arrival:** Classes begin at 8:15 a.m. Breakfast is served daily beginning at 7:55 a.m. other than days the district starts on a 2-hour delay. School doors open to all students at 8:05 a.m. **Students not eating breakfast should arrive NO EARLIER than 7:55 am.**

All students that ride a bus to school will enter the building through one of the back doors of the building. All students that walk to school or are dropped off by car are to enter the front doors, breezeway doors, or the Red Brick front doors. We do not want students entering the building in the area where the buses are moving.

**Dismissal:** School is dismissed for **car riders** at 3:10 p.m.

Students who walk **home** and bus **riders** will be dismissed at 3:15p.m. All bus riders must go directly to their bus. Car riders and walkers are dismissed through the front doors, breezeway doors, or Red Brick doors.

Parents who are picking up or dropping off students are asked to pull up to the front of the driveway to allow more cars to park in the driveway.

**Parents are asked to not park in the narrow section of the front driveway at any time.** Traffic must be able to maintain a continuous flow. This

is for the safety of students.

Supervision of students is not available before 7:55 a.m. nor after 3:15 p.m. **Cars transporting students should not be in the back or the east side of the building.**

## **ATHLETICS**

Students participating on any team that has a school corporation paid coach will be expected to meet the following requirements:

1. Have a physical.
2. Maintain academic eligibility. A student is eligible as long as he/she does not have more than one F on their report card.
3. Home school students will be prohibited from participating on these teams.

For the sake of clarification, it is important that we define exactly which athletic teams have to follow these requirements. It is any team that has a corporation paid coach. For example, these policies would not apply to any of the Boys' and Girls' teams, fifth grade cheerleaders, Borderline volleyball, Future Patriots Basketball League, and any others that do not have a corporation paid coach. At this time, it would apply to fifth grade girls' and boys' basketball and any elementary students participating in Union County Middle School Cross Country, track, or wrestling.

## **ATTENDANCE POLICY - 5200**

The School Board requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

### **Excusable Reasons for Absence**

Regular attendance is essential for each child to receive benefit from regular daily instruction. We urge all parents to keep students at home only when it is necessary.

The following factors are considered reasonable excuses for time missed at school: illness, recovery from accident, required court appearance, death in the immediate family or of a relative, observation of religious holiday, professional appointment that cannot be scheduled after school (please see below), maternity, military connected families absences related to deployment and return, college visits during their junior and senior years, not to exceed two visits per year, and such other good cause as may be acceptable to the Superintendent or permitted by law.

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.

### **Unexcused Absences**

Any absence that is not an excused absence or an exception to compulsory attendance



contained in Policy 5200 is an unexcused absence.

### **Reporting of Student Absences**

All absences must be reported by the parent or guardian. Absences may be reported by phone, voice mail, electronic transmission, or written note. If a phone or voice mail report is not received by 9:00 a.m., when possible an attempt will be made by the school to contact the home of the missing student to verify their absence. Should the school have to make this contact because the parent did not call, the absence will be considered unexcused. An absence reported by phone or voice mail needs to include a specific explanation for the reason for the absence. Any absence reported by electronic transmission or written note should be received by school personnel no later than the date the student returns from the absence and is also expected to include a specific explanation for the reason for the absence.

### **Procedures for Student with Five or More Absences**

Step 1: A letter will be sent to parents after five (5) days of absences. This letter will be sent

regardless of the circumstances and regardless of whether the absences are excused or unexcused.

Step 2: After eight (8) days of absence within one (1) school year, the next parent contact will

be made. This contact may include, but is not limited to: letter, phone contact, meeting with a teacher or administrator, or meeting with the school team.

Step 3: After ten (10) days of absence within one (1) school year, the school may refer the attendance issues to the Union County Multi-Agency Attendance Committee for consideration of appropriate action. This is a committee comprised of school personnel and local social service organizations.

Any action taken will be dependent on the reasons for the absences and will be dealt with on an individual basis.

### **Student Vacations During the School Year**

Vacations during days that school is in session are considered unexcused absences. Student work may be made up and credit received during this time of unexcused absence. Make-up work must be completed and turned in within the same amount of time as the absence.

### **Tuancy**

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location. **Absence** is defined as non-presence in the assigned location any time beyond the tardiness limit.

A student shall be considered an "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year. Under SEA 1, the Superintendent or an attendance officer shall report a child who is habitually absent from School in violation of this chapter to an intake officer of the juvenile court or the Department of Child Services.

The disciplining of truant students shall be in accord with Board policies and due process,

as defined in Policy 5611 and the Student Handbook.

### **Half Day Absences**

A student in attendance during any part of the day, up to and including one-half of the day, will be counted as having one-half day absence. A student in attendance for more than one-half of the day will be counted in attendance for a whole day. \*Please note: this does **not** apply for **perfect attendance** awards.

### **Incapacity to Attend**

Certificate of Incapacitation: Indiana law specifies that a school attendance officer may require a doctor's statement describing a child's incapacity. This is legally required and must be received within six days after it is requested by the attendance officer or the parent is in violation of the law. A high number of absences will warrant this request.

### **Students Leaving School During School Day**

No student shall leave school during the school day established by the class schedule for that student without authorization by a staff member. No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal established by the schedule for the student except with the approval of the principal and with notice to the student's parent/guardian.

### **Encouraging Attendance**

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can – in and of itself – successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. Providing meaningful learning experiences every day;

Therefore, a student who is absent from any given class period would be missing a significant component of the course.

- B. Speaking frequently of the importance of students being in class, on time, ready to participate.
- C. Keeping accurate attendance records (excused vs. unexcused).
- D. Incorporating defined, daily participation as part of the teaching/learning process and each grading period.

### **Make Up Work**

Students will be given the opportunity to make up missed work due to absence based on building policy.

Students have one day for each day of absence to get make-up work completed and turned into the teacher.

### **AWARDS**

At the end of each school year certificates will be awarded to students for perfect attendance and academic achievement. Perfect attendance means being present all day, every day of school, and having no tardies. Academic achievement awards are given to

students who have all A's, B's, and no *NeedsImprovement* markings on their report cards all year long. Fifth grade students that qualify will be presented with awards at a program at the end of the year.

### **BACKGROUND CHECKS FOR VOLUNTEERS**

All volunteers in the Union County College Corner schools will be subject to a limited criminal history check. There is no cost to the volunteer unless the limited background check is delivered with inconclusive results. In this case, the volunteer would need to go through the school website and use the employee background check link and pay the fee. The only requirement for volunteers is giving their birthdate to school personnel. The school where the individual is volunteering will complete the limited criminal history check and keep the record on file. These limited criminal history checks will need to be updated annually. Examples of volunteers who need a background check include: volunteer coaches, classroom volunteers, field trip chaperones, dance chaperones, volunteers at athletic events, and workers not under the direct supervision of school personnel (electricians, construction workers, etc.) People who make deliveries to our buildings do not require a background check. Should there be any question as to whether an individual requires a background check, contact the Superintendent.

These limited criminal history checks should not be confused with the background check that is required of employees. That background check is completed by the individual through the corporation website.

