



Teacher Handbook

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Welcome to a New School Year

Dear Member of the Family of Staff for NLCS,

I hope you have been able to have a pleasant and enjoyable summer respite with your family and friends. I appreciate your service to North Lawrence Community Schools, and I appreciate your dedication to serving our most precious resources, our young people. Thank you.

I am looking forward to the opportunity of working with you as we make a journey through the year. I hope our daily example will benefit others every day. As we work with our young people, I hope we will accentuate the positive. As we help our young people achieve success, we have an awesome opportunity, and we have an awesome responsibility. I want our young people to dream big dreams. As we work with our young people, I want us to teach them how to become lifelong learners.

It has been stated that people do not care how much you know, until they know how much you care. I appreciate your service to our young people. I appreciate your willingness to serve. I value your efforts. I truly believe our respective positions are just the vehicles we use in order to be able to serve others. We have numerous opportunities every day to help others. I hope we will take advantage of the opportunities provided. I want us to lead by serving the needs of others. Thank you.

As we work with our community's most precious resources, I hope we will treasure the opportunities.

*Respectfully,
Gary D. Conner
Superintendent, NLCS*

**North Lawrence Community Schools
2014-2015**

Board Approved

<i>August</i>	7 8	<i>First Teacher Day --In-service First Student Day</i>		
<i>September</i>	1 10	<i>Labor Day — No School Mid-Term Progress Reports Issued</i>		
<i>October</i>	10 16 20-24	<i>End of First Grading Period Evening Parent-Teacher Conferences Fall Break - No School</i>	45 days	
<i>November</i>	12 26-28	<i>Progress Reports Issued Thanksgiving Break — No School</i>		
<i>December</i>	19	<i>Last Student Day before Christmas Break End of Second Grading Period End of First Semester</i>	42 days	87 days
<i>Christmas Break</i>		<i>December 20, 2014 – January 4, 2015</i>		
<i>January</i>	5 9 19	<i>First Student Day After Christmas Break Nine Week/First Semester Grade Reports Issued No School/Make Up Day</i>		
<i>February</i>	2 4 16	<i>No School/Make Up Day Mid-Term Progress Reports Issued President's Day - No School/Make Up</i>		
<i>March</i>	13 18 20 23-27	<i>End of Third Grading Period Nine Week Grade Reports Issued No School/Make Up Day Spring Break — No School</i>	47 days	
<i>April</i>	22 24	<i>Mid-Term Progress Reports Issued No School/Make Up Day</i>		
<i>May</i>	15 25 28 29	<i>Last Day for Field Trips During Instructional Day Memorial Day – No School Last Student Day End of Fourth Grading Period End of Second Semester Last Teacher Day — In-service Half-Day (Teachers may leave at 11:30 a.m.)</i>	46 days	<u>93 days</u>
			Total student days	180
			days	
			Total teacher days	182
<i>days</i>				

All student days are full days unless noted. If it is necessary, No School/Make Up days will be used to make up student instructional days. Any additional days missed beyond those designated above will be added to the end of the scheduled school year.

Administration Building Employees

Anderson, Janie-16238	Administrative Assistant to Assistant Superintendent/Personnel Director Arranges for substitute teachers Absence reports - certified Building Level Administration Information Expulsions
Clark, Darcy-16245	Assessment Coordinator Orders and inventories elementary textbooks and workbooks Title II, Part A Grant Coordinator/In-service requests for Title II, Part A Grant High Ability Coordinator Title III Coordinator (ESL)
Conner, Gary-16240	Superintendent
Cox, Michele-16221	Director of Business, Treasurer
Deckard, Shaunna-16229	Extra-Curricular Payroll (not coaching or sponsor related) Non-instructional payroll Absence reports – support personnel Vacation and other leave for support staff PERF
Dietrich, Corbin-16230	Deputy Treasurer Food Service payroll Contracted bus driver payments
Easton, Susan-16222	Administrative Assistant to Director of Business Business Office Administrative Assistant Accounts Payable Encumbers purchase orders Rental agreements and payment Professional leave requests
Hamilton, Teri-16242	Title I Coordinator/Fine Arts Administrative Assistant
Herndon, Kelly-16227	All insurance benefits, including Section 125, Retirees, COBRA and LOA
Hobson, Karen-16228	Book Rental Small claims - keeps records for court filing
Hodge, Catherine-16226	All insurance benefits, including Section 125, annuities, Valic, and VEBA
Key, Rita-16239	Receptionist/Administrative Assistant Duplication operator Stockroom orders and distributes instructional supplies Community Reading Administrative Assistant
Lynn, Janet-16231	Instructional payroll Extra-curricular payroll (coaching or sponsor related) Instructional absence – maintains records TRF
Walker, Bettye-16240	Administrative Assistant to the Superintendent, & Board of Education.
TBD-16238	Assistant Superintendent/Personnel Director
Vice, Mark-16243	Director of Curriculum, Instruction & Learning

N.L.C.S. Administration

The administrative offices of N.L.C.S. are located at 460 W Street, P. O. Box 729, Bedford, IN 47421. This address should be used in all corporation related correspondence.

The administrative office is staffed with administrative assistants. Phone calls are handled in the reception office and transferred to the appropriate department. Inter-school calls should be dialed direct to keep outside lines open. Administrators wish to be readily available for conferences. However, their duties require their presence throughout the various buildings the majority of the time. Persons wishing to arrange a conference with an administrator are requested to contact the appropriate administrator or administrative assistant. A time will be reserved for a conference or administrators will be notified to contact the individual at the earliest opportunity. It is the intent of the school administration to give all possible assistance to staff members in their professional endeavors. Staff members are encouraged to confer with their department chair/administrator for either problem solving or sharing professional philosophy on education within our school structure. In extreme emergency situation administrators may be contacted by two way radios.

Administrative Assistants and Aides

Administrative Assistants and aides are available throughout our school system to answer questions, prepare materials, and to coordinate many of the functions that are necessary for the smooth operation of our buildings. Teachers are encouraged to utilize their professional skills yet be mindful of workloads.

North Lawrence Community Schools Philosophy

North Lawrence Community Schools provides an educational climate challenging students to work to their potential and offers them an opportunity to succeed within the boundaries of available resources and facilities. Within these boundaries, we provide varied educational opportunities for all individuals, thus encouraging the development of the whole person. The focus is placed upon basic skills, expansion of creative talent, enhancement of social skills, and physical and character development. The education provided is based upon democratic principles and challenges each individual to face and accept the responsibilities and challenges of today's rapidly changing world.

North Lawrence Community Schools Mission Statement

The North Lawrence Community School Corporation, in partnership with families and community, strives to provide the highest quality education and character development in an environment of mutual respect, dignity and trust. Recognizing the value of every student and teacher, the mission of the North Lawrence Community Schools is to provide opportunities for the development of personal growth and academic competence, thus enabling them to utilize their full potential for success in an increasingly complex world.

N.L.C.S. Operating Policies

Teacher Day

The teacher's day is 7 hours and 40 minutes. If at any time teachers need to leave the building, they should notify their department chairman, and/or an administrator, and follow the proper sign out procedures in the main office. Teachers are reminded to sign back in when they return.

The Classroom

The classroom is the most important part of our school. The activities that take place there are the purpose of our professional existence and the basic reason for your employment. Teachers must be on duty each period and should avoid leaving the classroom unattended at any time. Should any emergency arise which would necessitate you leaving your classroom, notify the office immediately so we may provide temporary supervision. The administration will make every effort to avoid interruption of the teaching schedule and will do all that is possible to assist you in your teaching assignment.

Supervision/Extra Duty Assignments

All teachers are expected to assist in student discipline, whether it is in the classroom, in the hallways, in restrooms, or student assemblies. Throughout the school year, staff members may be assigned to various duty assignments. Please read over these carefully so as to meet your professional responsibilities. Any questions regarding duty assignments should be directed to the administrator.

Preparation Period

Each teacher has a preparation period. The preparation period is provided so that teachers can effectively plan and prepare for activities and events associated with their instructional obligations. Teachers have the opportunity to make lesson plans, or correct papers during this time. This time is provided to allow time for teachers to prepare, plan, and coordinate school related activities.

Teachers are asked to check their mailboxes prior to their prep period for telephone messages, memos, etc. Teachers leaving the building during their preparation period or during their lunch period should sign out with their administrator/ department chairperson. Upon return the teacher should also sign in. This process will enable the office to officially handle any inquires during the absence. Teachers should not leave the building during assigned class or supervision time without permission.

Arrival and Departure

All teachers are to arrive at school by times designated by the principal. Elementary level teachers are to directly supervise their students during passing times. Your classroom door is to be locked when unoccupied. Late arrival or early departure from the school may require a written request to the principal. If approved, you are to sign-in or out in the office.

When visiting other school buildings, within the system, personnel should always sign-out of their own building and report to the office of the other building upon arrival and sign-in on the employee register.

Teacher Parking

Teachers should make sure that they are not parked in a manner that would interfere with the normal flow of traffic, or the operation of emergency vehicles; nor unlawfully use handicapped parking. It is advisable to keep vehicles locked while they are parked at school.

