

# **Lutheran Central School Parent Handbook 2016-2017**

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Lutheran Central School

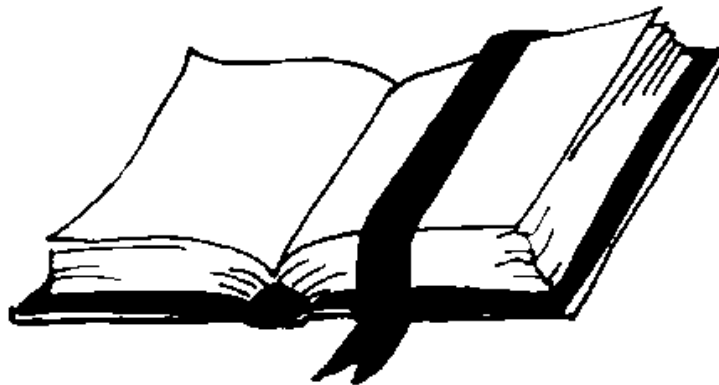
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## Welcome to Lutheran Central School

Lutheran Central's mission is "to share the Good News of Jesus Christ, teach children, and assist parents in training children to be witnessing Christians and productive citizens." This is accomplished by providing the best possible environment for the sharing of Christ's love while striving for excellence in academic education.

Lutheran Central School exists to proclaim the Gospel and the oneness Christ creates through His Spirit. Lutheran Central is an integral part of the whole ministry of St. Peter's, Brownstown, St. Paul's, Wegan, and Trinity, Vallonia, serving the population of those in the Jackson County area.

Lutheran Central School's ministry is to help students develop in all aspects of a Christ-centered life. Caring teachers and staff work closely with parents and children to effect the child's spiritual, intellectual, social, physical, and emotional development. God gives all people unique gifts and talents. He has entrusted these gifts and talents to us as stewards who are to develop them and grow in their use. Every effort is made to apply the most appropriate resources and teaching methods to Lutheran Central students to make and train disciples of Christ.

The purpose of this handbook is to give current information about Lutheran Central School. Please keep this handbook in a convenient location so that you can refer to it as questions arise. When in doubt about a correct procedure concerning a matter, please consult this handbook, your child's teacher, or the school office.

We have much to be thankful for today and every day. We have the greatest message ever to share with you, your children, and our community: Jesus Christ and Him Crucified!

May God bless you and your family!

## **SECTION I: INTRODUCTION**

### **AFFILIATION**

Lutheran Central School operates under the constitution and bylaws adopted by St. Paul's, St. Peter's, and Trinity Lutheran congregations. The will of the members of the three congregations is executed through an inter-parish Lutheran Education Association Board consisting of three members from St. Peter's, and two each from St. Paul's and Trinity. The Pastors and the school principal serve as ex-officio members. The Board operates through the principal who is charged with the day-to-day operation of the school. LEA Board meetings are held on the third Thursday of each month in addition to special meetings.

### **PHILOSOPHY**

1. The philosophy of education is based solely on the Holy Scriptures, as they are confessed in the symbolical books of the Evangelical Lutheran Church and we acknowledge the Triune God, Father, Son, and Holy Spirit, to be the spiritual Head of the school.
2. We believe children are God's creation and even though man was created without sin, since the Fall, he is by nature sinful and in need of redemption through faith in Christ.
3. Through Jesus' redemptive work, active among us in His Word and sacraments, children become new creations to live sanctified lives of service.
4. We believe that a Christian education will enable the children to proclaim the Gospel in the community through their daily lives and be productive citizens.
5. We believe that all students are redeemed children of God, unique individuals who use their God given talents to glorify His name.
6. We believe that Christian educators are caring Christian witnesses and role models who encourage each child to develop their God-given abilities.
7. We believe that the home is and will remain the primary agency for training our children, and therefore, we govern the school to serve as an important aid to an extension of the home in the vital mission of Christian education.
8. We believe that children are to be instructed in God's Word – Law and Gospel. When a child's behavior is not consistent with God's law, corrective measures are applied, with specific emphasis placed on the forgiveness that is theirs through Christ Jesus.
9. We believe in providing opportunities for each child to participate in worship experiences during the school day through prayer, daily classroom devotions, chapel services, and choir. We encourage participation in the worship life of their family's congregation.
10. We believe that through the word and Christian example of the school families, we are declaring the "excellencies of Him who has called us out of darkness into His marvelous light." I Peter 2:9
11. We believe that as members of the body of Christ, students, parents, and staff, will support and encourage each other.

12. We believe that providing opportunities for children to demonstrate this faith in their daily life is important. Therefore, participation in chapel offerings for missions, field trips, service events, and similar projects, as well as athletics, musicals, and other curricular and extra curricular activities, gives students practice in living their faith outside the classroom.

## **SECTION II: GENERAL POLICIES**

### **ABSENT STUDENT'S WORK**

Assignments will be available for absent students for pick-up after 3:15pm on the day of their absence, or the assignments will be sent home with a sibling. Please do not expect homework assignments before 3:15pm as it takes time for teachers to prepare them. Students who were absent will have the same number of days they were absent to make up homework missed (but not to exceed 5 days except for extraordinary circumstances).

### **ACCELERATED READER**

The Accelerated Reader program is designed to increase the comprehension level of students and create a joy of reading. The Accelerated Reader program is a part of the curriculum for grades kindergarten through eight. The requirements for all grade levels will be as follows:

<u>Grade</u>	<u>points/trimester</u>	<u>value</u>
2	10	test
3	14	test
4	16	a percentage of LA grade
5	20	a percentage of LA grade
6	22	30% of LA grade
7	26	30% of LA grade
8	30	30% of LA grade

### **ADMINISTRATION OF MEDICATION**

**Any and all medications must be kept in and dispensed from the school office.** The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Medications should be given at home whenever possible.

Medications given during school hours should be only those necessary to provide the student access to his/her educational program. The intent of this policy is to ensure safe, effective administration of medications for those students who require them.

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
2. No medication (prescription or over the counter, **including cough drops**) shall be given or dispensed, unless the dispensing school personnel has the written instructions of the legal custodian of the child or the child's physician. The written instructions must include the child's name, dosage to be administered, time when administration is required and by what route medication is to be

administered. For prescribed medication, the pharmacy label can serve as the written instructions of the physician. All permission for long-term medication shall be renewed at least annually. All medications should be kept in the original container.

3. School personnel administering medication to a student are not liable for child damages as a result of the administration except for an act of willful and wanton misconduct. A record of medication that is dispensed will be kept in the school office.
4. All medications and notes sent to school must be kept in the school office. Medications left over at the end of the year may be retrieved by the parent.

### **ATHLETIC GUIDELINES**

Athletic guidelines are available on the school website ([www.lcsaints.net](http://www.lcsaints.net)). All athletes and their parents are to **read and sign** them, demonstrating their willingness to comply. Be sure to refer to your copy in regard to questions about the athletic programs here at Lutheran Central. The physical form for athletes is also available on the school website.