### **BAD WEATHER**

All days missed due to inclement weather or any other reason will be made up unless determined otherwise by the Indiana Department of Education. School may be delayed or closed due to hazardous road conditions or severe weather. Information about delays and closings may be found at the following outlets:

**Television:** Cincinnati – Channels 5, 9, 12, 19, 64 **Radio**–  
Richmond – KICKS 96.1, Cincinnati – WLW 700

**Union County Web Site**– [www.uc.k12.in.us](http://www.uc.k12.in.us) **Swift**  
**K12**

**Liberty Elementary School & P.T.O. Facebook pages**  
**Liberty Elementary School Twitter**

### **BICYCLES**

Bicycles for elementary students are not allowed. Traffic is congested already and the introduction of bicycles would provide an additional danger.

### **BULLYING**

Bullying, by a student or a group of students, against another student or staff member with the intent to harass, ridicule, humiliate, intimidate, or harm the other student/staff member through overt, repeated acts or gestures, including verbal, written, telephonic (including text messaging), electronic or computer (email, web page, blog, etc.) communications, and/or

physical acts committed, or any other similar behavior is prohibited. Students engaging in such conduct may be disciplined in accordance with IC 20-33-8.

Students will be instructed in the different types of bullying and the need to report any incidents.

Bullying will be discussed in all classrooms during nurture groups. The following points will be emphasized:

1. Bullying can be physical, verbal or electronic.
2. Any type of repeated threat or intimidation is bullying.
3. The reporting of bullying is not tattling. This is looking out for the safety of the people in this school. In order to make this a safe school, we need the help of students reporting these incidents.

### **BUS RULES**

In the interest of safety, the Union County College Corner Joint School District Board of Trustees adopted the rules and regulations listed below. Since the conduct of a pupil or pupils on a moving vehicle can create a hazardous situation for the bus driver, these rules will help eliminate these problems. School bus drivers are to have control of all schoolchildren transported to their schools and to their homes. The driver shall keep order, maintain discipline among the children while they are on the bus or along the route, and shall treat all children.

### **SCHOOL BUS RULES AND REGULATIONS:**

1. Students shall arrive at the bus stop before the bus is scheduled to arrive and wait in a location clear of traffic and away from the bus stop. If there is a delay, the bus driver will sound the horn and look for a signal from the bus stop. If there is no immediate signal, the driver may leave that location.
2. No students may enter or leave the bus until the bus has come to a complete stop and the driver gives the signal.
3. Behavior at the bus stop must not cause harm to another person or to another's property.
4. Students must go directly to their assigned seats upon entering the bus (or to an available seat if seats are not assigned) and remain seated properly, keeping aisles and exits of the bus clear.
5. Students must observe classroom conduct, obey the driver promptly and respectfully, and may never use inappropriate language.
6. Students must not eat, drink, chew gum, or bring or use any type of tobacco, vaping devices or products on the bus. This prohibition includes water bottles and squirt guns.
7. Students must not have alcohol or drugs in their possession on the bus.
8. Students may neither throw nor pass objects on, from, or into the bus nor put their heads or arms out of the bus windows.
9. Students may not carry any large object on the bus that creates a problem for the safe and efficient operation of the bus. Examples include large musical instruments or large school projects.
10. Students must leave or board their assigned bus at their assigned locations unless they have written parental and/or administrative authorization to do otherwise.
11. No window or doors should be opened or closed except by permission of the bus driver.

12. Upon recommendation of the driver, a student may be denied the privilege of riding on the school bus for 1 day. In multiple or more severe situations, the driver and/or administrators may deny riding privileges for multiple days.
13. No glass of any kind is permitted on a school bus.

### **STUDENT BUS SUSPENSION PROCEDURE:**

- Any student causing a disturbance which interferes with the disciplining or safety of the driver or passengers may be suspended from riding privileges.
- In most cases, the driver should first discuss the problem with the student; if the conduct remains unsatisfactory, the parent/administrator should be informed of the problem and informed that suspension will follow if the student refuses to conduct him/herself in the proper manner.
- If the student continues to conduct him/herself improperly, the student's driver/building administrator should suspend the student for a period of not less than one or more than five days on the first suspension. This suspension must be handled using the necessary conduct forms. Notification and a copy of the conduct form with action will be sent to the Central Office.
- Any student continuing to disobey bus riding standards (after one suspension) will be suspended for an extended period on the second offense.
- Any student found guilty of vandalizing the school bus will automatically be suspended for a longer period of time, based upon the seriousness of the act, and/or will be charged for the repairs.

### **CAFETERIA POLICY:**

#### BREAKFAST

Breakfast is available to all students in the cafeteria beginning at 7:55 for students not riding a bus. Bus riders can come to breakfast when they are released by their bus driver. Students who arrive after the 8:15 bell are tardy and will not be able to eat breakfast. Students must complete eating their breakfast and be on their way to their classrooms as soon as possible. Breakfast must be paid for using *My School Buck* system or cash. No charges will be allowed for breakfast.

#### LUNCH

A complete tray lunch is available daily. Milk is available for students to purchase a la carte. For Kindergarten students and students in the Lifeskills class, recess milk is offered during a break for a fee. Students eligible for free and reduced lunches **do not** receive free recess milk.

Due to federal guidelines, fast food and sodas cannot be brought into the cafeteria. According to state health regulations, students are not permitted to trade or share food.

Students (and parents/guardians, etc.) may not order food to be brought in or delivered to the school unless special permission is given in advance by the administration.

Parents and/or guardians are not permitted to eat in the school cafeteria with students unless it is a specifically assigned activity or permission has been given in advance by

administration.

If possible, we ask the parents to pay for lunch for the entire week on Mondays. This cuts down on the amount of time that needs to be spent collecting and counting money.

Union County Schools uses a computerized debit system for the collection of lunch, breakfast and recess milk fees. Each child has a PIN# that they enter regardless of meal status or payment method. Parents can make cash or check payments in any amount up to \$500 to the cafeteria. These funds are then deposited into your student's debit account and are available to your child when purchasing meals, a la carte items, or recess milk.

School lunches are to be paid on time. However, we realize there may occasionally be unique circumstances that require a lunch to be charged. Once an elementary student falls behind in their lunch payments more than \$5.00, parents will be notified. Failure to pay these charges will result in parents being referred to Small Claims Court.

Applications for free and reduced meals are available at registration and are always available in the school office. If financial circumstances should change during the school year, a new application form may be completed.

#### **Cafeteria Rules:**

1. Walk at all times.
2. Keep your hands to yourself.
3. Use an inside voice.
4. All trash is to be put in the waste containers.
5. Pick up any trash that doesn't make it into the containers.
6. No cutting in line.
7. No saving seats.
8. No trading, giving away, or taking of food.
9. No playing in your food; ie mixing, throwing containers, smearing food on table, etc.
10. No talking when a quiet time has been signaled.
11. Once you choose a seat, you stay there.

#### **CARE OF SCHOOL PROPERTY**

Students are expected to respect school property including books, supplies, and equipment. Students who do not comply with this expectation will be required to replace or repair any property that is lost, damaged, or destroyed. Further disciplinary action may also result.