Basic Procedures

1. When a member of the staff differs with policy, this disagreement should be discussed in private where it will not be detrimental to the welfare of the school.
2. Staff personal appearance and behavior should help promote positive public relations with the community.
3. Students must not be allowed to willfully destroy his, others, or school property.
4. Class discussion about other teachers, students, or staff is unprofessional.
5. Becoming too friendly with students undermines the teacher-student relationship. Teachers should, however, establish a good rapport with students.
6. Discussing students' personalities maliciously is unprofessional. However, positive and constructive discussion with other personnel is desirable.
7. Good teaching involves well-planned use of technological aids.
8. Freedom for students in the classroom is desirable but must be controlled by the teacher. Noise should be constructive.
9. Students should learn respect of others, rules, decisions by groups, and property. Utilize respectful learning activities.
10. Students should remain in their seats until the teacher dismisses them.
11. Supervision is needed while students are in the hallways, before and after school, before and after recess, and during class changes for other subjects and lunch.
12. You should have a substitute teacher folder that contains lesson plans and other pertinent information.
13. Have students pick up paper and other trash from their area before dismissing class.
14. To establish a wholesome climate for learning, adults in their association with students should:
 - a. Be businesslike.
 - b. Be orderly in routine matters.
 - c. Avoid any suggestion of threats, sarcasm, or punishment as motivation. Do not suggest a consequence you cannot or do not intend to carry through.
 - d. Let students have an opportunity to express themselves.
 - e. Be calm, firm, and consistent in the administration of disciplinary problems. **DO NOT STRIKE A STUDENT.** Students should not be touched at any time by any NLCS employee during the disciplinary process. It is recognized that misbehavior which creates an actual or potential threat to physical safety, either to the student or others, may necessitate immediate active protective intervention.
 - f. Be fair and impartial.
 - g. Give each student consideration and respect.
 - h. Remember that we are dealing with students, not adults.
 - i. Be liberal with deserved praise, praise in public, and censure in private.
 - j. Allow students to save face when they are in a tight spot.
 - k. Expect good behavior – students strive to live up to the expectations that adults have for them.
 - l. Show a genuine interest in every student.
15. If you must leave your classroom, make provision for supervision. Remember, you are legally responsible for students assigned to you.

***NLCS Document-Teacher Job Description**

***NLCS Form-Professional Goals**

Scheduling Events

All events must be cleared through the principal and the date placed on the master calendar after approval. Before planning events, check the master schedule in the office.

Controversial Issues

Teachers should discuss with the principal plans to address any issues in the classroom that could cause controversy before initiating the plan. There should be no experiments or research involving students as subjects or participants in the school.

Mailboxes

All teacher mail will be placed in boxes located in the office area. Each teacher is responsible for checking this box daily upon entering and leaving school. Classes will not be interrupted to hand deliver messages except in cases of extreme emergency. You may notify the office where messages or calls may be taken during your preparation period. Students are not to remove materials from teachers' mailboxes for any reason at any time.

Intra-corporation mail delivery is available daily. Items should be placed in Inter-School Envelopes and addressed to the specific building and individual. Place the envelope in the appropriate out-going mail location for pickup. *Large items may require a special request to the maintenance department.*

Student Errands

Students should not be required to do the work of employees such as carrying tables, mopping floors, etc. Students are never to be asked to retrieve an item from the vehicle of an employee. Students should not be permitted to leave the school building for any type of errand. Students must always be supervised.

Announcements

Announcements may be read over the public address system each day at an established time. Each teacher should keep these announcements throughout the day for references. Notices to be included in the daily announcements are to be submitted on the proper form into the main office prior to 8:00 A.M. Announcements should be brief and concise. The attention span and time for this purpose is limited so please cooperate by submitting only essential information. Announcements will not be accepted without teacher and/or sponsor approval.

Lost and Found

A lost and found collection point is maintained in each school. All articles found should be returned as quickly as possible. Announcements will not be made concerning lost articles. Articles will be disposed of periodically.

Fund Raising

Any group or organization desiring to have any fund raising activity must have this activity approved through the administrator. While fund raisers are necessary for the operation of some activities, they should be held to an absolute minimum. No orders should be placed or plans formulated before approval is obtained. The Corporation Administration Office will not pursue nonpayment of fund raiser money through the court. It is the responsibility of the sponsoring teacher/organization to collect all funds.

Guest Speakers, Artist, etc.

Occasionally, you may desire to have a guest provide a presentation for your class or organization. Please advise the principal of your intentions to have a guest one week in advance. All guests should immediately report to the office when they arrive at school. Teachers should remain with their students at all times during the guest's visit. (Ex. Basic Aid Training with Red Cross workers)

Faculty Meetings

Faculty meetings will be scheduled when necessary and all teachers will be notified in advance. Meetings will be purposeful and necessary as an effective stimulus to the faculty and the general organization of the school. Meetings are the professional responsibility of the teacher and must be attended by all teaching personnel.

School Functions

Throughout the school year there may be a limited number of school related functions teachers should consider as a part of their professional responsibilities. This includes, but is not limited to Open House, P.T.O. meetings and activities. Information regarding these functions will be made in advance so teachers may plan accordingly.

Teacher Evaluation

Teacher evaluations in NLCS will follow the procedures as laid out by Indiana Statute and the Board of School Trustees of the North Lawrence Community Schools.

*Appendix-Teacher Evaluation

Classes in Session

You are not to visit or interrupt other classes in session. Students are not to be taken from another class by a teacher. If you wish to observe instructional methods of another teacher, that teacher and the principal must approve an appropriate time.

School Nurse

A school nurse is available to each N.L.C.S. building on a limited basis. Teachers should not send students to the office unless it is an absolute necessity.

Teacher Absence

Each teacher is permitted to be absent from work without loss of compensation according to the terms of the Master Contract. A teacher unable to report for work is expected to observe the following procedure:

If the absence is for Personal Leave, or Professional Leave (Form N.L.C.S.32), etc. the principal or high school department chairperson should be reminded the day before the prearranged absence. Form 32 should be submitted by the teacher to the building administrator so that the request can then be delivered to the Administration Building during the first two weeks of the month prior to the month in which the professional leave is planned.

If the absence is for personal or family illness, the teacher should notify the administrator/department chairperson the night before or as early as possible the day of the absence stating the reason. The department chairperson should notify the designated administrator by 6:30 A.M. and should also record the status of their department in the main office by 8:00 A.M. each day. This report will include the reason for the absence and the arrangements made for the substitute. **Teachers should not call the Administration Building.** Upon the teacher's return to school, form NLCS-21 must be completed, signed and given to the Administrative Assistant.

When a teacher is out for illness, it is helpful to call the office around 3:00 P.M. regarding the decision about returning the next day.

Teachers must use personal leave days to attend school picnics, field trips, parties, events, etc., (when away from their assigned school premises) unless actually sponsoring the group having the event or they can attend within the guidelines of the current contract.

*NLCS Form#21-Absence Report

*NLCS Form #32-Request to Attend Professional Meeting

*NLCS Form-Personal Leave Request

Lesson Planning

Evidence of a well planned lesson should be obvious to anyone observing any teacher's class. Each course should have a written course outline that serves as an overall plan. Each teacher should make a written daily plan. Where it is kept and how it is done is left to the professional discretion of the teacher. Plans should be in a format that is consistent and shows continuity, such as a card file, a loose leaf notebook, a planning book, etc. that is complete and in chronological order. The degree of planning in the presentation of a lesson should be included in an evaluation of any teacher. The evaluator may or may not actually look at any written plan.

Lesson Planning and Teacher Absence

1. Whenever a teacher is absent it is his/her responsibility for having lesson plans in the hands of the administrator/department chair prior to the start of school. The second week of school elementary teachers will submit a prepared substitute folder to their building office containing the following:
 - a. Classroom Schedule
 - b. Class list with busing information
 - c. Directions for filling out lunch sheet and attendance form
 - d. Information on where to find seat work, teachers' manuals, activities for children who have finished their work, etc.
 - e. Extra page of ideas
2. Suggested plans for a day when the teacher is absent include:
 - a. A specific reading assignment or
 - b. A specific writing assignment
 - c. Specified media resources such as, DVDs etc. to be viewed or heard by the class.
 - d. A special "extra" plan or packet prepared in advance by the teacher and left specifically to be used in case of an absence.
3. The teacher should accompany this plan with:
 - a. A class list and seating chart for each class and
 - b. A complete schedule of the classes including lunch time, preparation time, and any extra duty assignment.
 - c. Information on how attendance is to be taken.
4. The teacher may include helpful hints for the substitute. This could include names of students the substitute could depend upon for help or a caution with regard to any problems particular to a given class.
5. A quickly written set of instruction saying simply: "Get this game and play it, let them study, get a movie, or finish discussing Chapter 16" is *not* adequate. If an absence is prolonged a certified teacher will be hired. This certified substitute should be expected to plan class activities under the supervision of the department chairperson for the duration of the assigned teacher's absence.