### **ARRIVAL AT SCHOOL**

Students arriving to school between 7:30 am and 8:05 am will be supervised in the gym. Students should enter through the gym doors and be seated as instructed by the morning supervisors. **Cell phones, games, and other electronic devices are not allowed in the gym and should be turned off upon entering the gym.** Food may be purchased from the student council and should be eaten at the designated tables. **Food items should not be brought from home.** Parents who drop off their children in the morning should do so at the St. Peter's parking lot. Please watch your children as they walk down the pathway to the gym doors.

### **BOOKS AND SCHOOL SUPPLIES**

Because of the cost of replacing textbooks, students need to treat them with care and avoid dropping or damaging them. If a text, planner, or resource material is lost, the family must pay the full cost of replacing it. Fines will be charged for torn or damaged texts.

Various school supplies are available for sale in the school office each morning before school begins. Items include Bibles, catechisms, notebooks, pencils, pens, erasers, and pocket-folders.

### **BULLYING PROGRAM**

The STAMP Out Bullying program is used at LC to handle instances of bullying. STAMP is an acronym that helps students remember what to do to avoid or deal with a bullying situation. More information regarding the program is shared with families during the August school visits.

## **BUS SERVICES**

The Brownstown Central Community School Corporation (BCCSC) graciously provides bus transportation for Lutheran Central students in grades K-8. Our students are expected to abide by BCCSC's established and posted rules. Christian behavior on buses is expected at all times. It is a privilege for our students to ride the public school buses.

**MISBEHAVIOR ON BUS:** Discipline is at the discretion of the bus driver and depending on the circumstances, may include removal from the bus for one to ten days or permanent removal from the bus after a formal hearing. Serious misbehavior on the bus may also be cause for discipline at Lutheran Central. If your child is having a problem on the bus, contact the school office for assistance in solving the issue.

## **CELL PHONES AND ELECTRONIC DEVICES**

Students must keep cell phones and other electronic devices turned off and stored in their backpacks/lockers at all times between 7:30 am and until the end of the day. The only exception is that students may use electronic reading devices (i.e. Nooks and Kindles) during AR or free reading time with the teacher's permission. Violation of this policy will result in the following disciplinary actions:

1<sup>st</sup> offense- 30 minute after school detention and item confiscated until picked up by a parent/guardian.

2<sup>nd</sup> offense- 60 minute after school detention and item confiscated until picked up by a parent/guardian.

3<sup>rd</sup> offense and beyond - in-school suspension and item confiscated until picked up by a parent/guardian.

## **CHAPEL SERVICES**

Chapel services are conducted on Monday (or the first day of the school week or for special services) at 8:30 am. Chapel on the first day of school will begin at 9:00 am. See the school calendar on the school website for a list of chapel service dates. Chapel services are conducted at St. Peter's Lutheran Church. Family and friends are encouraged to attend. We ask all students to show honor to our Lord by dressing up for chapel services. This means khaki/dress pants or shorts, polo shirts, and button down shirts for boys and dresses, skirts, or khaki pants or shorts for girls.

## **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

The worship life of our students is an important part of the Christian growth of our school family. Church and Sunday school attendance is recorded weekly beginning with the Sunday before school begins and includes all Sundays throughout the school year. If your child is absent on Sunday, he/she may attend a midweek service and have it counted for church attendance only. Teachers will take church and Sunday school attendance on Monday and Thursday, to include any attendance at a midweek service. Awards will be given at the end of the year for those students who miss two or fewer church services or Sunday school classes.

## **COMPUTER EDUCATION AND OTHER SPECIAL CLASSES**

Computer education is provided for all grade levels to enable students to become computer literate and enhance computer skills by assisting in instruction of subject matter here at Lutheran Central School.

Other special classes, including PE, art, music, choir, and enrichment classes are graded courses and are based upon state standards for the grade level. They are to be regarded as important and should be given appropriate value in the eyes of parents and students.

## **CURRICULUM**

The purposes for which Lutheran Central School exists are the teaching of God's Word, leading children in worship, and teaching the secular branches of the curriculum in the light of Scripture. Our curriculum is based on the Indiana State Standards in all areas that they cover, and Lutheran Church-Missouri Synod standards in the areas the state does not cover.

## **CONFIRMATION INSTRUCTION**

Confirmation instruction is the direct responsibility of the pastors of St. Paul's, St. Peter's, and Trinity congregations. Confirmation instruction for our seventh and eighth grade students occurs during the first period of the school day from August through Easter.

## **CLOSING SERVICE WITH GRADUATION**

The eighth grade graduation service will be held during the last week of school at Lutheran Central. The date and time are listed on the school calendar. Faculty and staff members will coordinate set-up of the multi-purpose room, refreshments, and clean up after the graduation/reception. Everyone is welcomed and encouraged to attend.

## **DISCIPLINED CHRISTIAN SCHOOL ENVIRONMENT**

*For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it. Hebrews 12:11*

The teacher is to be regarded as a God-appointed guardian while the student is in his or her care. The student is to obey and respect his/her teacher in accordance with God's command on authority. When such attitudes do not exist, reasonable punishments may be given to the student according to established discipline procedures within the school and/or classroom.

Teachers will first try to deal with misbehavior at school by dealing directly with the child. If the behavior continues, then the parents will be brought into the situation to help correct the behavior.

Lutheran Central School attempts to teach self-control and respect for authority. We feel this can best be done through a cooperative parent-teacher approach to discipline. As God has appointed parents/guardians as head of the family, teachers are likewise to receive the respect of God-appointed guardians while the students are at school.

If problems arise during the school year, we ask parents to take the Matthew 18 approach and go to the teacher first to try to resolve the issue. If that does not resolve the problem, then go to the principal. The third step in the process is to go to the Board of Education.

### **DISCIPLINARY ACTION**

Teachers may use a variety of disciplinary consequences depending on the behavior and age of the students. These consequences may include:

- Discussion with the student
- Student asked to write about the behavior
- Lunch detention
- Loss of recess time
- Time out of the classroom
- Parent contact
- After school detention
- Referral to the principal

In addition to the above consequences, the principal may also:

- Assign in school suspension
- Assign out of school suspension
- Request parent conference
- Recommend for expulsion

### **DRESS CODE**

Appropriate dress and grooming are significant aspects of overall training in Christian living. The following dress code is a guideline for proper dress while attending Lutheran Central School and is part of our mission to “assist parents in training children to be witnessing Christians and productive citizens”. The dress standards are in effect for the entire school year. Students (K-8) are expected to be in dress code during the school day and when they are participating in a school-sponsored event unless specifically noted.

We ask all students to show honor to our Lord by dressing up for chapel services. This means khaki/dress pants or shorts, polo shirts, and button down shirts for boys and dresses, skirts, or khaki pants or shorts for girls.