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#### **CELL PHONES/SMART WATCHES**

Some parents have provided their child with a cell phone. Cell phones are not to be turned on during the school day and should be stored in the student's backpack. Students may not use cell phones during the school day for any reason. Cell phones that are out during

the day will be held in the office for parents to pick up. A phone is available in the school office for use by students should an occasion arise that calling home is necessary. Students' cell phones may be turned on after 3:30.

Smart watches are also not permitted during the school day.

### **CHAIN OF COMMAND**

Effective communication between parents and teachers is encouraged. When a parent has a question about his/her child's progress or what is taking place in the classroom, it is important to contact the teacher either by phone, note or email. When a problem arises, it is critical that the teacher be consulted first. If the problem is still not solved, then the principal can be contacted.

### **CHANGE IN TRANSPORTATION**

Any time a child's transportation home from school changes, a note should be sent with the student to the child's teacher, or the school office should be called. **Without notification from parents, students will be sent home by the normal method.**

### **CONFERENCES**

Parent-teacher conferences will be held during the school year. Parents will receive information about these conferences closer to the appropriate date. Parents will need to call the school office to schedule their conference time.

If you wish to set up a meeting with your child's teacher, please make an appointment as our teachers' schedules do not allow for drop-in conferences.

### **CROSSING GUARDS**

Crossing guards are located at various positions around the school complex. Students are to cross only where the crossing guards are located and wait for the crossing guard to signal the students to cross the street. We also ask that when parents are crossing the street with their children that they set a good example by crossing where the guards are positioned. Additionally, parents picking up children by the Red Brick Building on Layman Street should not encourage their children to cross in the middle of the street. These students need to also cross by the crossing guard.

### **CUSTODIAL - NON-CUSTODIAL PARENTS**

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. Absent such notice, the school will presume that the student may be released into the care of either parent.

### **DETENTIONS**

Students in grades 2-5 may receive after-school detentions. Students may receive detentions for disrespect in the classroom, a disruption to the learning environment, misconduct anywhere on school grounds including the bus, multiple missing assignments, and more serious behaviors as determined by the teacher or principal. Detentions are served after school till 4:15 on Tuesdays and Thursday. **Parents are responsible for finding or providing transportation for their child after detention.**

## **DISCIPLINE POLICY**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees authorize administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY – TEACHER
  - A. A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
  - B. An elementary teacher will have the right to send a student to the principal. The principal has the discretion to keep the student out of class for the remainder of the day or to return the student to class. Should the student be removed for one day, the student will be assigned regular or additional work to be completed in another school setting.
2. SUSPENSION FROM SCHOOL – PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. EXPULSION: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

### **GROUND FORS SUSPENSION OR EXPULSION:**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.



2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

## **POSSESSION OF A FIREARM**

- f. No student shall possess, handle or transmit any firearm on school property.
- g. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - the frame or receiver of any weapon described above.
  - any firearm muffler or firearm silencer.
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

### **According to Section 921, the following devices are not considered to be a firearm:**

- an antique firearm
- a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
- any device which is neither designed nor redesigned for use as a weapon
- any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device
- Class C common fireworks

c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

14. The use of profanity, vulgarity, racial slurs, obscenities, pornography, or any type of indecent display or exposure.

15. Any person in possession of, distributing, or taking part in the manufacturing of obscene pictures, videos, writings, books or magazines on school property is subject to disciplinary action.

### **The grounds for suspension or expulsion listed above apply when a student is:**

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to: (a.) written or oral statement of the charges; (b) if the student denies the charges, a summary of the evidence against the student will be presented; and, (c.) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

### **EXPULSION PROCEDURES:**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

### **SCHOOL-WIDE DISCIPLINE**

Student behavior plays a major part in producing a positive, safe environment in which learning can take place. The following school rules apply to all students at Liberty Elementary:

- Stick Together
- Be Kind
- Have Fun

### **CLASSROOM PROCEDURES:**

**Each teacher will establish their own classroom rules and procedures in addition to the established school rules.**

The following discipline procedure will take place for all students in the building:

1st infraction - Warning

2nd infraction -

- Loss of 10 minutes recess (grades 2-5)
- 5 minutes time out in the classroom (grades K-1)

3rd infraction -

- Parent contact made by teacher (grades 2-5)
- Loss of 1 recess (grades K-1)

4th infraction -

- 60 minute after-school detention (grades 2-5)
- Parent contact made by teacher (grades K-1)

5th infraction -

- Sent to principal

Students pull a card or move a bus (or whatever system the classroom uses) for each infraction listed above. **Severe Clause**-For severe misbehavior, steps in the procedure may be skipped.

*Infractions start over each day.*

**Principal's options for discipline may include:**

- Assign detention
- Loss of additional recess
- Parent conference
- In-school suspension
- Out of school suspension
- Loss of certain school privileges
- Behavior contracting
- Expulsion

Repeat offenders of the same classroom or school rule may have a different procedure if the present system fails to correct behavior.

Rule infraction (referral) slips may be filled out by any school personnel who witnesses a student breaking rules or exhibiting inappropriate behavior. These slips will be sent to the classroom teacher and counted as an infraction for that day. We expect students to follow the rules in their classroom and in the cafeteria, hallways, playgrounds, and special classes.

**PLAYGROUND PROCEDURES:**

We consider recess to be an important part of the school day. Students need a break from classroom studies and an opportunity to exercise and release energy. We want recess to be a safe and enjoyable time for students. Students are expected to abide by the following playground rules:

- 1) Do not throw or kick mulch.
- 2) Stay in designated play areas. Stay off the track. Do not play between parked automobiles. Students may recover a ball that has gone into the parking lot after receiving permission from a playground supervisor.
- 3) Students are not to enter the building during recess time without permission of a playground supervisor.
- 4) Students may play touch football, but not tackle football.
- 5) No pushing, shoving, or cutting in line.
- 6) No fighting or wrestling.
- 7) Line up quickly and quietly.
- 8) Follow all other school rules.
- 9) League (hard) baseballs and golf balls are not permitted.
- 10) Students are to ask the adult supervisor to solve any problems that they cannot solve themselves.
- 11) No spitting.
- 12) Use playground equipment in the correct manner.

**SCHOOL PROCEDURES:**

- 1) Attentive listening
- 2) Be kind
- 3) Be respectful
- 4) No foul language.
- 5) No fighting, hitting, or bullying.
- 6) No gum.
- 7) Get quiet when signaled by a raised hand. This is a universal signal used throughout the building.

## **DISTRIBUTION OF PAMPHLETS, FLYERS, ETC.**

Any person wishing to distribute information through the school must first receive permission from the Superintendent.