Professional Development/Continuing Education

Teachers who plan to take training beyond the Master's Degree must follow the specified procedure to receive credit toward payment of units above the Master's Degree. The procedure is:

1. BEFORE taking training beyond the Master's Degree, the "Request for Training Above the Master's Degree" (Form N.L.C.S. 77) or the "Non-Degree Vocational Education Instructor's Request for Training" (Form N.L.C.S. 77-2) must be completed by the teacher and submitted to the principal, and approved by the superintendent.
2. AFTER completion of the training course/s the "Request for Units Beyond the Master's Degree" (Form N.L.C.S. 77-1) or the "Non-Degree Vocational Education Instructor's Request for Units" (N.L.C.S. Form 77-3) must be completed by the teacher and approved by the Director of Personnel Services. An official transcript must accompany this form to verify the training.

Units approved during the school year will be included on the teacher's contract the following school year.

If courses are to be completed during the summer, Form N.L.C.S. 77-1 should be submitted to the Personnel Office prior to August 1, for credit to be received for units above the Master's Degree the next school year.

*NLCS Form #77 Request for Training Beyond the Master's Degree

*NLCS Form #77 -1 Request for Units Beyond the Master's Degree

Indiana University Tuition Credit

The North Lawrence Community Schools and the School of Education at Indiana University - Bloomington participate in a Tuition Credit Bank system which rewards the school system with I. U. Tuition credits based on the extent of participation of its teachers and administrators in the early field experience for I. U. Teacher education students. Earned credit will be awarded to qualified teachers and administrators for graduate credit in the School of Education of Indiana University - Bloomington based on the criteria listed below.

1.0 CRITERIA

- 1.1 Person who has demonstrated leadership in education and in the school system.
- 1.2 Person who is applying tuition credit to a course directly related to assigned responsibility or to meet the needs of the school system.
- 1.3 Person not recently using tuition credits.
- 1.4 Person who has participated in the early field/clinical experience and accumulated tuition credit points.

2.0 APPLICATION PROCESS

- 2.1 The selection will be made by a committee composed of at least one teacher, one building administrator and the Assistant Superintendent.
- 2.2 Application must be made to the Superintendent or Assistant Superintendent as follows:

Enrollment	1st Semester	2nd Semester	Summer Session
Apply prior to	May 15	October 15	February 15
Those selected will be notified by	June 1	November 1	March 1

*Application (Indiana University Tuition Credit)

Mentor Program

The mentor program seeks to provide a collegial support system for launching the career development of beginning teachers. The emphasis of the program is to assist the **intern** teacher in his/her adjustment to the job of teacher, to encourage growth and development, and to assure that the teacher may be retained in the profession. Necessary parts of the program include expectations and responsibilities on the part of the superintendent, the building principal, mentor, and the advisor. Teachers **required** to be a part of the mentor program should contact the building administrator or department chairperson.

***NLCS Form-New Employee Orientation Checklist**

Faculty Lounge/Dining Area

The faculty lounge/dining area is for your convenience. At no time are students permitted in this area. Please help keep it clean and orderly. Soft drinks and snack items are available in this area. Food items are not to be in the classroom during class time.

Teacher Work Areas

These areas have been set aside for professional use by the classroom teacher. Teachers should be sensitive to the fact that these areas are designed for the carrying out of specific professional responsibilities.

Smoking

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

Accordingly, the Board prohibits the use of tobacco in any form including, but not limited to, cigarettes, cigars, snuff, and chewing tobacco on District premises, in District vehicles, within any indoor facility/outdoor grounds owned or leased or contracted by the District.

Telephone

Each school has an office telephone which should be used **only** for business. Messages will be taken and delivered to teachers and students. Students are to use the school phone only in case of emergency and **only** with permission. Do not allow students to call home for trivial items or social arrangements. Students must have a pass from teachers to use the phone.

The office phone is a business phone and is not to be abused or used for personal conversations. **ALL LONG DISTANCE CALLS** must be school related.

1. Extra-curricular long distance calls must be paid for by group making the call. Private long distance phone calls are **NEVER** to be charged to school phone.
2. The phones should not be used for personal non-school related calls. Use the phone only in emergency situations.
3. **NEVER** leave students alone in classrooms to talk on the phone.
4. Teachers should use the phone in the teacher work area if available.
5. Cell phone use and texting are not allowed during the school day. If it is absolutely necessary to use a cell phone, no students should be present.

Keys

Teachers may be issued keys relating to their appropriate teaching and extra curricular assignments. These keys are issued for staff member use only. Keys should *never* be given to students or any unauthorized person. No keys are to be duplicated without written authorization from the building principal. Security personnel are on duty around the clock at B.N.L. should anyone need admittance to the building.

All keys will be returned to the main office at the end of each school year. If keys are lost or misplaced the office should be notified immediately. All keys are indexed and issued by the administrator in charge of buildings and grounds. All staff members should be sensitive to the fact that lost keys affect building security. Teachers should be conscientious about securing areas at all times.

Building Security

It is the responsibility of staff members to make sure that all areas under their jurisdiction are secure when they leave for the day. This would include closing windows and turning off all equipment. Individuals involved in extra-curricular activities are reminded to make sure all students have left, lights are turned off, and all areas are locked and secured. All coaches/sponsors must stay on school grounds until every child has been picked up. This also includes high school students. Bedford North Lawrence High School has security personnel on-site 24 hours a day.

Employee Charges

Food Services personnel may permit employees charges for meals purchased in the cafeteria, when necessary.

Use of Cafeteria Facilities

With the permission of the principal, groups and individuals may use school kitchen facilities for food preparation under the following conditions:

1. The principal must be available to supervise use and clean up, or a Food Services employee must be present. The Food Services employee would be paid by the sponsoring group or individual. Should a cook from the host school not be available, **The NLCS Food Services Director** should be requested to seek the services of another individual.
2. The group or individual is **not** to store food items with school supplies. A separate refrigerator must be used.
3. The group or individual is **not** to use school utensils of any kind. Cooking pans, plates, pitchers, glasses, flatware, etc., must be provided by the sponsoring group or individual.
4. The group or individual is **not** to use school food supplies.
5. The group or individual must leave the area at least as clean and orderly as it was found. This will be inspected by the principal and/or the Food Services employee who is present.

Purchasing

Equipment needed for the school year is ordered in March. All equipment requests should be submitted to the administrator/department chairperson who will coordinate all orders and submit them to the appropriate person for discussion and purchase approval. If a teacher has a particular item or project which he/she wishes to investigate, a conference with the department chairperson and/or administrator may be arranged. Every effort will be made to furnish teachers with necessary equipment and supplies requested.

Purchase Orders

All purchases require the written approval of the building principal prior to ordering.

1. Any purchase order to be forwarded to and paid from the funds of the corporation must be submitted in writing to the administrator/department chairperson who will forward it to the appropriate person with his/her recommendations. Upon approval by the principal a purchase order will be forwarded to the administration building.

2. When an order is placed with the administration building the building copy will be returned to the administrator/department chairperson. The administrator/department chairperson must verify to the receipt of the order in its entirety and return the pink copy signed to the main office. Special care must be taken that these building copies are neither lost nor destroyed. Invoices that are received in packages or received directly by staff members which are to be paid by corporation funds must be turned in to the principal for payment.
3. Confirmation orders will be recognized by school administration as long as they are placed through the appropriate channels. The proper purchase order forms must be used. *Teachers placing such orders must be prepared to assume financial responsibility if they have not followed procedure.*

School Treasurer, E.C.A., and Fee Accounts

In every public school in the state of Indiana regulations of the State Board of Accounts govern the procedures for the handling of all funds. The school treasurer is bonded and is responsible for collecting, recording, and dispersing all monies. The teacher sponsor or treasurer of each organization must deposit all funds with the school treasurer preferable the day the money is received. The sponsor of the organization is responsible for supervising the records of the student treasurer. These records and those of the school treasurer are to be identical at all times. Organization treasurers' records should be ready and available for an audit at any time. Whenever payments are to be made from any account, the majority of the membership of that organization must vote approval for payment of any vouchers and the faculty sponsor of the organization must sign that voucher authorizing the payment. Should cash purchases be necessary, an authorized member of the organization or sponsor should make arrangements with the school treasurer and the principal. At the end of each school year a complete audit and report of each school account are filed with the school principal and the superintendent. This report is made available for a regular audit by the Indiana State Board of Accounts.

***Duplicating Service* ADMINISTRATION BUILDING**

Duplicating service is available at the Administration Building. Staff members are encouraged to plan in advance to use this service effectively. Materials requiring only one to two questions or statements which can just as easily be written on the blackboard, or placed on an overhead, should not be sent for copy service. Teachers need to send the requested documentation to the NLCS Administration in order to have copies made. The copy machine located in the office at the building level is only intended for office use and emergency needs.

1. Teachers should request materials two weeks in advance of the date needed.
2. Do not order a full semester's work at one time.
3. All books will need to have the pages removed to copy clearly.
4. A work order form completed by the teacher and signed by the principal must be attached.
5. Illegal request according to Copyright laws should not be submitted.

Large requests should be submitted at the end of school for duplication over the summer.