### **DRESS STANDARDS (GRADES 5-8):**

Students at this level begin to seriously establish their independence and are often seeking their own style. Respect for these needs is important. It is also important for the students to begin to understand the difference between school (work) clothes, and play (casual) clothes. Therefore, the following guidelines have been set for proper dress at Lutheran Central:



1. All clothing should be neatly and properly worn. Clothing should be in good repair and in good taste and should not be ragged, frayed or have any holes. No school issued warm-up clothing or uniforms should be worn.
2. Clothing should not bear or imply an un-Christian witness, be unpatriotic, or cause any distractions.
3. Clothing must be of an appropriate size. Scanty clothing (bare midriff, sleeveless shirts, spaghetti straps, halters, miniskirts, boxer shorts, track shorts, etc.) is not allowed. All tops worn by girls and boys need to be of a length that, no matter what posture is assumed, skin is not exposed in the abdomen or lower back.
4. If leggings/tights are worn, the top must follow the 6 inch rule.
5. Shorts and skirts should be no more than 6 inches above the knee regardless of the posture that is assumed.\*\*
6. Head apparel is not to be worn in school.
7. No tattoos (permanent or temporary), ink designs done by the students, or body piercing (except earrings) can show.
8. Hair should be clean and neat, presenting a natural look, and not cause a distraction to the class.
9. The faculty reserves the right to make judgments concerning what we consider to be proper or improper dress. Specific situations not covered in the previous points will be dealt with on a case-by-case basis by the principal.

**\*\*6 inch rule: All shorts, skirts, and tops worn over leggings/tights should be no more than 6 inches above the knee regardless of posture.**

#### **DRESS STANDARDS (GRADES Preschool-4<sup>th</sup> Grade):**

Same as listed above for grades 5-8 except that:

1. Shorts must be worn under all skirts and dresses.
2. All shoes or sandals must have a back.

\*\*The six inch rule for shorts and skirts may not apply appropriate modesty for all students.

We appreciate your understanding of, and cooperation with your student's personal appearance. We trust that you as parents share our desire to foster high standards in every area of our school program, including dress and personal appearance.

#### **DISCIPLINE FOR INAPPROPRIATE DRESS:**

Students who are found in violation of the dress code standards may receive one or more of the following consequences:

- 1<sup>st</sup> Offense: Given a verbal warning
- 2<sup>nd</sup> Offense: Issued a dress code violation form
- 3<sup>rd</sup> Offense: Asked to change into appropriate clothing
- 4<sup>th</sup> Offense: Referred to the principal

## **ELIGIBILITY/INELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

Any student desiring to participate in any extra-curricular activity either at Lutheran Central or at Brownstown Middle School will be ruled *eligible or ineligible* to participate based on their grades. A student's grades will be reviewed every 4 weeks. Each student will be assigned a status listed below.

- ❑ Eligible: the student's grade review has no grades below a C-
- ❑ \*Probation: the student's grade review has one or more grades below a C-
- ❑ \*\*Ineligible: the student has 2 consecutive grade reviews with one or more grades (either in the same or different subjects) below a C-

\*While on the four-week probation, the student is encouraged to attend weekly help sessions. The student remains **eligible** to participate in extra-curricular activities. Our goal with this probationary period is to help our students achieve to their highest potential, while continuing to participate in other activities.

\*\*A student becomes ineligible when two consecutive grade reviews have one or more grades below a C-. The student is encouraged to attend weekly help sessions and is also considered **ineligible** for extra-curricular activities for the next week. During the next four-week period, the student's grades will be checked every week on Friday and if the grade/s improve to C- or above, the student's status is changed from ineligible to probation on a weekly basis. Ineligibility from the third trimester will result in ineligibility for fall sports in accordance with BCMS procedures.

### **HELP SESSIONS:**

If a help session becomes academically necessary, it will be initiated by the teacher on a case by case basis. Concerned parents may also contact the child's teacher to discuss the need for help session. The day(s) for these help sessions will be determined by your child's classroom teacher.

## **ENROLLMENT POLICY**

The enrollment procedure of Lutheran Central School is in accordance with the school philosophy of serving both the churches of the Lutheran Education Association and the Brownstown community with the message of the Gospel.

Enrollment guidelines are as follows:

1. Students of families enrolled from previous years. (Applications must be received by April 30).
2. All students who are members of the LEA member congregations are admitted regardless of class size.
3. Students who are members of LC-MS, but not members of an LEA member congregation are admitted as space allows.
4. Students who are not members of LC-MS will be admitted as space allows.

Families enrolling at Lutheran Central School are expected to support the school's program with prayer, regular family worship, encouragement, and financial support.

### **FIELD TRIPS**

Field trips are offered at various times throughout the year and are considered an extension of the classroom. Parental permission slips will be sent home prior to the beginning of the school year and **MUST** be signed and returned for the child to participate in any field trips. If a signed permission slip and/or money is not returned by the due date, the child will not be able to go on the trip. All rules and regulations applicable to school also apply to field trip settings. Because of safety and supervision concerns, siblings and other children may **NOT** accompany class field trips.

### **GRIEVANCE PROCEDURES**

A parent with a grievance should first discuss it with the teacher or staff member. Every effort will be made to come to an agreement; however, it is important to respect the role and authority of the classroom teacher in making decisions regarding the management of the classroom. If the parent is not satisfied at that point, then the issue should be discussed with the principal. Contacting a Board member is the third step. If meeting with the Board member, principal, teacher or staff member, and parent does not resolve the issue, then a meeting with the full Board will be arranged. A decision by the Board of Education will be considered final.

In the first stage of a grievance, we strongly suggest that you not call the teacher or staff member on the phone or use email, but talk in person. It is also suggested that you wait a sufficient amount of time to allow emotions to settle before speaking with the teacher or staff member. Phone calls should be limited to arranging a time to meet.

### **HOMEWORK**

Homework is an extension of the learning process begun at school and is a regular part of curricular instruction. It can fall into any of these three categories:

1. Assignments intended to prepare students for class work.
2. Assignments given to complete work started in classes.
3. Assignments given to expand and/or enrich classroom activities.

It is essential that children are prompt in submitting their work on time (**including assignments submitted electronically**), reliable in carrying out their assignments, and careful in preparing them properly and neatly. The amount of homework will vary with grade level and your child's study habits. This may average 30 to 60 minutes per evening in the elementary grades and 60 to 90 minutes per evening in the upper grades. If homework becomes excessive, please contact your child's teacher. Attempts will be made to limit the testing of content following a mid-week worship service.

**LATE WORK:** All homework is to be completed before the school day begins at 8:15am. It will be accepted for 50% credit if one day late. No credit will be given if more

than one day late. Tests scheduled for a particular day are to be taken by students who attend all or part of that day, unless the student is just returning from an extended absence.

### **HONOR ROLL/ GRADING SCALE**

An honor roll is published for each trimester. Students in grades one through eight who achieve all A's will be listed on the high honor roll. The regular honor roll will list those that attain all A's and B's.

The school wide grading scale is as follows:

100%	A+	82-83	C+
96-99	A	76-81	C
94-95	A-	74-75	C-
92-93	B+	72-73	D+
86-91	B	66-71	D
84-85	B-	64-65	D-

### **HOT LUNCH PROGRAM**

Lutheran Central School maintains a hot lunch program for students and staff. The cost of lunch for students and adults will be set yearly by the Board of Education. Menus are published monthly and available on the school website. Students are expected to be orderly and observe good table manners during lunchtime.