## **DRESS CODE**

Students are expected to appear at school neat, clean, and properly dressed. The dress code guide is as follows:

- 1) No shirts with spaghetti straps exposed. Shirt straps should be at least 2” wide. Shirts should not be backless or have excessively open armpits.
- 2) Shorts and skirts must be long enough to reach the middle finger when the child is standing straight and the arms are hanging down. Skirt length requirement is the same whether worn with or without tights.
- 3) Clothing with any drug, alcohol, or sexual advertisement is not acceptable.
- 4) Hats are not to be worn in the building, unless approved by the administration.
- 5) Clothing exposing the midriff or upper chest is not acceptable.
- 6) Clothing with objectionable or suggestive words is not acceptable.
- 7) Students must wear shoes at all times. Shoes with the roller skates in them are not to be worn in the building or at recess.
- 8) Students are not to wear clothing that is purchased and/or designed pre-cut or pre-torn.

### **If a violation of the dress code guidelines occurs:**

- parents may be called to bring an alternate piece of clothing to school.
- extra clothing may be available in the clinic for the child to wear for the remainder of the day.
- students may be asked to turn the piece of clothing inside.
- The student will not return to class while wearing the objectionable piece of clothing.

**The best advice is: “When in doubt, rule it out.”**

## **DRUGS-ALCOHOL-TOBACCO-VAPING**

Students are not to possess, distribute, purchase, sell, use, or be under the influence of drugs, alcohol, tobacco, or tobacco products. These products include electronic cigarettes, vape, vaping devices, or vaping products , any type of look-a-like product or other related products associated with tobacco or nicotine use, tobacco or nicotine products of any kind, or in any form.

## **EMERGENCY CONTACT INFORMATION**

If a student becomes ill or is injured during the school day, first aid is available. Every attempt will be made to contact a students’ parent or guardian in the case of an emergency.

**Parent Connect**– Please fill out the emergency medical information for each child. In addition to parents’ home, work and cell phone numbers, it is imperative we have two numbers of a child’s relatives, friends, or neighbors. In case no one can be reached, the best judgment of the personnel regarding the interest of the child will be used. No child who is injured or ill will be sent home alone.

**Parent Signature Form**-The emergency medical authorization for each child must be signed by a parent or guardian.

It is imperative that parents keep current, the contact names and phone numbers listed in **Powerschool** in case of an emergency.

## **FIELD TRIPS**

Field trips are a valuable part of the school curriculum and provide learning opportunities for students.

Occasionally parent chaperones are needed to monitor children while on field trips. Their full attention is needed to provide supervision; therefore, it is NOT possible for younger siblings to accompany the class when a parent has chaperone responsibilities. **Chaperones will be chosen at teacher discretion.** Chaperones must submit information to receive a background check.

Students must accompany the class on the bus both to and from the trip unless authorization has been received from the supervising teacher prior to departure for the field trip.

If your student has special health needs, we want to ensure that those needs are adequately met. Parents may be asked to chaperone or find a chaperone that would be able to assist the child with his/her special medical needs. In rare cases, it may be necessary to have the student remain at school for that day.

For all trips less than 25 miles in distance or for all walking field trips, parents are asked to sign a “blanket” permission form at registration. This permission form will be kept on file for such field trips.

## **FRIDAY FOLDERS**

Each Friday, or on the last day of each week, students will bring home a folder from their classroom. The folder will contain student work, school news, and other pertinent information. This folder is also used as a way for teachers and parents to communicate. Please take the time to examine the contents of your child's folder; then sign, and return the folder to school on the first day of the next week.

Parents should talk to their child about the work in the weekly folder. This is a starting point for parents to be aware of how well their student is mastering grade level standards. If questions arise, please contact your child's teacher.

## **GRADING SCALE**

The following grading scale exists at Liberty Elementary School:

E - consistently grasps instructional concepts  
consistently produces high quality work consistently  
applies and extends learned skills

S - usually grasps instructional concepts usually  
produces work of satisfactory quality usually applies  
learned skills

N – needs modified instructional assignments, produces work of inconsistent quality,  
and/.or needs frequent re-teaching and additional practice

Grading scale for grades 2-5

A- 100-90

B - 89-80

C - 79-70

D - 69-60

F - 59 and below

Students in grade 1 and 2 will be graded on an E – S – N basis. Students in grades 3, 4, and 5 will receive percentage and letter grades in all academic areas Music, Art, Physical Education, and effort will be graded on an E – S – N basis. The kindergarten report card will be a checklist based on specific skills.

## **HARASSMENT POLICY**

Conduct constituting harassment may take many different forms. These include, but are not limited to: sexual, ethnic, religious, race, disability, height, weight, physical, or economic status. This is a violation of law and school rules. If the alleged harasser is a student, staff member, or other person associated with the corporation, the student should contact his or her teacher or principal as soon as possible. If the alleged harasser is the student's principal, the student should contact the superintendent as soon as possible.

## **HIGH ABILITY**

In order to provide appropriate challenges, instruction will be differentiated for students that are identified for a high ability program in language arts and math.

## **HOMEWORK**

Homework is defined as an out-of-class preparation or assignment that contributes to the educational process. The purpose of homework is:

- 1) To review, reinforce, or extend classroom learning
- 2) To promote growth in responsibility and organizational skills.
- 3) To promote and train students in the practice of good work habits.
- 4) To promote opportunities for enrichment activities.
- 5) To help children learn to budget time.



Parents should consider homework a priority and provide an atmosphere in the home that is conducive to getting it done. Students should realize that homework is their responsibility to take home, complete, and return to school on time. Students should do homework independently. Parents may help, but should avoid doing the homework for their child. The homework is the child's responsibility and little benefit is derived if the parent does the student's work.

### **HONOR ROLL**

Each grading period an academic honor roll will be named. This will be only for students in grades 3, 4, and 5. To qualify for the Honor Roll, a student must have all A's and B's on their report card in the subject areas that receive a letter grade. Additionally, in the subject areas marked by either an E, S, or N marking, students must have either E or S markings to qualify for the Honor Roll.

### **LIFELONG GUIDELINES / LIFESKILLS**

In addition to the methods used in TBRI, our students will also learn about lifeskills. These are integrity, caring, responsibility, initiative, patience, organization, courage, effort, flexibility, problem solving, cooperation, common sense, sense of humor, perseverance, curiosity, pride, friendship, and resourcefulness.

### **MAKE-UP WORK**

Students who are absent are required to make up work that the teacher assigns. One day will be allowed for each day absent

Parents may request that make-up work be sent home with another student or pick up make-up work in the office for a student who is home ill. Please notify us in the **morning** so this work may be compiled.

### **MEDICAL INFORMATION**

Medical information will be shared with appropriate personnel.

### **HEALTH SCREENINGS:**

The following health screening takes place each year:

Hearing - Grades 1 and 4; by speech and hearing teacher

Vision - Kindergarten; by professional optometrists

Grade 3 and 5; by school nurse

### **MEDICATION:**

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

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

Medications to be administered during school hours should be brought to the school clinic or school office. Medications are to be kept in a locked, designated area.