***NLCS Form-Xerox Copy Request Form**

Weather conditions/closing of school

School closings/ delays/ early dismissals will be broadcast by the following stations:

WBIW/WQRK/WWEG	Bedford	WAVE 3	Louisville
Herald Times	Bloomington, closings@heraldt.com	WHAS Channel 11	Louisville
Times Mail	Bedford, tmnews.com	Deb & Shannon	The Oldies Channel.com
WXIN Fox 59	Indianapolis	Fox 41	Louisville
WLKY	Louisville	WTIU	Bloomington
WFLQ	French Lick	WISHTV8	Indianapolis
WTIU	Bloomington	WTHR 13	Indianapolis
WRTV 6	Indianapolis	WVNI 95.1	Bloomington

You will also be notified by a School Reach Call. Please make sure your school has a current phone number. Check Channel 14 (Star Station) & www.nlcs.k12.in.us

Teachers leave detailed plans for substitute teachers

Substitute teachers should:

1. Arrive on time.
2. Report to the main office upon arrival.
3. Receive instructions and materials that have been left for you.
4. Check for special activities or changes in schedule.
5. Check correct procedures for:
 - a. Use of library/AV equipment and materials.
 - b. Reporting absences and tardiness.
 - c. Recording attendance.
 - d. Clearing the building during emergency drills.
 - e. Collection of lunch money, etc.
 - f. Lunch and teacher work areas.
6. Assume the duties of the regular teacher, which may include:
 - a. Supervision responsibilities
 - b. Following the lesson plans
 - c. Collection of monies.
 - d. Maintaining good housekeeping.
 - e. Being responsible for every child in the room during a drill/emergency.
 - f. Other duties as may be assigned/directed.
 - g. No use of teacher computer station
 - h. No internet use within the building
7. **NOTIFY THE PRINCIPAL'S OFFICE IMMEDIATELY SHOULD AN ACCIDENT OR SEVERE EMERGENCY OCCUR**
8. Confer with the principal, regular teacher or others on the faculty concerning matters with which they assist.
9. Keep the atmosphere of the room as nearly normal as possible by following the regularly scheduled activities and teaching plans.
10. Attend meetings requested when on an indefinite assignment.
11. Grade papers and leave comments concerning the day's progress and assignments given.
12. **DISCIPLINE:**
 - a. Do be calm and unemotional; be firm and fair. (Give student a chance to explain his/her behavior.) Explain the reasons for any penalty or punishment.
 - b. You may deny the student privileges (recess, etc.), for misbehaving.
 - c. Try not to embarrass the student as a form of discipline. Handle the situation as privately as possible.
 - d. Do not use UNUSUAL forms of discipline.
 - e. Do not, in any case, use CORPORAL OR PHYSICAL PUNISHMENT. DO NOT STRIKE A STUDENT. Students should not be touched at any time by any NLCS employee during the disciplinary process. It is recognized that misbehavior which creates an actual or potential threat to physical safety, either to the student or others, may necessitate immediate active protective intervention. Report serious problems to the principal's office immediately.
 - f. Do not punish the group for acts of individuals.
 - g. Do not look upon the student's misbehavior as a personal affront. Most substitutes are tested.
 - h. Do check with the office or other classroom teachers for the school's disciplinary procedure to assist you with misbehavior.
 - i. Do keep students busy with some worthwhile activity and discipline problems are minimized.
13. Complete the day's assignment by:
 - a. Leaving the teacher's desk and room in order.
 - b. Returning the equipment and materials to proper places.
 - c. Leaving keys, if any, in office.
 - d. Reporting any occurrence that appears not to be normal.
 - e. Checking to see if your services are needed the next day.
14. Substitute teachers are not permitted to use a teacher's computer
15. Leave any suggestions that you have with the principal or his/her designee. We appreciate your assistance with the teaching of NLCS students.

NLCS Faculty Dress Code

Education as a profession demands setting a good example for students in every possible way. As adults and professionals, educators are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

In order for teachers and administrators to have the respect of the students and the community, educators must dress and conduct themselves as professional individuals. In dress, conduct, and interpersonal relationships, educators should recognize that they are being continuously observed by students. Their actions and demeanor will be reflected in the conduct of students.

It is of paramount importance that the members of the NLCS staff set good examples in conduct, manners, dress, and grooming. Our professional staff should dress in appropriate attire according to their daily responsibilities. Thus, educators are to dress and groom themselves in a manner appropriate to the educational environment.

An educator's self-pride and pride in the teaching profession is reflected in their general dress and grooming. The Board and community expect the dress of NLCS teachers and administrators to be above that of students and reflect their professional status.

Professional staff personnel are strongly encouraged to refrain from wearing jeans **and shorts**, etc. as they fulfill their professional responsibilities. In demonstrating respect and honor to the profession, professional staff personnel are requested to uphold the prestige of the profession by dressing accordingly. Fridays will be considered casual Friday, and professional staff personnel may wear jeans at this time.

Support Staff Dress Code:

(Excludes Custodians, Maintenance, Food Services and Transportation Personnel)

Education as a profession demands setting a good example for students in every possible way. Support staff personnel are encouraged to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

In order for support staff personnel to have the respect of the students and the community, they are encouraged to conduct themselves as professional individuals. In dress, conduct, and interpersonal relationships support staff personnel should recognize that they are being continuously observed by students. Their actions and demeanor will be reflected in the conduct of students.

It is of paramount importance that the members of the NLCS staff set good examples in conduct, manners, dress, and grooming. Our support staff should dress in appropriate attire according to their daily responsibilities. Thus support staff personnel are encouraged to dress and groom themselves in a manner appropriate to the educational environment.

As support staff personnel's self pride and pride in their daily responsibilities are reflected in their general dress and grooming, the Board and community expect the dress of the NLCS staff to be above that of students and reflect their prestigious status. Support staff personnel are strongly encouraged to refrain from wearing jeans, etc. as they fulfill their daily responsibilities. In demonstrating respect and honor to the profession, support staff personnel are requested to uphold the prestige of the profession by dressing accordingly. Fridays' will be considered casual Friday, and support staff personnel may wear jeans at this time.

Student Handbook

The student handbook has been updated and approved by the School Board. It is your responsibility to familiarize yourself and to enforce its contents. Every student is provided a copy of the handbook. Student ignorance of the handbook is not accepted as an excuse for violations. The Receipt of Student Handbook form must be signed by the parent/guardian and returned to the school. Students can not use a computer unless this form is on file. Teachers must make sure that all new students throughout the year return this form to school.

Gang Activity

N.L.C.S. will not tolerate any gang paraphernalia or any gang related activities. There will be appropriate disciplinary action taken against anyone participating in any gang activity.

Gender/Racial Slurs

Every student shall be permitted to attend school and participate in its educational programs and activities without being harassed, intimidated, or ridiculed on the basis of sex or ethnic background. Appropriate disciplinary action will be taken for students involved in such activities, which may result in a suspension and/or expulsion from school.

Explosive Devices

Explosive devices will not be tolerated at any N.L.C.S. school. Students possessing, using, or transmitting such devices will be subject to expulsion from school.

Possession of Weapons

A staff member or student who has reason to believe that a person on school property or at a school-related activity possesses or will possess a weapon shall report the possession to the school principal or the supervisor of the activity. The report should include as much detail as possible concerning the person possessing the weapon, the type of weapon, location of the person, and the evidence upon which the belief is based.

No student or teacher is to confront the person possessing the weapon. Any interaction with the person should have as its primary objective the safety and welfare of people in the area rather than the possession of the weapon.

A principal or designee receiving a report of weapons possession shall have the option of conducting a search for the weapon, search or seizure, or contacting the local law enforcement agency officials for assistance.

For purposes of this guideline, a weapon is defined as “any instrument capable or appearing to be capable of causing serious bodily injury to a person” such as all loaded or unloaded firearms, pellet guns, b-b guns, paint-ball guns, inoperable replica firearms, knives, stun guns, other “look-alike” weapons, and chemical agents such as tear gas or pepper gas.

Administrative personnel associated with N.L.C.S are committed to providing a safe environment for all. To this end, actions such as bomb threats, reporting false fire alarms or other dangerous conditions will be treated as compromising the safety of others. NLCS policy includes such actions as bomb threats, reporting false fire alarms, or other dangerous conditions as weapons. A staff member or student should report such actions or the possibility of such actions to the principal or activity supervisor.

Behavior of Students

The organization and pattern of discipline in your classroom will largely be determined during the first two weeks of school. Most students will cooperate if they know what they can do and what they cannot do in your classroom. A copy of classroom rules (approved by the principal) shall be filed with the office and posted in the classroom. Make all rules clear to the student the first day of school to help prevent future problems. If you will make a reasonable attempt to solve those problems that do occur, the administration will give full support in any necessary cases.

Remember, students need and desire guidance. We are doing an injustice to our students if we do not provide for them in this manner.

Our philosophy concerning the misconduct of students is to work with deliberation discussing the problem with the student and the teacher, and include the parent/guardian when appropriate. A decision will be based upon all known facts. If the administration is asked to resolve a student problem, then the teacher must be willing to accept the solution provided. In all applicable cases, the administration will follow the procedures set forth in Public Law 218 & Article 7.

For effective learning to take place at school, it is essential that the atmosphere in the classroom be such that effective learning is possible. Occasionally, a situation may arise which makes it impossible for the group to benefit from class activity due to the conduct of one or more students. The classroom teacher shall make every effort possible to correct these problems as they occur.