### **KINDERGARTEN POLICIES**

The kindergarten program provides an opportunity for Lutheran Central School to meet the needs for early childhood education. Open to the entire community, kindergarten contributes to the total educational opportunity available to the community and provides an excellent beginning in the total program of Christian education at Lutheran Central.

The maximum enrollment will be as follows:

- Up to 18 students with one teacher
- 19-24 students with one teacher and one full time aide

All children must have a birthday according to dates set by the Indiana State Board of Education. A parent may request a waiver for the early entrance date for their child. The decision of the Board is final and will be based on parent input, educational testing, referrals, and other factors.

New students shall be considered for enrollment only after the following conditions are met:

1. completed enrollment form
2. copy of birth certificate
3. copy of immunization and health record

4. early kindergarten enrollment requires the parent to apply to the School Board for a waiver
5. students must be potty trained

The kindergarten class will meet from 8:15am until 3:15pm on Monday through Friday. They will follow the regular school calendar. Bus service will be used on the Brownstown Central schedule.

### **LIBRARY**

A library is available for student and teacher use. Use of the school library is a privilege. All classes will have scheduled library time each week, as determined by the classroom teacher. Students may check out books on a weekly basis in grades K-4, and a bi-weekly basis in grades 5-8. Students may check out only two books at a time, and only under the supervision of a teacher or trained library volunteer. If the book is not returned or renewed by the date due, the student will receive an overdue notice. If the book is still not returned, the student will receive a letter asking for the immediate return of the book, or payment for the replacement of the book. Students must only be checking out and reading books that are appropriate to their age and reading levels.

### **LUNCH PAYMENT POLICY**

School lunches will be \$2.55 per day (\$12.75 per week) for students. Lunches are to be **prepaid** for the smooth operation of the lunch fund. Envelopes for lunch payments will be sent home every other Friday (beginning August 14) and should be returned the following Monday. Please remit payment for all children in the same family in one check. School lunch menus are available monthly by visiting the school website. Applications for free and reduced lunches are available in the school office and on the school website. These applications are kept completely confidential.

### **MUSICAL/ACADEMIC FAIRS/FINE ARTS FAIR**

Musicals, Science Fair, History Fair, and Fine Arts Fair are on a rotation. The upcoming schedule is as follows: 2016-17 history fair and fine arts fair, 2017-18 grades K-4 musical, 2018-19 science fair and fine arts fair.

### **NATIONAL LUTHERAN SCHOOLS WEEK**

National Lutheran Schools Week is celebrated annually. This is a time when congregations throughout the Lutheran Church Missouri Synod recognize their schools, students, faculties, and staff. Special activities during this week are coordinated by the Shepherd's STAFF and the faculty and staff of LCS.

### **NONDISCRIMINATION POLICY**

Lutheran Central School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## **NUISANCES**

Many items students bring to school are essential to student learning. However, some items can cause classroom disturbances. Examples are, but not limited to toys, balls, electronic games, headsets, calculators with programmed games, etc. These nuisance items can be taken by the teacher and **may** be returned with the understanding that they will not be brought back to school. Parents may be asked to retrieve the item from school.

## **PARENT OR VISITOR SIGN-IN/SIGN-OUT**

All parents and visitors entering the building during school hours **must** stop at the office and sign in on the form provided. Teachers are not available to meet with parents during the school day unless previous arrangements have been made. After your visit is complete, please sign out on the same form.

## **PUBLIC DISPLAY OF AFFECTION**

Students are not to hug, hold hands, or kiss other students in a way that shows more than Christian love and fellowship. This type of behavior should not be seen during school hours or at LCS sponsored activities or athletics.

## **PRESCHOOL PROGRAM**

The Preschool program provides an opportunity for Lutheran Central School to meet the needs for early childhood education. Open to the entire community, preschool contributes to the total educational opportunity available to the community and provides an excellent beginning in the total program of Christian education at Lutheran Central.

The maximum enrollment for each preschool session will be 20 students. The 4-year old preschool hours are mornings 8:15 to 11:15 A.M. and afternoons 12:15-3:15 P.M. on Monday, Wednesday, and Friday. The 3-year old preschool hours are mornings 8:15-11:15 A.M. and afternoons 12:15-3:15 P.M. on Tuesdays and Thursdays. The preschool calendar will be the same as that for grades K-8.

Parents are responsible for transporting their child to and from preschool. The Brownstown Central School Corporation does not provide bus transportation for preschool students.

Children enrolling shall have reached their 3<sup>rd</sup> or 4<sup>th</sup> birthday by August 1<sup>st</sup> of the year in which they enroll. All children entering 3-year old or 4-year old preschool must be potty trained and able to clean themselves after using the restroom.

New students shall be considered for enrollment only after the following conditions are met:

1. completed enrollment form
2. copy of birth certificate
3. copy of immunization and health record
4. payment of registration fee

## **REGISTRATION**

Enrollment/re-enrollment forms will be sent home in April. The forms should be filled out and sent promptly back to school. Arrangements made for payment of the registration fees should be made when the forms are returned to school. All registration fees must be paid in full before the first day of school for your child/children to attend. A \$25.00 per month late fee will be added to any registration paid after July 30. In cases of financial hardship, the desire for help should be brought to the attention of your Pastor.

## **REPORT CARDS AND PARENT-TEACHER CONFERENCES**

Report cards are issued after each trimester. Grade reviews will be available every four weeks during a trimester via FastDirect to keep students and their parents aware of academic progress. Parent-teacher conferences will be held in mid-October. Parents or teachers may request other conferences throughout the year. Parents may also check grades at any time online by going to [www.lcsaints.net](http://www.lcsaints.net) and clicking on the FastDirect link. A username and password are required and are available from the school office.

## **RESTRAINT AND SECLUSION**

Lutheran Central School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office or by visiting our school's website [www.lcsaints.net](http://www.lcsaints.net).

## **SCHOOL ARRIVAL AND DISMISSAL**

Students who arrive to school by car **must** be dropped off at the St. Peter's parking lot. Drivers **may not** park or drop off at the front of the school. With the arrival and departure of buses, this creates an **unsafe** atmosphere for the students and delays the bus schedule. If you want to park at the St. Peter's parking lot and walk your children to the gym, you are welcome to do so. If your child is arriving to school late (after 8:15), please walk your child into school and sign them in. Please be aware that gym supervisors are available from 7:30 to 8:05 to supervise children. Supervision is not available before 7:30, so please do not drop off children before that time.

Preschool students being dropped off for the afternoon session should enter through the gym entrance, where they will meet their teacher.

Walkers and car riders are dismissed at 3:15pm. Pick up for all the car riders takes place in St. Peter's parking lot. Parking is **not** allowed in front of the school during this time for the safety of the children. The buses arrive at approximately 3:20pm at the front of the building and children are to ride on their designated bus at all times unless prior arrangements have been made. For safety reasons, please inform any person designated to pick up your child of this procedure. Please send a written note with your child if he or she is using a different method of transportation home than the usual procedure.