## **ADMINISTRATION OF PRESCRIPTION & NONPRESCRIPTION MEDICATIONS (OVER THE COUNTER):**

A teacher or other school employee who is not employed as a school nurse or physician may not be required to administer medication, drugs, injections such as insulin, glucagon or epi-pen or any tests. However, a school administrator, teacher or other school employee designated by the school administration may administer such medication, drugs or tests only if the following provisions have been met:

### **PRESCRIPTION MEDICATIONS:**

The written order of a physician and the written permission of the student's parent or legal guardian are maintained on file. **All doctor's orders must be updated yearly. Please make an appointment with the school nurse prior to the beginning of the school year to set up a plan of care for your child.**

The pharmacy label may serve as the written order of the physician or practitioner if the following information is set forth on such pharmacy label:

- (a) Student's name;
- (b) Date;
- (c) Name of medication and strength;
- (d) Directions for administering (time, frequency, dosage and route);
- (e) Length of time medication is to be given;
- (f) Reason for which medication is being given;
- (g) Side effects/adverse reactions to be reported.

2. All medication must be brought to school in the original container or package with the pharmacy label and student's name affixed.

3. Written orders of a physician or practitioner and written permission from the parent or legal guardian to administer medication must be renewed at least annually and at the beginning of each school year.

4. Medication changes shall be documented only by written authorization from a licensed physician or practitioner. It shall be the responsibility of the parent or legal guardian or the student to see that the School Corporation receives any such written changes.

5. The parent or legal guardian of the student shall be responsible for assuring that medication arrives safely at school in the original, pharmacy labeled container with all necessary information, together with appropriate written permission for the administration of medication.

6. Persons designated to administer medication must follow prescribed procedures and document in writing all medications administered.

### **OVER THE COUNTER MEDICATIONS (OTC):**

1. Must have written permission from a parent or legal guardian. The following information should be provided:

- (a) Student's name;
- (b) Date;
- (c) Name of medication and strength;
- (d) Directions for administering (time, frequency, dosage and route);
- (e) Length of time medication is to be given;
- (f) Reason for which medication is being given;
- (g) Side effects/adverse reactions to be reported.

2. Medication must be brought to school in the original container or package with the manufacturer's information and instructions. The student's name should be affixed to the container or package.

3. Permission to administer medication must be renewed at least annually and **at the beginning of each school year**. It shall be the responsibility of the parent or legal guardian of the student to see that the School Corporation receives any such written changes with regard to disseminating OTC medications.

4. The parent or legal guardian of the student shall be responsible for ensuring that medication arrives safely at school in the original container or package with all necessary information, together with appropriate written permission for the administration of such medication.

5. Medications will not be given at school without appropriate written permission and will not be given unless medication is in the original container.

6. Persons designated to administer medication must follow prescribed procedures and document in writing all medications administered.

### **SELF ADMINISTRATION OF MEDICATION:**

Students are not permitted to carry medication on their person during school except for certain health conditions (i.e. asthma, severe allergies). Exceptions may be made when it is in the student's best interest.

The following information is needed should this become necessary:

1. The School Corporation must have written permission from a licensed physician or practitioner and parent or legal guardian. This should include the following:

- (a) Student's name;
- (b) Date;
- (c) Name of medication and strength;
- (d) Directions for self administration (time, frequency, dosage and route);
- (e) Length of time medication is required to be given;
- (f) Reason for which medication is being given;
- (g) Side effects/adverse reactions to be reported;

2. Medication must be brought to the school in the original container or package with the pharmacy label and student's name affixed.

3. Permission to self-administer medication or carry on person during school must be renewed at least annually and at the beginning of each school year.
4. Medication changes shall be documented only by written authorization from a licensed physician or practitioner. It shall be the responsibility of the parent or legal guardian of the student to see that the School Corporation receives any such written changes.
5. The parent or legal guardian is responsible for ensuring that medication arrives safely to school in the original, pharmacy labeled container along with the necessary information and written permission. It is understood that no other child should be allowed access to this medication and that the student is responsible for keeping the medication in his/her possession.
6. Students will not be allowed to self-administer or carry medication on his/her person during school without the necessary information and written permission.
7. The student should communicate to the school nurse or designated person when self administering medication in order to monitor the effectiveness of the medication to the episode (ie. metered dose inhaler).

#### **DOCUMENTATION:**

All persons administering medication at school, shall include the student's name, date, time, dosage and route that medication was given along with the signature of the person administering the medication.

#### **DISCARDING MEDICATIONS:**

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the school nurse will dispose of and document that the medication was discarded. Destruction of medications should be done in a manner which ensures that no other person can obtain possession of it. Medication should be discarded in the presence of a witness.

#### **STUDENT ILLNESS:**

A child with a fever of 100° or more should not be sent to school until he/she is fever-free for 24 hours without fever-reducing medication. If a child has a temperature of 100° or greater the child will be sent home from school and should not return to school until fever free for 24 hours without fever reducing medication.

A child with vomiting and/or diarrhea should not be sent to school until symptom-free for 24 hours. If a child develops diarrhea or vomiting at school, the child will be sent home and should not return to school until the vomiting or diarrhea has subsided for 24 hours.

Sometimes extenuating circumstances may occur. The school nurse or clinic aide if the nurse is not available will evaluate these on an as needed basis.

#### **PEDICULOSIS INFESTATION POLICY:**

Pediculosis is a communicable disease as long as live lice remain on the infested person and until eggs (nits) within  $\frac{1}{4}$  inch of the scalp are removed.

Children will be excluded from school upon confirmation of live lice or eggs (nits) within  $\frac{1}{4}$  inch from the scalp. They can return to school following treatment.

A.

If infestation is found on a student, as indicated by a live louse or eggs (nits) within  $\frac{1}{4}$  inch from the scalp being present, the following procedures are followed:

1. Parent or individual designated by a parent is called to remove a child from the school environment.
2. Other family members in the school setting are checked for infestation.
3. Parent or individual designated by a parent is provided with written and verbal information on pediculosis treatment and home control measures to eliminate sources of infestation.
4. The school nurse may offer the parent assistance through a home visit.
5. Children may return to school when they are free of live lice and eggs (nits) within  $\frac{1}{4}$  inch from the scalp. They must be checked in the clinic prior to admittance and accompanied by a parent, guardian, or designee who will take responsibility for the clinic if the child is not cleared to return to class. There will be follow-up checks as needed.
6. A parent or guardian should continue daily head checks for four weeks and are expected to remove old nits when found.

B. Student absences due to pediculosis infestation will be excused for **one** school day per occurrence. Any absences beyond one day for pediculosis will be considered unexcused.

C. After the third infestation within a school year, the issue may be turned over to the Union County Multi-Agency Attendance Committee or to Child Protection.

**BED BUG PROTOCOL:**

- ◆ Child or children upon whose person or belongings a bedbug or bedbugs has been found will be required to report to the school nurse before going to his or her classroom
- ◆ A school nurse and / or the individual that serves in that capacity at the beginning of school or upon arrival of the child will check the child and his or her belongings to ensure there are no bedbugs
- ◆ The building principal and / or other appropriate school personnel will be present during this check
- ◆ If no bedbugs are found the child will be directed to proceed on to his or her classroom or other appropriate destination
- ◆ If bedbugs are found the items upon which the bedbugs are identified will be secured in the nurse's office...if bedbugs are found upon the child's clothing a change of clothes may be required before child can proceed to class
- ◆ Parent / guardian will be notified if a bedbug(s) is found
- ◆ Daily checks will be done until a child has been found to have no bedbugs

present for five consecutive days. After that time, precautionary checks may occur once a week until it is deemed by the school nurse to be no longer necessary.