Our general approaches to handling disciplinary problems are as follows:

Sample Differs per building

Step 1 Identify the problem(s). Make a tactful, positive suggestion to the student. In most cases the student will cooperate. Should the distraction continue proceed to Step 2.

Step 2 Conduct a teacher/student conference (one-to-one). Record this step on the appropriate document provided by the school. The teacher should maintain a copy of the form for future reference if needed. Should this conference not resolve the problem, proceed to Step 3.

Step 3 Since the teacher/student conference did not alleviate the problem, you are to inform the parent/guardian of the specific problem via a telephone call to the home or parent's employer. It is important for the parent to understand the problem and be informed that should the problem continue, further disciplinary measures will be implemented. Record this step in the lower portion of Form C. Submit the form to the principal.

Step 4 Should the problem continue, you may assign the student detention. If a detention is assigned, you are to complete a detention form. The upper portion of the form is to be submitted to the principal and the lower portion of the detention form is to be given to the student.

Step 5 Should a student accumulate three detentions from any one teacher, a parent/teacher/student/principal (or a designee) conference is to be conducted.

Corporal Punishment

Even though Indiana Department of Education statues provide school personnel the latitude to administer corporal punishment, it is the position of NLCS to refrain from using corporal punishment as an option to alter undesirable behavior.

Caution

Any “physical” instruction is forbidden. It is the desire of school personnel to provide a school environment that is safe and friendly for all. School personnel wish to perpetuate a school environment where all individuals feel appreciated, respected, and valued. Administrative personnel are empowered to use a variety of methods to alter inappropriate student behavior pursuant to IC 20-33-8-20 and Policy adopted by the Board of Education of the North Lawrence Community School Corporation.

Desk/Locker Inspection

1. Only authorized school administrators or a member of the administrative staff designated in writing by the principal may conduct a desk/locker search.
2. A desk/locker may be searched when the administrator has reasonable suspicion that the desk/locker contains contraband. "Reasonable suspicion" as used in these guidelines is based on (1) information received by the principal or his/her designee from investigation of the violations of state laws or school rules and/or (2) the behavior of the student, for example, indications that the student is intoxicated.
3. When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting or intruding unnecessarily into the contents of the desk/locker. In addition, as to written materials, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal contraband.
4. Where items are removed from a desk/locker, an itemized list of all items removed shall be made using the NLCS-207 Confiscation Form. This form shall also include the student's name who occupies the desk/locker, the date of removal and the signature of each authorized staff member who participated in the removal. This Confiscation Form will be kept in an independent file for future reference.
5. All contraband confiscated from desks/lockers may be disposed of by the principal or his designee as he/she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under I.C. 20-8-33-20 (Student Due Process); (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; (d) destruction; or (e) delivery to the appropriate law enforcement agency properly identified by coded identification (not by a student's name) for safekeeping or contraband identification, or destruction. Notation on the Confiscation Form is necessary to record what is done with the contraband.
6. Body searches are NOT permitted without administrative approval.

Homework Policy

The recent increase of studies of our national educational system has brought about many reforms. Most of these reforms require state officials, school administrators, and teachers for implementation. There is one area, however, where parents can and should be a major force for change. This is the area of homework.

North Lawrence Community Schools recognize the importance of homework in increasing student achievement. An increase in the amount of homework is not the answer in itself. Homework can motivate students and promote learning. Nevertheless, homework should be viewed as one way to improve time spent in learning and to strengthen the self-discipline students need to concentrate. Therefore, care must be taken to make homework assignments creative and challenging. If homework is improperly planned and not appropriate for the individual needs of students, it may be counter productive. It is the purpose of this policy to answer this extremely important point. The policy is intended to help define the responsibilities of the principal, the teacher, the parent, and the student. NLCS desires to encourage the use of effective homework assignments to promote learning through extending classroom instruction, providing students with opportunities to develop good study habits and exercise self-discipline. Parents can see the type of class work expected and assist students to become better scholars.

Homework is an out-of-class assignment which is expected to be a properly planned activity designed to enhance the student's understanding of a particular subject and is appropriate to the needs of the student. Homework should never be merely "busy work" or a form of punishment. Rather, North Lawrence Schools expect it to be an important part of classroom activities which motivates students and promotes their learning.

STUDENTS are expected to take advantage of the educational opportunities afforded by homework by completing all work requested on time and by making-up work following illness or absence. The student is expected to become more independent as he matures and to assume increasing responsibility for completing homework properly as he advances through school.

PARENTS are expected to be supportive of and cooperative with reasonable meaningful homework assignments. They are expected to show interest in and display helpful attitudes toward homework. In addition, parents are expected to provide a quiet, well lighted place for students to study; to promote good study habits; to encourage their student's efforts; to encourage their student to ask questions of the teachers when in doubt about an assignment; and to assist their student when necessary, but to refrain from defeating the purpose of assigned homework by doing the assignment for their child/ren.

Purposes and/or Objectives of Homework

1. To review or extend classroom learning by providing practice and application of knowledge gained.
2. To teach students responsibility and organizational skills.
3. To promote wise and orderly use of time.
4. To encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
5. To provide opportunities for broad enrichment activities.

Principal's Role (Homework)

As the instructional leader in his/her school building, the building principal has a continuing role of policy implementation. The principal ensures that staff complies with the policy, coordinates the amounts and schedules assignments among teachers, and generally encourages reasonable use of homework. The principal should be prepared to lead teachers, individually or as a faculty, into a more effective use of homework as an educational activity. The principal should be responsible for:

1. Developing and defining the school's philosophy regarding instructional practices and the development of study habits, including the role of homework.
2. Communicating the philosophy and purpose of the policy to teachers, parents, students, and the community.
3. Coordinating homework guidelines within the departments and among teachers.
4. Encouraging reasonable use of homework and reinforcing the concept that homework should be for the benefit of the student.
5. Serving as a liaison between the parents and teachers concerning homework policy problems.
6. Evaluating and revising the homework policy as needed.

Teacher's Role (Homework)

A teacher's homework policy should be discussed with parents and students at the beginning of the school year and should be reviewed as the need arises throughout the year. The teacher should follow the school's guidelines concerning the amount of homework assigned and the length of time required for completion. A considerate, discerning teacher will be as conscientious and thoughtful about making homework assignments and properly preparing children for them as he/she would be in shaping any other part of the day's plans. He/She is aware of and has considered the needs of each child in his/her homework assignments.

Students are required to purchase student planners/handbooks to use to record assignments, etc. Teachers need to ensure that students use this material in an effective way to record assignments and communicate to parents.

The following guidelines are being suggested to assist the teacher in the planning of homework assignments.

1. Homework assignments are an ideal vehicle to allow parents to become aware of what their children are doing in school.
 2. Homework assignments should be specific and students should know what is expected of them. Unfamiliar or unexplained homework assignments will only cause confusion and frustration for the student and the parents.
 3. Homework should include only those activities which a child can carry on outside of the school and which have direct application to classroom studies.
 4. Since all homework should be evaluated and the results shared with the students, the teacher should develop a clearly understood procedure for evaluating assignments.
 5. Homework should be an integral part of the classroom activities. It should never be "busy work" or construed as punishment, and it should not be assigned for disciplinary reasons.
 6. Care should be taken not to overburden a child with excessive homework. Be sure that the assigned homework is reasonable for all students.
 7. Unreasonable, extensive assignments will probably be counterproductive. Care and good judgment must be exercised by the teacher to instill a positive attitude toward all homework.
 8. Teachers in a departmentalized situation should be aware of their colleagues' assignment practices so students are not overburdened with homework.
 9. The teacher should notify parents if a student consistently fails to do homework assignments.
 10. The assignments should be reasonable, taking into consideration students' home conditions and participation in extracurricular activities. Adequate time should be available to ensure students their rights to leisure and social development.
- ***Assignments and tests should be graded in a timely manner***
 - ***Tests and other assessments should be used as teaching tools.***
 - ***Teachers should go over graded tests/assessments with the students***

Parent's Role (Homework)

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework. They should:

1. Provide a special, well-lighted place free from excessive noise and other distractions for their son or daughter to study.
2. Establish a regular "homework time" in the home.
3. Encourage and support their child's efforts. Be available for questions, but remember... homework is the child's responsibility, not the parent's.
4. Communicate with the teacher whenever their child has consistent difficulty with homework assignments.
5. Encourage their child to seek help and ask questions of the teacher when in doubt about an assignment.
6. Help students organize adequate time for homework completion.
7. Parents are encouraged to communicate with school personnel if the child is having difficulty completing assignments in a reasonable time.

Student's Role (Homework)

In the early grades the effectiveness of homework assignments depends largely on the concern each student's parents and teachers show for his/her welfare. As the student matures, however, his/her success with homework becomes progressively more dependent on his/her own efforts. The students, with guidance from teachers and parents, should continue to develop responsibility for bridging the gap of communication between home and school. Each student has the responsibility to develop good work and study habits. The student should:

1. Clarify with the teacher any questions pertaining to the instructions before leaving class - its purpose, when it is due, and how it should be done.
2. Take home any materials and information needed to complete the assignment.
3. Learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long term assignments should be planned so they do not have to be done all at once.
4. Analyze his/her study habits and take advantage of available study helps. Although research shows there is no best way to study, all students do need effective study skills.
5. With the aid of their parents,
 - a. Set aside a special time in which to do the assignment.
 - b. Find a special place free from excessive noise and other distractions in which to work.
 - c. Organize his/her time so assignments can be completed in a reasonable length of time.
 - d. Check carefully the completed assignments.
6. Return all work completed to the teacher by the date requested.
7. Make up all work missed during an absence.