## **SCHOOL COUNSELOR**

School counseling is a part of the educational program provided at Lutheran Central School. A Christian school counselor provides services from Buchanan Counseling Center every Tuesday when school is in session. These services include conducting classroom activities in collaboration with the teaching staff. The counselor also works with individual students and with groups of students and is available for consultation with teachers and parents.

Referrals may be received from students for themselves, from parents, from teachers, or from pastors. The parent(s) must sign an "Informed Consent for Treatment" form and return it to the school office before services can begin for the student. The school counselor will then determine a schedule for providing counseling services. The counselor will, at times, convene small groups of students to address relationship issues that arise at school. This is done in order to allow the counselor to assist students in providing helpful feedback to one another and to give students guided practice in Christian relationship building.

Meeting with the counselor does not necessarily indicate a special problem. The school counselor, in much the same way as the classroom teacher, informs parents of any serious concerns which may come to light during his/her interaction with their children. Children who participate in the group sessions are invited to do so in order to contribute their views and to participate in Christian relationship building.

Appointments with the counselor are made in consultation with teachers, and care is taken to minimize intrusion on instructional time.



## **SCHOOL CANCELLATION POLICY**

When bad weather threatens, listen to Seymour radio station WZZB (1390 AM) for school closing announcements. Lutheran Central is closed when Brownstown Central Community School Corporation closes due to weather conditions. If the Brownstown Central Community School Corporation is on a two-hour delay schedule there will be no AM Preschool.

## **SCHOOL PICTURES**

School pictures are taken in the fall. The pictures are to be prepaid, with a money-back guarantee. Pictures may either be retaken or the money will be returned to the students if you are not satisfied with the pictures. Retakes and sports pictures will be scheduled later in the fall.

## **SCHOOL PROPERTY**

Children are expected to maintain quiet order and show respect for equipment and school property at all times. Any student, who willfully or carelessly destroys, damages, or defaces church or school property, will be required to pay the cost of the repairs. In addition, the student may be given an assigned clean-up/repair or a detention.

## **SCHOOL SONG**

Oh when the L.C. Saints walk down the street,  
They rate "100" power from head to feet.  
They've got that style that smile, that winning way,  
And when you look at them, you'll recognize them and you'll say,  
"Now there's those (girls/boys) I'd like to know.  
They've got that good ole' LC pep and go.  
So take one look at them. They're quite a treat.  
They're hard to beat. Those L.C. SAINTS! HEY!  
S A I N T S...LC SAINTS...THE BEST!

## **SCHOOL VISITS**

The teachers of Lutheran Central conduct "school visits" in their classrooms either for individual families or in a group setting. These meetings will be held in the teacher's classroom in early August before school starts and are for both the parent/s and the child in that grade. Those who wish to schedule an individual school visit will need to call the school office to arrange a convenient time for teachers and family to meet at LC.

The school visit times will always include two sessions so that those with more than one child can attend sessions with two different teachers on the same day. Each session will last about 45 minutes. The school calendar lists the date and times of these sessions.

## **SEARCH AND SEIZURE**

Search and seizure is a legal procedure used in many civil law and common law legal systems whereby police or other authorities and their agents, who suspect that a crime has been committed, do a search of a person's property and confiscate any relevant evidence to the crime. Parents will be contacted by the principal prior to the search of a student's possessions if a suspected violation of school rules has occurred.

## **SEXUAL HARASSMENT**

Students are expected to interact verbally and physically in harmony with God's Word and His will that all individuals are to be highly valued and respected. Sexual harassment consists of unwelcome sexual advances, and other inappropriate verbal and physical conduct of a sexual nature. Responses to this should be an immediate "No". If the person does not stop or if the behavior is repeated in any way, it should be reported to a teacher or the principal. If follow up from the teacher or the principal does not bring a quick halt to the problem, parents will be contacted along with further disciplinary action.

## **STUDENT PLANNERS**

Students in grades 3-5 will be required to use a student planner given to each student at the beginning of the school year. The planner will be used daily to keep track of assignments and other events. Proper use will benefit student organization. Students in grades 6-8 are strongly encouraged to use a student planner and may purchase a planner on their own or from the school office. Students in grades 5-8 will also use the student planner for hall passes.

## **STUDENT RECORDS**

A cumulative file is maintained in the principal's office for each student in grades K-8. The file contains personal and family information, report cards, standardized test results, health information, and other information which the principal judges to be useful in planning and supervising the child's education. The information in the file is confidential, and, therefore, available to the certified staff for their professional use.

Parents have the right to look at their child's cumulative file. The principal should be present when parents examine the file. Parents who want to question information in the cumulative file should:

1. Present a written statement of concern to the principal.
2. Present the concern to the School Board if it is not resolved with the principal.

Parent permission is required for releasing information in the cumulative file. The file is transferred to another school when the school requests academic and health records.

Upon request of a parent/legal guardian, a copy of the file contents or a part thereof, may be made with all proper parties present, and given to the parent/legal guardian.

The school maintains a permanent record for each student in grades K-8.

**If any outstanding fees are owed the school or if any school property is not returned, no copies of a student's cumulative file will be released to the parent, legal guardian, or another school.**

### **TELEPHONE**

The school telephone (358-2512) is available for communication with the school faculty and staff. Please limit calls during the day to urgent or necessary calls. Students will only be allowed to use the school phone in case of an emergency. Forgetting homework, school supplies, practice/gym clothes, etc. is not considered an emergency.

### **THE SHEPHERD'S STAFF**

STAFF is an acronym for Students, Teachers, And Family Focus. The Shepherd's STAFF is a committee which directs the parent volunteers who give assistance to the school. They are made up of parent volunteers, one faculty representative, and the principal and the serve as advisory members.

This coordinating committee meets every other month, August through June. The principal will report to the LEA Board on the activities of the Shepherd's STAFF. The main activities which the Shepherd's STAFF coordinates are publicity about up-coming events, National Lutheran Schools Week activities, Fall Chili Supper, Grandparent's Day, Track and Field Day, and other events that promote our school and staff.

The Shepherd's STAFF will try to include every family in at least one activity throughout the school year. If you have an interest in helping with a specific event, please contact a Shepherds' STAFF member or call the school office.

### **TOBACCO PRODUCTS AND FIREARMS**

Lutheran Central School has a zero tolerance policy toward any type of tobacco product, firearm, or ammunition brought to school by a student. Students will be immediately referred to the principal for disciplinary action.

### **TUITION POLICY**

The family of each non-Lutheran tuition student agrees to pay the per student tuition which will be determined yearly by the LEA board of education. The second and third students in a family will pay 50% and the fourth child of a family will not pay anything.

### **VALEDICTORIAN/SALUTATORIAN**

The valedictorian and salutatorian will be determined using the cumulative (grades 5-8) GPA at the end of the second grade review of the third trimester. These students will play a role in the graduation service.