## 2022-2023 IMMUNIZATIONS

### Indiana 2022-2023 Required and Recommended School Immunizations

| Grade                                       | Required   | Recommended  |
|---|--|--|
| <b>Pre-K</b>                                | 3 Hepatitis B<br>4 DTaP (Diphtheria, Tetanus & Pertussis)<br>3 Polio | 1 Varicella (Chickenpox)<br>1 MMR (Measles, Mumps & Rubella)<br>2 Hepatitis A<br>Annual influenza  |
| <b>K-5<sup>th</sup> grade</b>               | 3 Hepatitis B<br>5 DTaP<br>4 Polio                                   | 2 Varicella<br>2 MMR<br>2 Hepatitis A<br>Annual influenza<br>COVID-19  |
| <b>6<sup>th</sup>-11<sup>th</sup> grade</b> | 3 Hepatitis B<br>5 DTaP<br>4 Polio<br>2 Varicella                    | 2 MMR<br>2 Hepatitis A<br>1 MCV4 (Meningococcal)<br>1 Tdap (Tetanus, Diphtheria & Pertussis)<br>Annual influenza<br>2/3 HPV (Human papillomavirus)<br>COVID-19 |
| <b>12<sup>th</sup> grade</b>                | 3 Hepatitis B<br>5 DTaP<br>4 Polio<br>2 Varicella                    | 2 MMR<br>2 Hepatitis A<br>2 MCV4<br>1 Tdap<br>Annual influenza<br>2/3 HPV<br>2 MenB (Meningococcal)<br>COVID-19  |

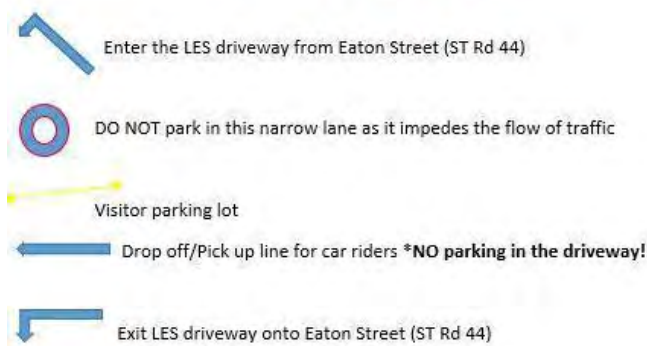
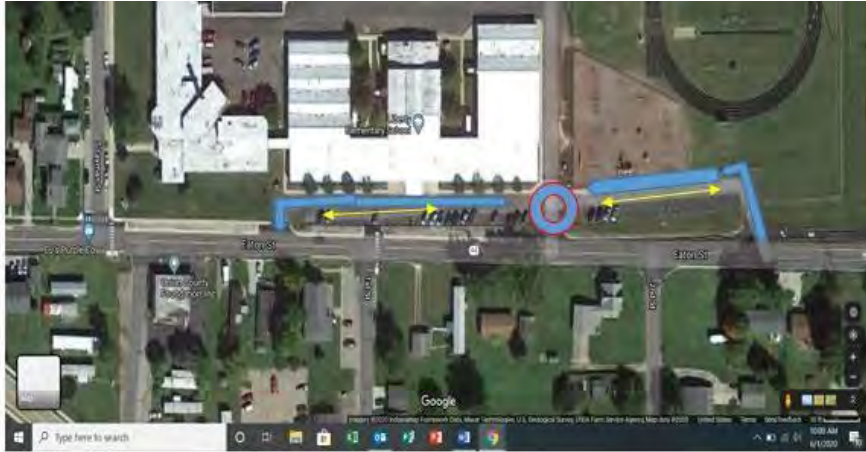
## PARENT-TEACHER COMMUNICATION

Phonecalls cannot be accepted by teachers during class time. You may leave a voicemail message or message in the office. This does not guarantee a teacher will listen to the message before the end of the day. Email messages to a teacher or principal are an effective way to communicate.

If you wish to set up a conference with your child's teacher, please make an appointment as our teachers' daily schedules do not allow for drop in conferences.

A newsletter will be sent home with students at the beginning of each month. Each classroom teacher will keep parents informed through weekly classroom newsletters.

## PARKING IN FRONT OF L.E.S.



We have a difficult situation with traffic at our school during arrival and dismissal time. The fact that the school was built so close to the road is part of the problem. The vast majority of our parents have followed the procedures listed below and we appreciate the patience that you exhibit at dismissal time. On occasion, we run into a dangerous situation when someone becomes impatient. **We ask that everybody follow the procedures listed below to insure that we do not have a serious accident where a child could be injured.**

1. If you are pulling into the driveway before dismissal, pull all the way up to the west end of our driveway. We need to fit as many cars as we can into the driveway. **DO NOT PARK OR STOP in the narrow section of the driveway. Parents are not to park in any area that would impede the flow of traffic through the school's driveway.**

2. Cars are to drop off and pick up students only in front of the building. On occasion we have had cars try to pull into the area where the buses load and unload. We do not want to bring automobile traffic into this area.

3. If you are crossing with your children, **cross with the crossing guard.** We ask our students to do this, and we need parents to set a good example by also crossing with the crossing guard in front of the building.

4. Children exiting the Red Brick Building have been told to only cross the street by the crossing guard. On occasion, we have had parents that are parked across the street that are waving to their children to cross in the middle of the street. We know it may take a moment longer, but please do not encourage your children to cross in the middle of Layman Street.

5. Bus students will enter and exit only at the back of the building. Walkers or students

that are being dropped off are not to use these doors for entering or exiting the building. Walkers and students being dropped off can enter or exit at the front doors to the Elementary, the doors by the Superintendent's office, or the breezeway doors.

## **PARTIES**

Classroom parties are held at Halloween, Christmas, and Valentine's Day. Birthday treats may also be sent, but parents/guardians **must check with the teacher before sending any treats.** Parents should be sensitive to classmates with food allergies.

## **HALLOWEEN PARADE:**

A Halloween Parade is held annually. The following restrictions exist for costumes:

- 1) There are to be no weapons as part of the costume. This includes guns, knives, swords, hatchets, etc.
- 2) Fake blood is not allowed as any part of a costume. This applies to any manufactured mask or blood that is applied.

Should a student wear a costume that does not follow these restrictions, the student will be given an opportunity to remove the part of the costume that violates these rules. If the student chooses not to, the student will not participate in the parade.

## **PERSONAL PROPERTY**

Students bringing toys, balls, games, etc. to school for use during recess will assume full responsibility for these items. Many times these items may be lost or broken by other students and liability becomes an issue. If any of these items cause a problem, students will be instructed to take them home and leave them there. No hand-held, battery-operated, or electronic toys will be allowed at recess. This includes, but is not limited to Game Boys, Nintendo, MP3 players, or iPods. Please understand that the school cannot be held responsible for lost, stolen, or damaged electronic games, CD players, remote control cars, etc.