Homework is only a part of the teaching/learning process. Rather than being viewed as a testing process, homework must always reflect the need for checking or evaluating the finished product. Naturally each homework assignment will vary, but at least one of the following four elements is essential: first, the students' efforts need to be recognized and comments made about the finished work; secondly, the students should be provided opportunities to share with others what they have done; thirdly, students should be made aware of merits and/or faults of their efforts; and fourthly, some means of appraisal should be established so students can make their own comparative evaluation.

A key factor in the effectiveness of homework is home-school communication. At all levels, and especially at the elementary level, *it is imperative that the homework policies are related to parents in writing*. A school's homework policy should be reviewed regularly with teachers, parents, and students. When all concerned know exactly what is expected, homework can be rewarding.

Enrollment

Students that are new to North Lawrence Community Schools are to report to the office to enroll. The student, parent, and school staff will:

1. Develop a class schedule.
2. Complete appropriate enrollment information.
3. Secure all necessary information for classes.

Releasing Students from School

Children should only be released to a custodial parent. If a parent comes to a room to ask for a child, tell that parent to come to the office. Office staff will deal with the parents. If you have any suspicions about a person, contact the office immediately – It is always best to proceed with student safety in mind. Appropriate school personnel must know what is in the student's file regarding custody.

Student Emergency Information

1. Each elementary and middle school teacher must provide to the office by the end of the first week a list of how every child in the class gets to and from school. If a child rides a bus, the bus number must be listed. If a child goes in a private vehicle, please list who is driving (name and relationship; i.e., parent, grandparent, babysitter, etc.)
2. Emergency dismissal information for elementary and middle school students are retained in the office.
3. If teachers are aware of medical information concerning a child, such as an allergy to bee stings or being subject to seizures, please inform the office and other teachers. This information must be documented. Teachers should check enrollment cards for unique information about their students.
4. When children move in, after school has started, make sure these pieces of information are completed.

Attendance

Indiana law requires regular school attendance by all individuals, ages 7-16. Students are encouraged to attend and actively participate in all the school has to offer. Students should not expect to earn credits and, consequently, be promoted/graduate without meeting class requirements which include attendance. The single greatest factor for success in school and work is good attendance. To this end, students should take advantage of each day and the activities provided.

All absences will be verified through telephone conversations with parents or guardians. Parent notes or doctor statements will be required to validate a student's absence from school. Parents and students should not expect deviations from this policy. Parents expect the school and teachers to follow all guidelines and, likewise, the school would expect parents to cooperate on these matters.

Make-Up Work

1. All work missed due to absences is to be made up whether credit is permitted or not. While students are allowed to make up class work, absences can contribute to lower grades. Participation and attendance are valid parts of a student's total class work. Tests, homework, projects, papers, and class participation, are all contributing elements to a total grade. Each teacher should determine how these factors affect the grades in their particular class.
2. The responsibility for making up class work rests with the student. Teachers will allow students to make up tests but the use of different test forms is encouraged.
3. Excused absences allow work to be made up.
4. Students participating in field trips, religious activities, college days, elections, Legislative page, etc. must make arrangements with teachers and administrators prior to the absence. Assignments must be completed and turned in before the absence, unless otherwise authorized.

Truancy

Truancy is defined as an absence of any part of the school day without approval of school authorities. Excessive absenteeism/unsubstantiated absences are considered truancy. It leads to After-School Detention, Friday evening/Saturday School, Suspension, and/or Expulsion.

Student Records

Student records are maintained in the school office or high school guidance office. The faculty is encouraged to review student records whenever necessary. No student record should be taken out of the designated area at any time. Any authorized person who wishes to access a student's record must sign for the file before access will be granted. At no time should any staff member add to, delete, or in any way alter any student permanent record without administrative approval.

Testing

The testing programs administered in N.L.C.S. elementary and middle schools are the responsibility of the principals. At B.N.L. the Director of Guidance will arrange for testing. All achievement testing will be

handled through the guidance office. Specific information regarding testing results may be obtained through review of the student's permanent record or by contacting the appropriate counselor.

NLCS Grading Scale

ACHIEVEMENT:

A	-	Excellent
B	-	Commendable
C	-	Satisfactory
D	-	Low
E	-	Low, but working to ability
F	-	Failing

Effort

H	-	High
S	-	Satisfactory
L	-	Low

Grading Scale

The grading scale of North Lawrence Community Schools is as follows:

<u>Percent</u>	<u>Grade</u>
100	A+
99-94	A
93	A-
92	B+
91-84	B
83	B-
82	C+
81-73	C
72	C-
71	D+
70-67	D
66	D-
Below 66	F

Grade Derivation

The above grades should be derived by using the following general guidelines:

1. Teachers at all times must be able to justify the grade issued.
2. Class participation and attendance may affect a student's grade.
3. All grade evaluations should be based primarily upon academic achievement of assigned work.
4. Analysis of grades should be a continuing departmental and classroom teacher concern. Consistency among teachers is extremely important.
5. When any question on grading arises, teachers are to consult their department chairman or appropriate administrative personnel.

Grading Procedures

The subject of grades is one of extreme importance. You must be able to justify your grading method. It should be fair, equitable, and justifiable. Students and parents are entitled to discuss grades with you upon request. This should be done on an appointment basis. The principal will assist in the conference if you feel this is desirable. Any grade changes that are made after the report cards are issued need to be reported to the office.

Electronic Grade Books

NLCS educators use Power School for electronic grading system.

A parent portal is available via internet access or mobile device.

Progress Reports

Student progress report forms are available in the Principal/Guidance office. Each student is to receive a copy of a report to take home at the midpoint of each nine weeks. The report is to be completed by the student's classroom teacher(s). One copy of the report is for the student, and a second copy is to be maintained by the school. The process of issuance in each school is to be established by the building principal. The Progress Report is one method by which we can develop/maintain open communication with a student's family.

Promotion/Retention

When determining the promotion/retention of a student, an evaluation of the student's performance is conducted. The evaluation process includes the student's daily classroom performance, standardized test scores, level of achievement, age, maturity, and attitude. Teachers should inform the building principal if they are considering the possible retention of a student. Parent notification should be made as early as possible if there is any consideration of retention. A conference should be held early in April to formalize the student's assignment for the next year. In May, a decision on placement or retention is made and student Grade Placement Recommendation is completed except in cases with State mandated remediation.

Should there be a decision to recommend retention; the parent/guardian should be personally notified, with the use of NLCS-179 to follow. The response of the parent/guardian should also be noted on this form, which is to become a part of the student's permanent record. In compliance with State Board of Education rule 511 IAC 6-2-1, students shall not be retained in a grade level for the sole purpose of improving the student's ability to participate in extra curricular athletic programs and/or other extra curricular programs.

***NLCS Form#179-Recommendation for Retention and Parental Response**

Elementary Report Cards

- No regular report cards are issued to Kindergarten students for the first and third nine weeks grading periods. Semester grades are given.
- The first grade report cards contain only effort/standards related marks.
- Inclusion students' report cards will be in compliance with their Individual Education Plan (I.E.P.). If the student's curriculum has been modified, a notation is to be made on the report card and the permanent record.
- Grades are to be placed on the report cards in a timely manner in accordance to the principal guidelines. Generally, report cards are distributed on Wednesday following the end of each nine week grading period.
- Continuous communication with parents relative to a student's progress is encouraged. Our Power School online reporting system will be used providing parents with real time data. Additionally, notes, telephone calls, emails and conferences are means by which may be implemented to accomplish the needed communication to assure the greatest potential for success for the student.

Middle School/High School Report Cards

Teachers will be notified which day and time of each grading period grade and class attendance information will be due. Grade changes after nine-week deadlines need to be reported to the office.

Honor Roll

The following criteria will be used to determine the students to be included on the honor roll. To be eligible for the honor roll, a student shall meet these guidelines:

- Nothing lower than an "S" in citizenship and work/study habits.
- No effort grade below "S" Students must also meet the following grade requirements:

"A" Honor Roll, grades 2 - 12

A student will be recognized on the "A" Honor Roll by achieving the letter grade of "A" in each class taken.

Regular Honor Roll, grades 2 - 5

A student will be on the Regular Honor Roll, grades 2 - 6, by achieving the following: "B" or better in all subjects except handwriting.

Regular Honor Roll, grades 6 - 12

A student will be recognized on the Regular Honor Roll, grades 6 - 12, by achieving the letter grade of "B" or better in each class taken.