## **WRITING GUIDELINES**

Lutheran Central School is placing an emphasis on the importance of written communication. Having that writing organized properly and neatly is important. Students benefit from performing writing tasks on their own to ensure that the curriculum is covered properly. To help facilitate this process the following guidelines are to be followed by the students as they complete their own written work (these guidelines will be modified in grades K-3):

- The following heading is to be used on all papers. All information is to be written in the upper right hand corner of the page.
  - Name (first and last)
  - Date
  - Subject
  - Assignment (page number and problems)
  
- Schoolwork is to be completed in pencil or blue or black pen (no other colors)
- When writing, students should stay within the margins of the paper.
- Students in grades K-4 will receive a handwriting grade.
- Grades 4-8 will always use cursive handwriting, unless otherwise instructed.
- White, 8½ x 11, loose-leaf paper is recommended, but other paper types may be accepted by your teacher. Torn edges are not acceptable.
- Schoolwork should NOT contain doodles.

### III. SCHOOL ATTENDANCE AND TARDY POLICY

- 1) Regular attendance is necessary for the successful academic progress of the student. A parent or guardian must contact the school office by 9:00 am to report the absence on the day of the absence. Notes sent to teachers by the parent will be sent to the office for record keeping.
- 2) All students should be in their classroom no later than 8:15 am. Students arriving earlier than 8:05 should enter through the gym doors. Students arriving after 8:05 should enter through the front doors. Students arriving to school after 8:15 am should be signed in by the parent.
- 3) In order to ensure the safety of your children, it is required that you sign your child out when leaving the building and sign them in when returning during school hours.
- 4) If a child arrives to school between 8:15 am and 9:00 am, they will be considered tardy. Arrival after 9:00 am and before 11:45 am, results in a half-day absence. Likewise, leaving school before 2:30 pm results in a half-day absence.
- 5) If a student leaves between 2:30 and 3:15, this is considered an “early out”. “Early outs” are recorded in the same way as tardies.
- 6) Tardies and “early outs” will be recorded by the office secretary. Upon the third tardy or “early out”, parents will be notified by letter. Upon the seventh tardy or “early out”, a detention will be assigned. Upon the tenth tardy or “early out”, a parent conference will be held with the principal. Discipline beyond the tenth tardy or “early out” will be at the discretion of the principal.
- 7) To qualify as an excused absence from school, a parent or guardian must call the school and the student will be allowed one day to complete make up work for each day of an excused absence. It is the student’s responsibility to arrange for making up work. Parents may call the school to request assignments to be picked up at the end of the day.
- 8) Upon the fifth total absence from school in a given trimester, the parent will be notified by letter. In the event that six absences are exceeded in consecutive trimesters retention will be considered for that student.
- 9) The following are considered excused absences: illness of the student, medical or dental appointments, or other professional appointments, a death in the family, a religious observance including baptisms and weddings of immediate family members, prearranged absences\* approved by the principal, emergency circumstances totally beyond the control of the student and/or his parents as determined by the principal, service as a page, school-sponsored field trips, absences due to school disciplinary action (except for out of school suspension).
- 10) \*A prearranged absence must be approved **no less than 14 days in advance**. Once the parent has completed the form, the principal must sign the form. A request for assignments in advance will be granted as much as possible.
- 11) An unexcused absence will result in a zero on any assignments that are assigned on the day of the absence. The student may be given the assignment as a continuation of their learning, but no credit will be given.
- 12) Attending an after school activity on the day of an unexcused absence will not be permitted.
- 13) In order to participate in athletic practices or events, a student must be in attendance for at least 50% of the school day. The deadline for arriving at school in order to participate is 11:00 am.

14) Parents are encouraged to schedule appointments outside of the school hours, during the summer, and during school vacation days. Prompt return to school following appointments is expected. **Notes from a doctor or dentist will be requested upon the student's return.**

## IV. BULLYING POLICY

### S.T.A.M.P. Out Bullying

#### A. Comprehensive Strategy Statement

At Lutheran Central School, we recognize violence as any word, look, sign, or act that hurts a person's body, feelings, or things. We also recognize bullying as unwanted and repeated verbal or physical harassment; when someone tries to take power over another or fails to show Christian love. To make our school violence-free and safe from bullying, we pledge:

- ✓ not to tolerate bullying,
- ✓ to intervene in incidents of bullying and enforce rules against bullying, and
- ✓ to empower students to report bullying behavior and to treat one another with Christian love and respect.

John 13: 34 *“A new command I give you: Love one another. As I have loved you, so you must love one another.”*

#### B. Consequence Plan

Staff Responses to Bullying Behavior:

1. Intervene. Identify behavior as bullying. State your expectation that student will not engage in bullying behavior. Initiate repentance and forgiveness. File a report for the program director.
2. Intervene. Identify behavior as bullying. State your expectation that student will not engage in bullying behavior. Restrict student activity in area of bullying occurrence. Initiate repentance and forgiveness. File a report for the program director.
3. Intervene. Identify behavior as bullying. State your expectation that student will not engage in bullying behavior. Assign the “Think about it Worksheet” and refer the student to the administrator. File a report for the program director.
4. Follow step three for each additional bullying incident.

Administrative Responses to Bullying:

1. Arrange a face-to-face conference with the student. Clarify expectations for student behavior. Discuss the “Think about it Worksheet” with the student. Assign one after school detention.
2. Arrange a face-to-face conference with the student and family. Clarify expectations and discuss the “Think about it Worksheet”. Assign one to three day suspension.
3. Arrange a face-to-face conference with the student and family. Clarify expectations and discuss the “Think about it Worksheet”. Assign three to five day suspension. Recommend educational support group for students who bully.
4. All additional responses should include the conference, clarification, discussion of the worksheet, and recommendation for support group. Recommendation for expulsion will be brought before the school board.

## **IV. ACCEPTABLE USE POLICY**

### **PHILOSOPHY FOR THE USE OF TECHNOLOGY**

We believe that technology is a tool for communications, for problem solving, and for academic achievement. Technology does not end with itself, but is used by students, parents, staff, and the entire school community to access information in the school, the community, and the world. Technology tools are used by students to learn grade level and course content based on the Lutheran Central School adopted curriculum standards. As in the real world, students use technology to work on challenging, real-life topics, to present their conclusions to important questions, and to defend and clarify their thinking.

### **TECHNOLOGY AT LUTHERAN CENTRAL SCHOOL**

Lutheran Central School strives to be at the forefront of technological development. Interactive whiteboards and digital projectors are in each classroom. LCS maintains a mobile laptop cart with Chromebooks that is available for grades 3 and 4. A mobile cart with Android tablets is available to grades K-2 to be used in the classroom centers or in a 1:1 environment in the classroom. Grades 5-8 have use chromebooks in a 1:1 environment for Science, Social Studies, and Language Arts classes. LCS has upgraded its network infrastructure to support a wireless network.

### **INTERNET ACCEPTABLE USE POLICY**

Lutheran Central School believes the Internet is a resource that the school and students should positively utilize. There is no simple technological solution to the problem of keeping children safe online. One factor in Internet safety is to ensure appropriate supervision. The LCS staff is aware of the issues surrounding Internet access and the need for appropriate supervision. LCS will continue to filter content through a Dell Sonicwall and through our Google for Education Administrative site. This does regard any access of inappropriate material on school property or during school hours to be a disciplinary matter. Parents have the responsibility to be aware that there may be risks associated with Internet access and the steps the school is taking to address these issues. Parents will also wish to ensure safe use of the Internet in the home. Following are guidelines for students using the Internet no matter the location:

- Let your online behavior be an example for others and reflect the values and beliefs we share as followers of Jesus.

