



# Liberty Early Elementary School



## Student Handbook

4640 Santa Fe Drive

Indianapolis, IN 46241

(317) 243-7559

(Fax) 486-4208

[www.lee.msddecatur.k12.in.us](http://www.lee.msddecatur.k12.in.us)

Be safe. Be kind. Be responsible.

## Important Information Regarding Changes to Transportation

Students are expected to utilize the same form of transportation daily, however, we recognize there are times when families may need to change their child's transportation plan. Only permanent (not day-to-day) bus changes can be made. Please contact the school office to get a Transportation Change form to make changes to your child's drop off /pick up address or to get your child on a bus route. If you need to make a daily change from bus to car or car to bus, your request must be in writing. Please be sure to do the following:

- Send a note in with your child to let the teacher know of the change. The teacher will share this information with the office. You may want to call the teacher and/or the office staff to ensure that the note was received.

OR

- Text the office at 317-455-5143. Your text must include your child's name, the teacher's name, the date and the change to be made. We need to have the text by 2:30 to ensure that we will know to make the appropriate change before dismissal. Office staff will text back indicating the message was received. If you do not receive a return text, call the school office to let us know (243-7559).



trict procedures. The primary purpose of directory information is to allow MSD Decatur Township to include this type of information from your child's education records in certain school publications. Examples of this type of information include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want MSD Decatur Township to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. MSD Decatur Township has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Grade level and dates of attendance
- The most recent educational agency or institution attended
- *Audio and video recordings made on bus and building security cameras in areas other than restrooms and locker rooms*

## Use of Technology

The MSD of Decatur Township intends that the technological resources provided by the district be used in a safe, responsible and proper manner in support of the education program and for the advancement of student learning.



The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Policy. The Superintendent or designee shall provide age-appropriate instruction regarding the district's acceptable use policy, including instruction on the safe use of social networking sites and other Internet services including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats.

The Superintendent or designee, with input from representative students and staff, shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures to help ensure that the district adapts to changing technologies and circumstances. Current copies of student forms will be kept on file at each district building location.

*Specific details regarding the above information can be found in electronic form on the district website.*

## Withdrawal From School

If a student is to be withdrawn from school, please report this to the school office and teacher at least one full day before withdrawal, as there is a withdrawal form that needs to be completed.

### Notice Concerning Release of Directory Information Without Parent/Student Consent Under FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that MSD Decatur Township, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Many parents and students find that the written consent required by "FERPA imposes a burden on them with respect to the release of information they do not consider to be private. Therefore FERPA permits MSD Decatur Township to disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with Dis-

# Liberty Early Elementary School



2017-2018

## Arrival/Departure Procedures

**Arrival Time:** Students may not be in the building without an adult before the start of school. Students are not to be dropped off early as **supervision is not provided**. If your kindergartner misses the bus and you bring him/her to school, please join the car riders' line (see below). Preschool students arriving at school start time should meet a staff member at the preschool bus. Students should not enter the building before 8:30 a.m. When a student arrives late (after 8:50 a.m.), a parent/adult must sign him/her in at the school office. In order to minimize classroom interruptions, we ask that you do not escort your child to their room.



**Bus Riders:** Buses will unload in the rear of the building. No students who arrive in cars can enter through the back (bus) doors (except preschoolers who join their classes at the buses).

**Car Riders:** Kindergarten parents dropping off and picking up students form a line on Santa Fe Drive and into the one-way circle drive. Students should arrive and be picked up at the scheduled time, as **supervision is not provided** before or after school. All cars dropping off or picking up a kindergarten student must display a card (provided by the school) in their front window. Detailed information on how to line up will be provided to parents of car riders.

## Attendance Policy

At Liberty School, we know that good attendance is vital to each child's success in school. The State of Indiana does not mandate preschool or kindergarten enrollment; however, if parents choose to enroll their child in school, they are agreeing to abide by the attendance policies of the district, as described in Indiana State Law (IC 20-8.1 and 20-8.1-3-33). If you choose to enroll your child, it is your responsibility to ensure that your child is in attendance every day possible. Our school goal for each child is to have 96% attendance (no more than 3.5 days absent per semester).

Parents or guardians need to call the school office (317-243-7559) the day the child is absent or send a note on the day the child returns. If notification is not made, the absence will be unexcused.