Basic Principles for the Selection of Books and Materials for Classrooms and Libraries

It is the policy of the North Lawrence Community Schools to select books and materials for classrooms and libraries in accordance with the following:

1. Books, audiovisual material, periodicals, internet sites, and other reading matter shall be chosen for values of interest and enlightenment of all students in the community. Teaching materials shall not be excluded because of the race, sex, nationality, or the political or religious views of the writer.
2. The fullest practical provision shall be made to provide for books and materials presenting all points of view concerning local, national and international problems and issues. Books, audiovisual materials, periodicals and other materials, of sound factual authority shall not be removed from classrooms and library shelves because of partisan or doctrinal disapproval.
3. Censorship of books, audiovisual materials, periodical and other materials shall be challenged in order to maintain the School's responsibility to provide information and enlightenment.

The following guidelines, more specifically, will apply to interpreting these principles:

1. Teachers and librarians have the responsibility to select books and materials which are carefully balanced to include various points of view on any controversial subject.
2. Books and materials should be selected by teachers and librarians to provide for the needs and interests of the school community and the school program and with the assistance of students and adults in the community.
3. The selection of books and materials will be accomplished by the reading and examination of books and materials, and checking of standard evaluation aids; i.e., standard catalogues and accepted library tools.
4. Truth and art are two basic factors which should be considered in the selection of books and instructional materials. Truth is factual accuracy, authoritativeness, balance, and integrity. Art is a quality which provides stimulating presentation, imagination, vision, creativity, style appropriate to the idea, vitality and distinction.
5. All school books and materials shall be examined to select those in which the presentation and the subject matter are suitable for the grade and the interest level at which they will be used. Books and materials will be considered in relation to both the curriculum and to the personal interests of the school community.
6. Teachers and librarians should maintain a selection of books and materials to stress our nation's heritage. It is important to have materials available which reflect the cultural, social, political, economic, and religious values on which our nation was founded and which contributed to its development.

Books and materials meeting the standards and principles will be selected, but books or materials of an obscene nature or those advocating an overthrow of the government of the United States by force or revolution shall not be purchased.

Criticism of books and materials that are in the classrooms or libraries should be submitted in writing to the Superintendent of Schools. The Board of School Trustees will be informed of the criticism. Allegations and criticism thus submitted will be reviewed by a committee of faculty members, students, and people from the community which will be appointed by the Superintendent of Schools. The challenged book or materials will be judged by the committee according to conformity to the aforementioned principles. The books or materials under review will be suspended from use pending a decision in writing by the committee to the Superintendent of Schools. Appeals of the decision of the committee may be made in writing through the Superintendent of Schools to the Board of School Trustees for final decision. *Includes Certified Personnel

Selection of Instructional Material See N.L.C.S. School Board Policy 2520

Teachers must preview all videos they plan to use in the classroom. It is highly recommended that teachers use educational videos available through the Southern Indiana Education Center (S.I.E.C.). These videos may be accessed through the online catalog at their website – www.siec.k12.in.us. Permission of the building principal is required to use videos that are not specifically developed for educational purposes. **Only "G" rated videos may be used in the classroom.** Teachers should consult with the building principal before using alternative curriculum materials and equipment in the classroom such as trade books and computer software.

Library/Media Centers - Selection Policy

The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. It is the duty of the center to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

In the selection of materials for the library/media center, the librarian/media specialist will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources.

The responsibility of the library/media center is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- To provide a background of information that will enable pupils to make intelligent judgments in their daily lives.
- To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library/media center.
- Recommendations for purchase will be solicited from the faculty and students.
- Donated materials shall be judged by the above criteria and shall be accepted or rejected by those criteria.
- Selection is an ongoing process which would include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

School Library Bill of Rights for School Library Media Programs

The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end, the American Association of School Librarians asserts that the responsibility of the school library media center is:

- To provide a comprehensive collection of instructional materials selected in compliance with basic, written selection principles, and to provide maximum accessibility to these materials.
- To provide materials that will support the curriculum, taking into consideration, the individual's needs, and the varied interests, abilities, social-economic backgrounds, and maturity levels of the students served.
- To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural and aesthetic appreciation, and ethical standards.
- To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
- To provide a written statement, approved by the local Boards of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.
- To provide qualified professional personnel to serve teachers and students.

N.L.C.S. has on staff a certified technician located at B.N.L. This individual is responsible for making sure that technical equipment is continually maintained and available for teacher and student use. Broken equipment needs to be turned in to the building level librarian, tagged indicating the problem and sending school, and then forwarded through school mail to the technician. Requests for A.V. parts should be sent separately in mail envelopes, not attached to equipment.

*NLCS Form-Media Order

*NLCS Form-Technician Work Request Form

*NLCS Form #174-Approval for Installation and Use of Teacher-Purchased Software

Southern Indiana Educational Center - S.I.E.C.

All N.L.C.S. are members of S.I.E.C. in Jasper. The resource catalog listing the materials is accessible online. Teachers may order videos online and schedule the date they want to use them. Thursday is the weekly delivery date for items from the center.

Textbooks

A textbook rental system is operated by North Lawrence Schools in accordance with the regulations of the Indiana State Board of Education and the Indiana State Board of Accounts. It is felt that this system will make available all needed textbooks promptly at the desired time with financial savings to each student and his family. Workbooks are also provided as necessary. Lost or irreparably damaged books and/or workbooks must be replaced at the expense of the student. A list of book rental fees, workbooks, and fixed cost is available. All monies will be collected through the bookstore/office.

Teachers are to fill out a Student Book Issue List noting the *number* and *condition* of the books when they are issued. *Teachers* will be responsible for collecting books and filing the necessary reports at the conclusion of the course. This pertains to all books as well as those that are lost and/or irreparably damaged. Students must pay replacement cost of the books. Replacement payment may be made directly to the school treasurer.

Students are *not* to be issued additional books on loan. They are required to pay the replacement cost of a lost book before being issued a replacement. The Administrative Assistant will issue a memo which will authorize the new issue. Accurate records must be kept of books issued and returned to assure that students are not unjustly charged for books returned by another student. If lost textbooks are located, refunds will be made for replacement costs.

Textbook Repair and Replacement Policy

In order to maintain the quality of textbooks purchased new each year, the following policy is in effect regarding care and replacement on books issued in a new condition. Any textbook that is returned damaged by writing or drawing that cannot be removed, or any textbook that is returned in an unusable condition, the student will be held responsible for the replacement cost of the book.

Textbooks Lost or Damaged

Any textbook lost or damaged that is beyond use, the student will be charged the replacement cost of the book.

Refund Policy

NLCS has a refund policy for students who withdraw from school or drop/add classes at the high school. Please check in the office for details.

Bookstore (Not present in all schools)

Most school needs are available in the bookstore. The bookstore is operated by the school. Teachers should notify the school Administrative Assistant or B.N.L. Bookstore Manager of any particular needs which they wish to be made available to students. Materials are not to be sold in the classroom.

Food and Drink

Students are not permitted at any time to bring food or drink into the school unless it is for their own individual lunch. Items sold in the cafeteria during the school day are to remain in the cafeteria at all times.

Pets/Toys

Pets, toys, tape/CD players, radios, personal pagers, telephones, and other communication devices are not to be brought to school. Exceptions are to be approved by the principal after discussion with the teacher involved, not with an individual student. Elementary classrooms contain games, puzzles, and other items of educational nature and personal toys are not necessary. Caution should be exercised whenever pets are brought to the school for educational purposes. Parents are responsible for accompanying the pet to the building for a specified amount of time and then taking it home. Pets cannot be transported on the school bus.

Visitors

Students are not permitted to bring others to our school as visitors as this may tend to be disruptive to the normal operation of our school programs. No adult is permitted to visit classrooms without first obtaining permission from the administrative office. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal, or visit their child(ren)'s classes. Any salesman or educational representatives may not visit teachers without first getting permission from the office. No teacher is to be called out of class to discuss school matters with salesman, parents, or friends. These matters should be taken care of during the teacher's prep period, prior to or after school, or at a mutually agreeable time outside the school day. Former students are welcome after school. All visitors should report to the principal's office when arriving at school.

Field Trips

Field trips are necessary and an important aspect of the educational process. However, there must be, due to the very nature of field trips and monetary limitations, limits placed upon them. Each field trip must be approved by the principal and superintendent by completing the activity/field trip request form during or prior to the first two weeks of the month preceding the month in which the trip will be taken. Out-of-state and/or overnight trips require the approval of the school board and therefore should be submitted at least this early.

Field trips are classified as academic or non-academic. The cost of academic field trips will be assumed by NLCS. Non-academic field trips will be the responsibility of the participating group and are not to be scheduled during any part of the instructional day. There will be a \$50.00 field trip fee for transportation inside NLCS boundaries and a rate of \$2.00 per mile traveled for trips outside NLCS boundaries.

Is this cost still accurate?