*“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable - if anything is excellent or praiseworthy - think about such things. Whatever you have learned or received or heard from me, or seen in me - put it into practice. And the God of peace will be with you.” Philippians 4:8-9 (NIV)*

- Respect the rights and property of others.
  - If you use someone else’s writing, video, images, or sounds be sure to get permission and /or give them credit.
  - Don’t log on to someone else’s account, even if they give you permission. Watch out for the safety of others.
  - If you discover someone else’s password, let them know and encourage them to have the administrator or teacher change it.
  - Never pretend to be someone else while online.



- When communicating online using email, discussion boards, or chat remember to be respectful. Use your words to build others up. Do not be mean, or hurtful.
- Protect yourself. Not everyone online shares your values and beliefs.
  - Protect your passwords. Do not share them with others.
  - When you are posting something that could be viewed publicly, never give out any personal information.
  - If inappropriate material should appear on your computer screen, tell an adult immediately.
  - If someone sends you inappropriate material, tell an adult immediately.
  - If you are contacted by an unfamiliar user, tell an adult immediately.

## **LCS NETWORK**

Students and staff may use the school network for educational purposes. Access to the network is a privilege that may be revoked at any time for inappropriate conduct. Users of the LCS should have no expectation of privacy when using our technological resources.

### **Email**

- Only the approved mail service (Gmail or FastDirect) given by LCS may used for student mail.
- The school reserves the right to search and read email and other activities within the lcsaints.net domain as deemed necessary.
- Email during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their email.
- Email services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate email is allowed including derogatory, obscene, or harassing messages. Email messages of an abusive or harassing nature will be subject to disciplinary response.
- Students are prohibited from accessing anyone else's email account without receiving explicit permission from the account holder.
- Email etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.

### **Audio and Video**

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted during class, without the permission of the teacher.
- The downloading of music files, video files, etc is prohibited unless it is part of an assigned classroom activity.

### **Games**

- Games are not permitted during school hours except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school issued computer and to block gaming websites.

## **Internet Use**

- The internet is a valuable source of information for education. Inappropriate materials are available on the Internet, but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, it is the responsibility of the student to notify a teacher as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## **CONSEQUENCES**

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Any violation of Lutheran Central School's Acceptable Use Policy may result in loss of school provided access to electronic information. Consequences will be applied to student misuse of school property, including, but not limited to, the loss of the use of the technology device for an amount of time determined by the administration, disciplinary action including suspension and referral for expulsion, and possible legal action. Students with computers or mobile devices containing illegal or inappropriate materials may be subject to having content removed from the device and may be subject to more frequent random checks.

## **V. Seclusion and Restraint Policy**

### **Introduction**

SEA 345 intends to protect the safety of all students by providing training and guidelines for the safe and rare use of seclusion and restraint with students who pose imminent danger to themselves or others. This document is intended to both inform and serve as a resource to school leaders as they work to implement the intent of the legislation.

### **Policy Statement**

Lutheran Central School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

### **Plan Components**

1. **Use of Restraint**
2. **Use of Seclusion**
3. **Definitions**
4. **Training**
5. **Monitoring and Reporting**
  - A. **Parents**
  - B. **School Leadership**
6. **Informing Parents**
7. **Debriefing and Oversight**

1. **Use of Restraint**

- A. Restraint shall only be used when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others.
- B. Restraint shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success.
- C. Restraint shall only be employed by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exceptions:

- C.1. Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
- C.2. Restraint of a student shall be conducted in a manner consistent with the techniques prescribed in crisis intervention training program.
- D. Restraint shall last only as long as is necessary for the student to regain behavioral stability, and the risk of injury has ended, usually a matter of minutes.
- E. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student.
- F. Mechanical or chemical restraints are not authorized in school.
- G. Prone or Supine forms of restraint are not authorized and shall be avoided.
- H. Seclusion or restraint shall never be used in a manner that restricts a child's breathing or harms the child.
- I. Every instance in which seclusion or restraint is used shall be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.

## **2. Use of Seclusion**

- A. Seclusion shall only be used when a student is displaying physical behavior that presents substantial imminent risk to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.
- B. Seclusion shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted.
- C. Seclusion shall only be used as long as necessary and shall be discontinued when the student is no longer an imminent threat to others.
- D. Seclusion shall only be employed by staff members who have received specific Lutheran Central School approved crisis intervention training in the use of seclusion procedures.
- E. Seclusion must be used only when the student can safely be transported to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.
- F. Time out procedures that do not constitute seclusion are permitted in school.
- G. All seclusion environments shall be inspected and shall:
  - G.1. Be of reasonable size to accommodate the student and at least one adult.
  - G.2. Be of reasonable size to permit students to lie or sit down.
  - G.3. Have adequate ventilation including heat and air conditioning as appropriate.
  - G.4. Have adequate lighting.
  - G.5. Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass.
  - G.6. Permit direct continuous visual and auditory monitoring of the student.
  - G.7. Permit automatic release of any locking device if fire or other emergency in the school exists.

- G.8. If locked, shall be automatically released after five minutes or with any building wide alarm (such as fire, tornado or code red alarm).
- G.9. Shall meet current fire and safety codes.

### 3. Definitions

**Behavioral intervention plan:** means a plan that is agreed upon by the case conference committee (CCC) and incorporated into a student's individualized education program (IEP) or individualized services plan (ISP) or Choice Scholarship Education Plan (CSEP) and that, at a minimum, describes the following: (1) The pattern of behavior that impedes the student's learning or the learning of others. (2) The purpose or function of the behavior as identified in a functional behavioral assessment. (3) The positive interventions and supports, and other strategies, to: (A) address the behavior; and (B) maximize consistency of implementation across people and settings in which the student is involved. (4) If applicable, the skills that will be taught and monitored in an effort to change a specific pattern of behavior of the student. The behavioral intervention plan seeks to maximize consistency of implementation across people and settings in which the student is involved.

**Chemical Restraint:** the administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not a standard treatment and dosage for the student's medical or psychiatric condition.

**Choice Scholarship Education Plan (CSEP):** An education plan developed for a Choice Scholarship student who has been identified through Child Find as in need of special education services and whose parent has designated the non-public school as the special education service provider.

**Crisis Intervention Training:** training provided to selected staff members which addresses how to deal with aggressive, violent or out of control behaviors. It includes specific techniques for seclusion and restraint and could result in certification of the individuals who complete the training.

**De-Escalation:** causing a situation to become more controlled, calm and less dangerous, thus lessening the risk for injury to someone.

**Employee:** means all paid school staff, contract employees, consultants or any other agents of the school corporation, charter school and accredited non-public school.

**Functional Behavioral Assessment:** ongoing process of gathering information that can be used to hypothesize about the function of student behavior. The analysis provides the information necessary to develop an intervention plan.

**Imminent:** Likely to happen right away; within a matter of minutes.

**Individual Services Plan (ISP):** An education plan developed by an LEA for parentally placed non-public school students who have been identified through

Child Find as in need of special education services. These services are provided by the LEA.