### Criteria for excused absences:

1. Illness or recovery from accident\*
2. Death in the immediate family for up to five school days;
3. Doctor, dentist, counseling appointment; \*\*
4. Educational activities approved by the Principal;
5. Serving as a witness in a court proceeding;
6. Major religious holidays.

\*Illness without a doctor's note is not an excused absence per Indiana Law , but our school will excuse a reasonable number of absences due to illness.

\*\*Doctor, dentist, and counseling appointments are discouraged during the school day. Please bring in a doctor's statement following the visit.

The parents of students with poor attendance will be notified by phone call or letter. Consequences for chronic absenteeism may range from a required parent conference to referral to an attendance intervention to possible legal action for educational neglect.

Students are expected to arrive at school on time each day. Students who arrive after 8:50 are considered tardy and must be signed in at the office. If a child is tardy more than 5 times per semester, consequences as noted above for chronic absenteeism may apply.

**Perfect Attendance Criteria: The student must be in attendance every day, all day when school is in session** (no tardies, early dismissals, or absences). Leaving the building for lunch will result in an early dismissal on the child's attendance record. Perfect attendance awards will be given each month and for the entire year. Any student who achieves 96% attendance for the year will be given an Excellent Attendance award at the end of the year.



### **Before & After School Childcare**

An outside agency (AYS—At Your School) will provide a before and after school care program for kindergarten students. Information about the program will be available at registration and at the main office throughout the school year.

### **Birthdays**

The district has adopted a "No Food" policy for birthdays. Each child will be recognized on his/her birthday (or "unbirthday" for birthdays during school breaks), but students/parents may not bring edible treats to school. Parents may choose to provide a game/toy/book for birthday child to present to his class for all to enjoy. At times, parents have asked us to help them by

### **Searches**

Administrative personnel reserve the right to search a student's cubby, book bag or other storage areas if a staff member believes a search is necessary to maintain the integrity of the school environment and to protect other students. If such searches are conducted, the following guidelines will be observed: authorization to open and search areas will be given by the building principal; although not legally required, attempts will be made to make the student aware of a search being made; and, whenever possible, the student, administrator and a third individual will be present during the search.

### **Special Belongings and Toys**

Children often would like to bring toys and other special items, such as pictures or jewelry, to school. Because we cannot take responsibility for student's personal belongings, these items should be left at home. Students should bring to school only those items needed for school or items requested by the teacher for sharing time (show and tell). At no time should a weapon (gun, knife, etc. – toy or real) be brought to school.

### **Textbook Rental & Fees**

Kindergarten fees and book rental will be \$62.50 for the year. The kindergarten fee is divided for book rental (\$38.50), a technology fee (\$4) and a supply/projects fee (\$20). The preschool supply/project fee is \$25 for half-day students and \$50 for full-day students for the year. The supply/projects fee is used to provide students with supplies special learning activities throughout the year. All students are responsible for bringing the basic supplies on the supply list for their grade level. Teachers may request donations of additional supplies.

Fees can be paid by cash, credit card, check or with the E-Funds online payment system. Fees were due at registration. Textbook rental is due by Friday, September 1st. If full payment cannot be made by that date, a payment schedule may be arranged. Some families may qualify for financial assistance for textbook rental and may apply by completing the lunch assistance form online. There is no fee assistance available for technology fees or supply/project fees.

### **Transportation**

Each student will be limited to one seat, one bus. Pick up and drop off locations must be the same. Due to bus capacity and routing efficiencies, students will not be able to use multiple bus stops or ride alternate buses.

### Release of Students to Parents

Students will be released to the custodial parent(s) only. In the case of joint custody, the student will be released to either parent. The school must have a copy of the court documentation on file. The non-custodial parent may pick up the student at school only if the custodial parent has given written permission. Upon request by the parent, the school will keep an updated list of students with special release information in the school files. A picture I.D. will be requested from anyone picking a child up from school or visiting the classroom.

### Returning to School After Hours

To promote responsibility and in order to maintain the security of the building, only school personnel will be allowed to have access to classrooms after student dismissal.