Handheld laser lights are not to be brought to school. **Fidget spinners** also may not be brought to school.

## **PESTICIDE NOTIFICATION REGISTRY FOR SCHOOLS**

At least 48 hours prior to a pesticide application at a school, the school corporation must provide planned pesticide application details to parents, guardians, and staff members requesting to be notified. Parents, guardians and staff must be registered with the school corporation to receive such advance notice. To register, individuals need to contact Linda Hufferd in the Central Office and provide an email address for notification purposes.

### **Details of this requirement are as follows:**

1. This requirement is the same whether the pesticides are being applied by a licensed pesticide contractor hired by the school to control the pest(s) or by certified and licensed school staff that perform the pest control for the school corporation.
2. It is the responsibility of the school corporation to develop the advance notification registry and to provide the notification to those registered.
3. The school corporation may determine what mechanism works best for them to



provide the advance notice.

4. The school corporation must invite parents, guardians and staff to be added to the registry at the start of each school year or when a student enrolls or transfers in.
5. The following must be part of the notice provided to those on the registry:
  - a. Name or address of school
  - b. Contract information for more details
  - c. Anticipated date and time of pesticide application
  - d. Pest(s) being targeted (i.e. weeds, bedbugs, fleas, roached, and...\_)
  - e. Description of application area (i.e. football field, fence lines, kitchen...)
  - f. Pesticide(s) to be used
  - g. Explanation if 48 hour advance notice is not provided as required
6. Advance notice is not required for the following pesticide applications:
  - a. Disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations; and self-applied insect repellents
  - b. Immediate student health threat situations (i.e. stinging wasps and bees)
  - c. Areas completely away from student occupied buildings and areas
  - d. Those made more than 48 hours before a scheduled school day

## PHOTOGRAPHY

The District has a need for photographs for use in personnel records, student records, school newsletters, general public information, and the like. Commercial use of personal photographs shall be prohibited without specific approval of the parent and/or staff member. Group photographs of a general nature may be used for public relations and media press releases; however, individual photographs require a written approval from the parent/staff member prior to use. **Photographs and videos taken of students and posted to social media without parent/staff member consent are prohibited. Visitors to our school may not take student pictures or videos without staff consent.**

## PHYSICAL EDUCATION

Students are to have gym shoes to participate in gym class. Any student who needs to be excused from physical education for a day must have a note from a parent or guardian. Prolonged non-participation in P.E. will require a doctor's statement.

## PROMOTION-RETENTION POLICY

Students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. Grade level placement of students will be made at the end of each school year; however, adjustments may be made during the school year to meet the needs of individual students.

Grade level placement of students will be made at the end of each school year; however, adjustments may be made during the school year to meet the needs of individual students.

When retention is being considered an additional parent/teacher conference should be arranged informing the parents that retention is being considered. While parent input is a

major consideration in determining whether a student will be retained, the final decision will be made by the principal.

### **PTO**

All parents are invited and encouraged to become involved and support the Parent–Teacher Organization (PTO). The PTO provides another means for the school and parents to work together for the benefit of students at Liberty Elementary. PTO plans fundraising projects, coordinates volunteer efforts with special projects, and fosters school pride. The organization hosts meetings throughout the school year. Communications are sent in the Friday folder. All parents are encouraged to take an active role in the organization’s many endeavors.

### **RECESS**

All students will go outside for recess. Students will receive a minimum outside recess of 15 minutes daily, weather permitting. Students may be excused from outside recess with a doctor’s statement, following a prolonged or serious illness or injury. No handheld games or devices will be allowed during outside recess. **Also, no hard baseballs can be used during recess.** Students may lose no more than half of their total recess time due to academic issues.

### **RECESS MILK**

Kindergarten students have an opportunity to have additional milk during the school day. Recess milk costs 50¢ a day for everyone. If students do not want or like milk, water may be substituted.

### **RELEASE OF STUDENTS FROM SCHOOL DURING SCHOOL DAY RELEASE OF STUDENTS FROM SCHOOL DURING SCHOOL DAY**

1) Students will be released from school only to their parent(s) or to a person authorized by their parents. Authorization is given by listing those individuals on *PowerSchool*. Parents must notify the school if someone other than those listed on *PowerSchool* will be picking up their student. Parents must notify the school if any information on *PowerSchool* concerning authorized persons changes.

- 2) Parents or authorized persons should report to the office to sign the student out. The student will be called to the office. Parents are not permitted to go directly to the classroom to pick up a student.
- 3) If conflict occurs over any party taking the child from the school, legal status must be established with clear documentation.

### **REPORTING OF STUDENT PROGRESS**

Report cards are sent home every 9 weeks. Parents of students in grades 1-5 can view their child's grades in PowerSchool at any time. Midterms will no longer be sent home because of this option.

In addition to report cards, all students will bring home a "Friday Folder" each week containing some of their work and giving parents an opportunity to communicate with their child's teacher. Please take the time to examine your child's work, sign the communication sheet, and return the folder the next school day.

### **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal assistance. In order to fulfill obligations under Section 504, Union County-College Corner Joint School District has the responsibility to avoid discrimination in policies and practices regarding its students. UCCCJSD's responsibilities under this law include the identification, evaluation, and appropriate education of students with the special needs covered by Section 504. If there are any questions, please contact the compliance officer by calling 458-7471.

### **SNACKS**

After communicating with the teacher, birthday treats may be delivered to the office. Treats will be served during regular classroom snack time. Please do not send in cookies or cupcakes without contacting your child's teacher beforehand.

### **Healthy Snacks Policy**

The Union County College Corner School Corporation has developed and adopted a Wellness Policy. The purpose is to promote healthy nutrition and physical activity with our students.

***Check with your child's teacher if there are any food allergies in the class.***

### **STUDENT RECORDS**

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

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation 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 record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Union County/College Corner Joint School Corporation 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 Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student 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 or eligible student when notified of the right to a hearing.

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.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

### **STUDENT RESTRAINT/SECLUSION**

As a part of the 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.

### **STUDY HALL**

Study Hall will be used at the teacher's discretion for discipline/behavior issues. Study Hall may be used for make-up tests, completing classwork, or late assignments as long as the student still has half of their normal, daily recess time.

### **SWIFT K12**

*Swift K12* is an automated parent notification service that the Union County/College Corner Joint School District is implementing to allow schools to contact thousands of parents within minutes. The service may be used for emergency information such as weather closings or crisis situations. It can also be used for informational communication about upcoming events.

In order to benefit from the service, it is important for families to have accurate information on file for your current phone numbers and to update the school as well as Power School when phone information changes.

### **TBRI**

Union County College Corner Joint School District is using a Trust-Based Relational Intervention (TBRI) method to provide effective support for our students. The three principles of TBRI include connecting, empowering, and correcting our students. Our school motto states: Stick together, be kind, and have fun.

#### **Stick together:**

We "stick together" with one another by listening to people without interrupting. "Sticking together" also means going where the class is going (e.g., lining up for lunch) and doing the task that the class has been asked to do (e.g., working independently on a reading assignment). We are "sticking together" when we follow directions and classroom rules.