**Mechanical restraint:** means the use of (1) a mechanical device (2) a material or (3) equipment attached or adjacent to a student's body that the student cannot remove and that restricts the freedom of movement of all or part of the student's body or restricts normal access to the student's body. The term does not include (1) mechanical devices, (2) a material or (3) equipment used as prescribed by a doctor.

**Parent or guardian:** the student's parent, legal guardian, surrogate parent or student over the age of 18.

**Physical Restraint:** physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body. The term does not include (1) briefly holding a student without undue force in order to calm or comfort the student, or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation, (2) physical escort, or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one area to another

**Positive Behavior Intervention and Support:** a systematic approach that uses evidence based practices and data driven decision making to improve school climate and culture, and includes a range of systematic and individualized strategies to reinforce desired behavior and diminish reoccurrence of problem behavior to achieve improved academic and social outcomes and increase learning for all students

**Prone physical restraint:** the person is being held face down lying on their stomach on a horizontal surface such as the floor.

**Seclusion:** means the confinement of a student alone in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student's individualized education program, in which an adult is continuously present in the room with the student.

**Staff:** means all paid school staff, volunteers, contract employees, consultants or any other agents of the school or corporation.

**Supine physical restraint:** a person is being held face up on their back on a horizontal surface such as the floor.

**Time out:** means a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

**Substantial risk:** situation where there is serious, imminent threat of bodily harm and where there is the immediate ability to enact such harm.

**Staff Trained in Crisis Intervention:** individuals who successfully complete and maintain certification in a training program that results in acquisition of skills to prevent restraints, evaluate risk of harm in an individual situation, use approved restraint techniques and monitor the effect of the restraint.

#### 4. Training

- A. Staff shall be trained according to the school's adopted plan on the appropriate use of effective alternatives to physical seclusion and restraint, such as positive behavioral interventions and supports; and, only for cases involving imminent danger of serious physical harm, on the safe use of physical seclusion and restraint.
- B. Appropriate school staff will be trained bi-annually on the safe use of effective alternatives to physical seclusion and restraint. Training protocol shall include:
  - B.1. Positive supports and behavioral interventions techniques;
  - B.2. Conflict de-escalation techniques;
  - B.3. The safe use of seclusion and restraint;
  - B.4. Steps to avoid the use of seclusion or restraint;
  - B.5. Debriefing practices and procedures.
- C. Training programs shall differentiate for levels of school personnel and training needs (e.g., core staff – advanced training, regular staff – basic training, volunteers, substitutes – informational level training). All new staff should receive basic training as a part of their orientation. Materials should be available for substitutes or volunteers providing basic understanding of the plan.
- D. The school will maintain written documentation that includes the following information:
  - D.1. The name and position of each person who has completed training;
  - D.2. Who provided the training;
  - D.3. When the training was completed; and
  - D.4. What protocols and techniques were included in the training.
- E. Training may be provided by any person who is trained in the safe and appropriate and current techniques for the use of physical seclusion and restraint. (Instruction may be delivered by a school administrator, counselor or other person with current training and expertise. On-line opportunities are available as well).

#### 5. Monitoring and Reporting

- A. Monitoring Use
  - A.1. Every instance in which seclusion or restraint is used shall be carefully and continuously visually monitored to ensure the safety of the student, other students, teachers, and staff.
  - A.2. Immediately after the student has restored emotional and behavioral control following the use of restraint or seclusion or both, a staff member not involved with the incident shall examine the student to ascertain if any injury has been sustained during the seclusion or restraint

## B. Parent reporting

B.1. The building administrator or designee shall attempt to report every instance in which seclusion or restraint is used on a student to the student's parent or guardian:

B.1.a. No later than the end of the school day or as soon as practical;

B.1.b. Verbally; and

B.1.c. In accordance with the school's seclusion and restraint plan.

B.2. A copy of the "parent incident report", as described in the school's adopted plan, must be sent to the student's parent or guardian after every instance in which seclusion or restraint is used on a student and as soon as practical.

## C. Incident Documentation

C.1. Every instance in which seclusion or restraint is used on a student shall be documented in order to memorialize the events that led up to the use of either seclusion or restraint.

C.2. Documentation may include:

C.2.a. The student's name;

C.2.b. The date and time of the incident;

C.2.c. The duration of any seclusion or restraint; or the beginning and ending times of the restraint or seclusion or both;

C.2.d. A description of any relevant events leading up to the incident;

C.2.e. A description of the incident or student behavior that resulted in implementation of seclusion or restraint including a description of the danger of injury which resulted in the seclusion or restraint;

C.2.f. A description of any interventions used prior to the implementation of seclusion or restraint;

C.2.g. A log of the student's behavior during seclusion or restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff;

C.2.h. A description of any injuries (to students, staff, or others) or property damage;

C.2.i. A list of the school personnel who participated in the implementation, monitoring, and supervision of seclusion or restraint;

C.2.j. If applicable, a statement that the intervention used was consistent with the student's most current behavioral intervention plan or individualized education program.

## D. Oversight and Review

D.1. Each school must designate a staff person(s) to document all instances of Seclusion and Restraint as well as required staff training. This person (s) will work with school leadership in monitoring and review of each instance as well as annual review of overall usage and future planning.



- D.2. Each accredited nonpublic school shall report, in writing, the number of instances in which either seclusion or restraint is used in its school to its governing authority.
- D.3. Each school must conduct an annual review of its plan for the purposes of improvement and revision.

## **6. Informing Parents**

- A. At the time of enrollment, each school shall make available a copy of the school's seclusion and restraint plan to the student's parents or guardians.
- B. Including the plan in the student handbook satisfies subsection (a) so long as the handbook is provided to students at the time of enrollment.
- C. Parents should receive a "parent incident report" if their child is secluded or restrained as described in section 5.

## **7. Informing Other Appropriate Leadership**

- A. Where appropriate the school principal should inform other responsible parties which could include: jurisdictional leadership (district superintendent), school board, pastor, and/or legal counsel.

## **8. Debriefing and Oversight**

- A. As soon as practical, and consistent with the school's plan, after every instance in which seclusion or restraint is used on a student, the school administrator or designee shall do the following:
  - A.1. Meet with at least one school personnel who participated in the implementation, monitoring, and supervision of seclusion or restraint to discuss whether proper restraint or seclusion procedures were followed, including the use of proper procedures to prevent the need for restraint or seclusion.
  - A.2. Direct a proper staff person, including the administrator himself or herself, to debrief the incident with the student in a manner appropriate to the student's age and developmental ability, to discuss the behavior(s), if any, that precipitated the use of restraint or seclusion.
  - A.3. Offer the parent(s) or guardian(s) the opportunity to request a meeting regarding the incident of restraint or seclusion.
- B. On the rare instances when seclusion or restraint is used it should be communicated to the appropriate governing authority. Annually, if instances have occurred, the school administration and governing authority should review the data and develop plans if needed to further reduce the occurrence of its usage. This could include work with individual staff members or more broad based professional development.