### Rights of Students with Disabilities

As mandated by state and federal laws, Decatur Township provides a Free and Appropriate Public Education (FAPE) to all students. Students with disabilities receive appropriate supports and services to help them progress in the general education curriculum to the greatest extent possible. In the event of a disciplinary offense resulting in the recommendation of expulsion from school, students with disabilities are entitled to a manifest determination in order to decide whether or not there is a causal relationship between the student's disability and the behavior in question. Expulsions can only occur in the event that the behavior is not related to the disability, and students continue to receive services throughout the expulsion. Any questions regarding special education services or Section 504 plans should be directed to the local school or the district Director of Exceptional Learners.



passing out birthday party invitations to children in the class. We are not able to do this unless every child in the class is invited.

### Book Bags

For safety reasons, children may not carry loose papers. Therefore, book bags need to be worn (not carried) to school each day. Please print your child's name on the book bag.

Backpacks with wheels are discouraged. If a child's backpack has wheels, he/she will still need to wear it to avoid tripping other children.

### Bullying/Harrassment Policy

Liberty School is a bully-free and harassment-free learning environment. Specific information on the district's bullying & harassment guidelines is detailed in our Code of Conduct.

### Cafeteria Information

Breakfast and lunch are served daily at school. Breakfast is served and eaten in the classroom. Breakfast is cleaned up promptly at 9:00 so that instruction can begin. Lunch is served in the school cafeteria for kindergartners and in the classroom for full-day preschoolers. Students can purchase a school lunch or bring a lunch to school. In support of our district's wellness policies, students are not to bring sodas to drink at lunch.



We invite parents to enjoy lunch with their child in the cafeteria, and we do allow lunches to be brought in, but sodas should not be brought for your child to drink with his/her lunch.

Only guests listed on the registration card will be able to join a student for lunch, unless approval is given by the custodial parent. All visitors must sign in and out in the office. Due to space limitations and other issues, students who are eating with a parent at our guest tables will not be able to invite a friend to eat with them. In order for our students to learn cafeteria procedures, we ask that parents not visit for lunch the first two weeks of school. We are happy to have you visit for lunch after August 14th. Applications for free or reduced school meals are available online through Skyward Family Access. If your financial circumstances change during the year and you feel you may be eligible for this assistance, you can go online to apply at any time.

## Cafeteria Expectations

1. Students will not cut into the cafeteria line.
2. The students are allowed to use the restroom or leave the cafeteria only with permission from a lunch supervisor.
3. Appropriate table manners are expected in the cafeteria.
4. Students should use their own ID number.
5. Students are to remain seated until permission is given to leave.
6. Students will return their trays to the receiving area as directed by an adult and then return to their seat. (All food and drink will remain in the cafeteria.)
7. Any violation of the cafeteria rules could result in an isolated lunch, assigned seating, or other disciplinary action deemed appropriate.
8. While we encourage parents, guardians, and family members to join their children for lunch, we ask that you adhere to the prescribed lunch periods only. Lunch time should not extend beyond the designated lunch times.
9. In order to promote conversation, the **Liberty Cafeteria will be a No Phone Zone** and visitors are asked to refrain from using their phones throughout their time in the cafeteria.

## Closing of School

When severe weather conditions occur and it is necessary to close school, announcements will be made via radio and television stations. Parents will also receive an automated phone call (on the primary phone number listed for the child) from the district if their contact information is up-to-date. Closing information will be posted on the district's website at [www.msddecatur.k12.in.us](http://www.msddecatur.k12.in.us). If school is closed due to severe weather, a make-up day will be announced as soon as the date is set.

## Communication



We recognize that open communication between home and school helps to promote student success. School personnel and families can communicate through phone calls, notes, newsletters and the school website. Because uninterrupted instructional time is crucial to teaching and learning, we will not put calls through to the classroom during the school day. Parents are welcome to leave a voice mail for the teacher and calls will be returned as soon as possible. We also encourage parents to check their child's bookbag for important notes that are sent home. Please check our school's website at [www.decatuproud.org](http://www.decatuproud.org) for information about school events, holiday closings and classroom happenings.

Regarding access to the child at school: Non-custodial parents do not have a right to access the child at school unless they produce a court order specifically allowing for visitation at school. The presumption would cover having lunch with the child, visiting the child's class and taking the child from school.