#### **Be Kind**

Everyone deserves to feel safe and respected at school. Calling people names, laughing at them, making fun of them, or hurting other's feelings is hurtful on the inside (i.e., emotionally). Using inappropriate language is another inside hurt. Hitting, kicking, pushing, or in any way using your body to harm another person hurts them on the outside (i.e., physically). No one is allowed to be harmful to property (e.g., student's own items, peers' items, teacher's items, or the school property) at school. In order to maintain safety and create healthy relationships, there are "no hurts" allowed.

#### **Have Fun**

If everyone is sticking together and being kind to one another, the whole group will have fun!

### **TEXTBOOKS**

Students are provided with their required textbooks each year. If a textbook is lost and not

found by the end of the school year, a replacement fee will be charged. Also, a replacement fee will be charged if a textbook is damaged and is no longer in acceptable condition for the next student.

Parents of students qualifying for the Free/Reduced Textbook Assistance Program may receive assistance for the amount charged for rental of textbooks. A Free/Reduced Lunch Form must be completed and approved to be eligible for this support.

Fees are assessed on a yearly basis to help cover the cost of technology and curriculum materials and resources. These fees are not covered under textbook rental and will be assessed for all students.

If parents cannot pay their textbook rental at registration, a payment plan must be completed. Reminder notices are sent if payment is not kept on schedule. If payments are not completed by December 1, schools will turn the information over to the Central Office for referral to the Small Claims Court.

### **VISITORS TO THE BUILDING**

In the interest of the safety and security of all our students and personnel, all visitors to the school must report to and sign in at the office, regardless of the reason for the visit. Visitors must wear a visitor badge. Prior to leaving, guests are to return to the office to sign out and return their badges. Children are not to bring visitors to school.

When delivering items to the school for your child, please bring them to the office, and they will be delivered to the student's room for you.

Parents wishing to visit their child's classroom during the day are welcome. Please send a request to the teacher and the office at least 24 hours prior to when you would like to visit. Guests must follow the Visitor Policy while on school grounds. Guests may visit for up to 1 hour per visit.

Video Security: LES utilizes security cameras and video recording software to ensure student safety. Cameras and recording software are in use at all times. Recorded material is reviewable by the administration at any time and may serve as evidence for investigating student or visitor misconduct. The security camera system footage can only be viewed by school officials and law enforcement agencies.

### **WEAPONS**

No student shall knowingly carry or have concealed on his or her person, in his or her locker, or concealed ready at hand, any weapon or dangerous instrument or item capable of inflicting bodily harm on or near the school grounds before, during, or after school hours, at school functions, activities or events. The possession would include items located in a locker or other storage area. In addition, fake knives, toy guns, or any other object that could be mistaken for a weapon, are not permitted at school.

Students who violate the above policy are subject to disciplinary action that may include suspension and/or expulsion.

**This student handbook, including the Student Code of Conduct, should be read in conjunction with the Union County College Corner Joint School Corporation Policy Manual. This handbook and the Student Code of Conduct are intended to implement UCCCJSD Board policy. Although the provisions of this handbook are intended to be consistent in all respects with applicable Board policy, any apparent conflict between the provisions of Board policy and this handbook shall be resolved in favor of the provisions of UCCCJSD Board policy.**

UNION COUNTY COLLEGE CORNER JOINT SCHOOL DISTRICT

### **Food Service Department Addendum**

#### MEAL CHARGE POLICY-

Union County College Corner Joint School District Lunch Program is committed to providing students with nutritious meals, which complement the learning environment of the schools in our district. The Union County College Corner Joint School District lunch program provides food under the guidance of the USDA and the National School Lunch

Program (NSLP). As part of this program, any student's family may apply for free or reduced price meals at any time during the school year. Applications are available at all four buildings in the district. Unpaid meal charges place a financial strain on the food service program, this policy is consistent with our responsibility to maintain the financial integrity of the Program.

### **I. PURPOSE/POLICY:**

- to communicate a written meal charge policy to all student families**
- to establish a consistent district policy regarding meal charges**
- to establish meal charge procedures when a student's account lacks sufficient funds**
- to encourage parent/guardian to assume the responsibility for meal payments**
- to promote self-responsibility of the student.**

### **II. SCOPE OF RESPONSIBILITY:**

**-The Food Service Department:**

- **communicate meal charge policy to students, families, and school staff.**
- **maintain student account records using Heartland Solutions POS system.**
- **notify the student's parent/guardian of low and/or outstanding balances.**
- **minimize identification of students at the point of service with insufficient funds.**
- **The Parent/Guardian: payment of all student cafeteria purchases.**

### **III. ADMINISTRATION:**

#### **1.) Free and Reduced-Price Students-**

**a.) Free lunch status allows a child to receive a tray lunch each school day. A la Carte purchases are not part of the NSLP. Free lunch status students will not be allowed to have a negative balance {unless it was previously there before becoming free}.**

**b.) Reduced lunch status students will be allowed to have a negative balance up to \$5.00. A la Carte purchases will not be allowed without a positive balance or cash to pay for these items.**

#### **2.) All Other Paid Students-**

**c.) Students will be allowed to charge up to \$5.80 (the equivalent of 2 meals)**

**3.) A la Carte items: A la Carte items are any extra item which is not a**



part of the

lunch, for example bottled water, chips, cookies, etc.

4.) **A Meal:** A meal as defined by the USDA includes the following items: meat/ meat alternate, fruit, vegetable, milk, and grain. A meal consists of at least three of these items one which must be a fruit or vegetable.

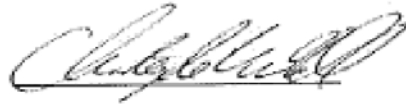
5.) **Collection of Balances:** The School Cafe Managers will inform student families of unpaid account balances by email, telephone, mail, or a letter sent home in backpacks weekly.

6.) **Balances owed with no response from Parent/Guardian:** If payment is not received, the Superintendent or his designee may take action as is deemed appropriate.

Account Balances for all students can be checked at any time by logging on to MySchoolBucks.com or contacting the Food Service Director. All accounts must be settled by the end of the school year.

Approved

  
Food Service Director

  
Superintendent of Schools

Date

2-28-2019

**College Corner-Union School  
Extended Leave Permission Form**

**This form must be completed and returned at least 5 school days before the start of the extended leave dates requested. Please submit this request to the school principal.**

**Vacations during days school is in session are considered unexcused absences. Student work may be made up and credit received during this time based on individual building policy. See your student handbook.**

**Name of Student** \_\_\_\_\_

**Teacher** \_\_\_\_\_

**Name of Parent/Guardian** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Phone Numbers** \_\_\_\_\_

**Date(s) of Leave** \_\_\_\_\_

**Please indicate the advantage of this leave to the student (activities, sites to visit, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please explain the reason(s) for this timing (why not during regular calendar vacations?)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Parent/Guardian** \_\_\_\_\_

**Date**

\_\_\_\_\_

**Principal's signature** \_\_\_\_\_ **Date**

\_\_\_\_\_