## Physical Education

A student may be excused from the physical activities in P.E. class for one day with a written excuse from the parent or guardian. For exclusion of more than one day, a doctor's statement is required. If any limitation is to be placed on a child's participation, a written statement from the physician that clearly sets forth the restrictions is required.

## Progress Reports

Progress reports are issued as a system of reporting a student's achievement and effort in class. Progress reports will be sent home one week after the end of each grading period, with the exception of the last grading period for the year. Final report cards are sent home on the last day of school.

## PTO

Any parent/guardian with a student enrolled at Liberty School is automatically a member of the Parent Teacher Organization. Being a part of the parent/teacher group is a great way to stay informed and involved with your child's school experience. Information on meetings and events will be posted on the website and sent home in school newsletters.



## Recess

Recess is a vital part of each child's school day; however, recess is a privilege per teacher discretion. Weather permitting, children will go outside for recess. During the winter months, 20 degrees (air temperature combined with wind chill) is the minimum for outdoor recess. A child may be kept in from recess for up to three days upon receipt of a parent's note. If for some reason your child should not go out for an extended period of time (more than three days), you must send in a written request from your physician.





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

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

### Homework Policy

Homework for young children will instill responsibility and keep families aware of their child's learning. Families can reinforce early learning by discussing and sharing specific activities that are happening at school, **reading to children daily**, and reinforcing letters and words that are being learned. Some teachers may, from time to time, assign specific homework activities for children to complete.

### Lost and Found



Students are responsible for their textbooks, library books and personal belongings. **Parents are advised to put their child's name on bookbags, lunch boxes, jackets and other personal items.** Valuables should not be brought to school. Items that are found are to be turned in to the office. If labeled, items will be returned to the student. Unlabeled items will go into our Lost & Found, where students and parents can check for missing items. Unclaimed items will be discarded or given to charity at the end of each semester.

### Newsletters

There will be a weekly newsletter from your child's class and a monthly newsletter from the school. Please read these publications as many important dates, times of upcoming events and information on school closings will be included.

### Non-Custodial Parents

Regarding access to records and grades, meetings with the teacher, and attending school events: Non-custodial parents have equal access unless the custodial parent produces a court order that limits the non-custodial parent's right to access records and participate in school activities or terminates the parental rights of the non-custodial parent.

### Conferences

Individual parent conferences will be held on October 4th. School will not be in session that day. Parents will also be contacted about their child's progress in February. Report cards will be issued four times per year. If there is a need for a special conference, please feel free to call your child's teacher. Communication between parents and staff is essential in providing an optimum environment for children to learn and grow. Parents are invited and encouraged to visit our school. Knowing that young children are often distracted when visitors are in the room, we ask that you limit your visit to a half hour to limit disruptions to student learning. If you wish to have a longer visit, please contact the teacher and the principal to make arrangements.

### Disciplinary Procedures

Each class has a management plan designed by the teacher to help all children learn and play together appropriately. Teachers will provide families with a copy of their plan so that parents can help to reinforce the classroom standards with their children. Information on our schoolwide behavior guidelines is available on our school webpage. Students who have persistent or severe behavior issues will be referred to the office and the principal will work with students and families regarding these behavior issues. Additionally, the district's elementary Code of Conduct provides information on expectations for all students K-6. Parents will receive a copy of the Code of Conduct at the beginning of the year.

### Dress Code

In choosing what your child should wear each day, please keep the following in mind:

- The most appropriate clothes for school are easy-fitting, comfortable, washable play clothes to allow students to participate in all activities.
- No student's clothing should be disruptive to the educational environment.
- Children should wear tennis shoes or other practical shoes. **Students who cannot yet tie shoes should wear shoes with Velcro or other shoes without shoelaces.** Backless shoes/sandals/clogs, platform shoes, flip-flops and high heeled shoes should not be worn as they are not safe school attire. Shoes with wheels are not permitted.
- **Midriff, halter, tank or spaghetti-strapped tops are NOT allowed.** Shirts should completely cover a student's midsection, both front and back.
- Shorts are permissible (weather-permitting) as long as they are finger tip length. Students may not wear short-shorts or bicycle/spandex shorts.



- Skirts must also be fingertip length.
- Undergarments should not be visible.
- T-shirts or other clothing with writing or pictures must be appropriate for school (no tobacco or alcohol references, profanity or suggestive material).
- No pajamas are to be worn to school except on designated "pajama days."
- Students may not wear hats or head coverings in the school except on designated days or for medical or religious reasons.
- Clothes should fit the student's body and pants will be worn at the waist.
- Students should not wear make up or perfume. No make up or perfume may be applied at school.
- Studded bracelets, belts, wallet chains or abnormal metal objects are not permitted.
- If styles change throughout the year, the administration reserves the right to modify the dress code as deemed necessary.
- A general rule of thumb to follow—"when in doubt, don't wear it!"

### Early Dismissal

When your child needs to leave school for an appointment, he/she must be signed out in the school office. Children will be released only to parents and adults listed on the registration card unless the office receives parental permission stating otherwise. In order to minimize classroom interruptions, your child will be sent to the office. Please wait in the office for him/her. Early dismissals will be counted against the child's attendance (please see page 4).

### Electronic Devices

Unless specifically requested by the teacher for a student to bring to school, electronic devices such as cell phones, CD players, video cameras, handheld video games, MP3 players, etc. are not allowed at school. Parents may be asked to come and pick up items brought to school by children.



### TOILET TRAINING:

Kindergarten and full-day preschool students must be completely toilet trained to attend school. Students are able to have control of their bladders and bowels if they have had sufficient time and work on toilet training. Still, we recognize that students of this age may have an occasional wetting accident. If a child has a wetting accident at school, the nurse will assist the child in changing clothes and will inform the parent. The clinic has some availability of spare clothing; however, the selection varies from day to day, and there may not be an appropriate size available. In this case, the parent shall be called to bring clothing. Borrowed clothing should be laundered and returned to the school clinic the following day. Donations of clean, gently used items are gratefully accepted. It is far rarer for a child of kindergarten age to have bowel movement accidents and is generally an indication that the child is not completely toilet trained. Due to sanitary issues, if a child has a BM accident at school, the parent will be contacted to come and either assist the child in cleaning up and changing clothes at school or take the child home to clean up and then return him/her to school. Students who have multiple toileting accidents may be determined to be not yet ready for school.

### HEALTH CARE MISCELLANY:

Once confirmed, students with head lice (live bugs) must be cleared by the nurse in order to return to school. Nurses will assist parents with strategies for prevention and ways to enable the student to return to school as quickly as possible.

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

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

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



## INJURY:

Students who are injured at school will be assessed at the time of the injury, if they report to the clinic. If a student has a deep laceration, cannot walk, has extreme swelling, pain, obvious deformity, head injury, or has any other sign of an emergent/urgent need for further evaluation, the nurse will determine the best course of action for the situation. This may include a call home or an EMS call. Only an x-ray can determine if a fracture has occurred.

The clinics possess wheelchairs for emergency response by school staff only. Decatur Township cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

## MEDICATIONS:

Decatur Township clinics do not stock any medications. All medication must be supplied by the parent/guardian. Medication given for the academic success of students or other medications given for acute or chronic conditions may be administered at school. Please try to schedule a three-time-per-day medication at home. Do not send once or twice daily medications to school. Medication administration forms are available at each school or online. This form must be filled out and signed by the parent or guardian before a medicine will be administered by the nurse. Prescription medication must have the current prescription label with student's name attached to the medication. Per Indiana State code, all medications must be in the ORIGINAL containers. For the safety of your student, if medication is received in a baggie or envelope, it will NOT be given. A physician's order is necessary in order for an emergency medication (EpiPen or inhaler) to be carried by a student. It is helpful to have a backup of this medication in the clinic. If cough drops are needed, we suggest that hard candy be substituted for the same effect, with no time out of class to go to the clinic. With a parent note, a bottle for water may be sent for students who may need extra fluids. Over-the-counter (OTC) medications for children must state that the medicine may be given to children under twelve years of age. The label on an OTC serves as the guideline for dosing and frequency. If the parent desires a dose or schedule that is different than the label, a physician's order shall be necessary for administration. Supplements are not considered appropriate for school administration.



## Emergency Contact Information

Emergency cards, registration forms and electronic data forms are maintained in the school office and the nurse's office and serve as the main source of contact information for your child. It is imperative that all information is up-to-date. Parents can update their information electronically in Skyward with their username and password. Contact the school office if you need your username and password. If you are unable to make updates electronically, please notify the office of a new address, new phone number (home, work, cell), disconnected phone, change in family situation, change of babysitter or childcare, change in place of employment, or change in those people who may pick up your child. The people listed on the registration form card and emergency card as emergency contacts are the only persons who may pick your child up. A picture I.D. will be requested from anyone picking a child up from school, having lunch with a child or visiting a classroom.

## Family Involvement



Parents are important to the success of Liberty School. Volunteers are needed to be room parents, classroom helpers, office helpers, and field trip supervisors. Please sign up if you can help. Volunteers will need to pass a criminal history check before participating. We encourage all families to visit their child's classroom and take part in school events. As noted before, we ask that you limit your visit to the classroom to a half hour unless prior arrangements have been approved by the teacher and the principal. All visitors must sign in and out in the office.

## Field Trips

Field trips are an exciting and effective means of learning for our students and are an important extension of the curriculum. All students are expected to attend class trips. You will receive details from the teachers well in advance. **Written permission must be given for your child to go on field trips.** All trip fees are due 48 hours prior to any field trip to allow time for processing. If a field trip must be prepaid, the deadline will be much sooner. There will be no refunds given for field trips. Often, parents are asked to volunteer as chaperones. All parent chaperones must fill out the appropriate forms including a limited criminal history check, and be approved to attend. If you serve as a chaperone, you are volunteering to assist with student supervision. Therefore, no other children other than the students for that specific field trip are permitted to attend. This means that siblings may not attend any field trip experience. All students and adult

chaperones must adhere to the school dress code for field trip experiences. Although weather on field trip days is sometimes not ideal, outdoor field trips usually go on as planned unless there is a lightning storm. Please dress your child for the weather.

### Fire and Safety Drills

For the safety of our students, Liberty School conducts routine drills that teach children what to do in the event of an emergency. These drills include fire, tornado and intruder drills. When the fire warning is sounded, classroom teachers will lead students from the building. When a tornado drill is announced, teachers will take students to a safe place in the building. For an intruder drill, teachers will lead students out of the building or to shelter in place (locked inside) based on the situation presented. During all drills, students will be expected to follow the safety rules and procedures taught to them.



### Fundraising

The PTO sponsors a school-wide fundraiser each year. All participation is voluntary and the profits benefit the entire school. For safety reasons, we do not condone door-to-door sales for this effort. Students participating in any other group's fundraiser will not be permitted to sell items during the school day unless given approval by the principal. Non-approved or personal items are not to be sold on school property or buses. Non-approved items will be confiscated and sent to the office.

### Health Care

Parents/guardians have primary responsibility for the health care their children receive, but schools have a responsibility for health and safety while children are at school. Health services include programs, services, and activities that assure a healthy environment, thereby promoting and protecting the health and well-being of all students. The school clinics are available for emergencies, injuries, and illnesses that arise while the child is at school, in addition to management of chronic illnesses and special needs. Each Decatur Township clinic is staffed with a Community Health Network nurse (RN or LPN). Nurses do not make medical diagnoses, but they are skilled in assessment, planning, intervention, evaluation, promotion of wellness, health counseling/education, prevention, emergency care, and referral. Students must have a CHN permission form on file in order for the nurse to see the student for a clinic visit. Students without permission will be seen for emergencies only. Please speak with the nurse at your school if you have questions about the permission form.

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

### ILLNESS:

General guidelines for illness follow the guidelines, laws, and recommendations of the Indiana Department of Health, the Marion County Health Department, Community Health Network, and Indiana State Code to prevent the spread of communicable diseases. If the nurse should call you to pick up your child, she/he is acting in accordance with these laws and directives. Parents should make every effort to come to the school to pick up their students in a timely manner. Bus transportation cannot be utilized if the child exhibits symptoms of a contagious illness (below). Please do NOT send your child to school if one or more of the following symptoms are present: diarrhea, vomiting, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness, or fever of 100 degrees or above. Please do NOT send a child back to school until he/she has been fever-free (without fever-reducing medications) and with no vomiting/diarrhea for 24 hours. Antibiotics which have been prescribed for eye or throat infections must have been given for 24 hours before the student returns to school. This will help prevent the spread of infection to others and ensure that the student is feeling well enough to learn. Students who have had surgery may be asked to provide a doctor's note to return to school.