Elementary level fieldtrips are being reviewed. Currently implemented are the following trips:

Kindergarten – Wonderlab (Bloomington)

1st grade – Zoo (Indianapolis)

2nd grade – Springmill (Mitchell)

3rd grade – AG Day (Fairgrounds)

4th grade – Children's Museum (Indianapolis)

5th grade – History Fest (High School)

No field trips will be scheduled during the last two calendar weeks of school, (as indicated in the master calendar)

The following procedure is therefore established to protect and promote the proper use of field trips:

1. The individual responsible for the fieldtrip shall obtain, complete and submit to the principal/administrator the necessary Field Trip Request Form during or prior to the first two weeks of the month preceding the month in which the trip will be taken.
2. The individual responsible for the fieldtrip shall obtain, complete and submit to the principal/administrator the necessary Transportation Request Form at the same time the field trip request is submitted. A maximum of five adults, including the bus driver, may ride on the bus unless special permission is requested by the building administrator based on specific needs.
 - Personal or private vehicles will not be used to transport students. (Field trips must be scheduled between 8:30 and 2:30.) ALL TRIPS MUST RETURN TO THE SCHOOL NO LATER THAN 2:30 P.M.
 - All students must utilize the mode of transportation provided by NLCS to the destination. With written parent approval, students may return by other modes of transportation.
3. The student handbook parent signature grant permission for NLCS students to attend field trips. The teacher is responsible for notifying parents of the date and time of all field trips.
4. Students must realize they bear full responsibility for all assignments and work missed. High school students are to turn in assignments for classes they will miss prior to their field trips.
5. The student will return the form to the instructor in charge no later than one full school day before the planned starting time of the field trip.
6. Any student not complying with any or all of these procedures may be excluded from the field trip.
7. The sponsor of the field trip will provide the school office and each bus driver with a complete list of those students and chaperones on that bus or trip.
8. Students are reminded that regular bus safety standards are in effect and will be enforced.
9. Groups attending state parks or other Department of Natural Resources properties are expected to secure a waiver admitting the group free - this request must be made directly to the property you wish to visit. Staffs at state properties are very willing to provide you with much information to assist in your visits. Any group not filing this waiver will fund their way through their own means into the park.
10. If fees are required they are to be collected by the sponsoring teacher after school permission for the trip is granted. They must be turned over to the treasurer prior to departure. If a check is needed from the E.C.A. account, arrangements should be made in advance for its preparation.
11. The teacher/coach must have a copy of all students' medical emergency form with him/her on each and every field trip.
12. No guests are eligible to go on field trips. Each individual participating must be a member of the class, group, or an approved chaperone.
13. If trips are overnight/extended student trips the proposal forms 2340 F5 must be completed.
14. Use of the Checklist for trips will minimize last minute problems.

***NLCS Form #151-Activity/Field Trip Request Form & Checklist for Field Trips**

Parties

Teachers are not to permit parties in the classroom during class time unless cleared with the principal in advance. Teachers are asked to check in person. Please do not send students to make the contact.

1. Requests to bring birthday treats (K-5) must be made by the parent in advance.
2. Holiday parties (Fall Festival, Christmas, Valentine's Day) and may be given by the P.T.O. homeroom mothers or the school during the latter part of the day as arranged through the principal for a maximum time of one hour.
3. End-of-school activities will be limited to the last day.
4. The principal should be notified when other activities such as special recognition occur.

School Assemblies and Programs

Assemblies are a part of the curriculum and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, whispering, whistling, stamping of feet, and booing are discourteous. Yelling is appropriate only at pep sessions.

Teachers will accompany their classes to all assemblies and school related programs, sit with them and remain for the entire program.

Students are to be seated and remain quiet and well behaved during all programs. Students are not to be in hallways or other parts of the building during programs. It will be the teacher's responsibility to assure that students are quiet and well behaved during all school programs.

Student Activities

N.L.C.S. provides a wide range of extracurricular activities that are available to students. These range from clubs to fine art programs to athletic programs. Teachers should encourage students to become actively involved in extracurricular activities. Information regarding the activity programs may be obtained from any club sponsor, athletic director, band director, or from the administrator in charge of student activities.

Inclusion Students

NLCS has a commitment to address the needs of each of our children within the framework of available resources. Each of us assumes the responsibility of communicating pertinent student information with appropriate personnel. For the betterment and welfare of each child we will strive to accomplish this task accordingly.

Elementary Level:

- Prior to the first student day each school year, Joint Services is to provide each principal a list of all Special Education students enrolled in his/her building. Students will be assigned a homeroom teacher at the building level under the direction of the principal. Each homeroom teacher will be informed by the principal of any Special Education students in the class. The homeroom teacher is to communicate the names of students to other personnel responsible for the students.
- The same form of communication is to occur as new Special Education students enroll during the course of the school year.
- Resource teachers assist with communication of student information.

Secondary Level:

- Prior to the first student day each school year, Joint Services is to provide each principal a list of all Special Education students enrolled in his/her building. A list of all Special Education students will be maintained by administration and the resource teachers. Teachers will consult with administration and/or the resource teachers to review the list to note Special Education students in their classes.
- As new Special Education students enroll during the course of the school year, applicable names will be added to the Special Education list and available for responsible personnel.
- Resource teachers assist with communication of student information.

The following information is provided to assist our staff with the implementation of local, state and federal guidelines.

- Student IEP's are to be considered confidential material. A copy of an IEP is maintained in the student's permanent record file. Responsible staff members are encouraged to review student permanent records. Materials in a student's permanent record are not to be copied without administrative approval. IEP's are only to be copied by teachers with direct educational contact. Teachers and staff are to maintain privacy of the IEP, psychological profile, and any records for students.
- Psychologicals will be held with individual student permanent records at a secure location in each building. Access sheets will be used. Teachers will sign to indicate receipt of the psychologicals. A student's psychological will become a part of his/her permanent record. Should a student transfer to another corporation, the psychological will be released to that corporation as a part of the student's permanent record upon receipt of a school request.

- Each building is to conduct a monthly meeting for the purpose of sharing information and acquiring assistance. The building principal and the building teacher representative of the Corporation Inclusion Committee are to serve as a resource to the faculty.
- Should the appropriate student information/assistance not be provided, one is to contact the resource teacher, the principal, the Joint Services office, the Assistant Superintendent, and/or the Superintendent.
- Joint Services makes in-service programs available for the instructional staff. Suggested topics for programs are encouraged.

Specialized Services

The N.L.C.S. Corporation makes available specialized personnel to meet distinctive service needs including, but not limited to: speech and hearing, learning disabled, mildly mentally handicapped, severely emotionally handicapped, etc. Professional questions regarding these services should be directed to the Principal/Director of Guidance at the school, then to the Director of Special Education at the Joint Services Office 279-6651.

Special Education Confidentiality Procedures

Access to a special education student's specific information is protected by federal and state laws. To comply with these laws, the following must be implemented:

- Individual Education Plans (I.E.P.), Psycho-educational reports, Behavior Management plans, hospital reports, and so forth must be stored in a SECURE location.
- Teachers/personnel who have a DIRECT INSTRUCTIONAL responsibility for an individual student may have access to their confidential student information. Any other person must have either signed parent permission or a court order to access the file, and they must sign the student's access form detailing the purpose for the access and the items examined.
- When a student moves, a request from the receiving school, a signed parent release or court order is required for the release of the special education records. The school can, and should, send a copy of permanent file record materials to the receiving school. Confidential records will be released from the Joint Services office to the receiving school upon a request from the receiving school, receipt of a signed parent release or court order.
- Information on referral procedures and the required General Education Interventions process of Joint Services Schools follows:

RTI For O-L-J-M-G School Corporations

Article VII is the rule affecting Special Education and was approved in 2002 by the Indiana Department of Education. Among other things, the rules require school systems to "have a written formal system that provides general education intervention procedures for students whose classroom performance is adversely affecting educational outcomes." This process should not be construed solely as a pre-referral process, but as an immediate process to help the student. The process recognizes teachers as expert problem solvers who, when working collaboratively, can generate effective intervention strategies.

1. Team Development

- 3-4 peer nominated and elected members on the team
- Elect a team coordinator from members
- Guidelines for team members (follows)
- Representative of the Special Education Office if pre-referral/referral is part of the team's role (e.g., School Psychologist, Case Conference Coordinator, Behavior Consultant)
- Consult with others as necessary (e.g., Special Education Teacher, Behavior Consultant, School Nurse, School Counselor,)

2. Time lines
 - Teams should meet weekly or biweekly for 30-45 minutes
 - Within (20) instructional days from the receipt of the referral, the team will meet and develop (G.E.I.)
 - Time line for student follow up determined at meeting
3. Documentation
 - Referral form should be brief and include:
 - a) Observable and measurable description of concern/problem,
 - b) Desired goal or outcome, also observable and measurable
 - Intervention plan (possible documentation "worksheets" follow)
4. Procedure
 - Teacher refers student for team consultation
 - Team coordinator arranges case study meeting within (20) school days of when the referral is received
 - At meeting referring teacher acts as full team member in problem solving, brainstorm session
 1. In addition to the expertise of team members, sources of interventions may include:
 - a) Other experts (e.g., School Nurse, Counselor, Special Education, Teacher)
 - b) Parent/Student
 2. An observation of the student may be requested to establish baseline and document behaviors
 3. In-school assessment of skills by available staff (e.g., Counselor, Special Education Teacher.)
 4. In severe cases, direct referral for full psycho-educational assessment
 - A plan of action is agreed upon & a Follow-up date is determined
5. An in-service/organizational meeting will be scheduled to provide staff with information and to answer questions they may have concerning **Rtl's**. It should be stressed this process is not intended to create more work for teachers, nor reduce Special Education's responsibilities. The purpose is to tap the most valuable resources available in every building for the purpose of helping every student realize his/her potential. This resource is the classroom teacher.

***NLCS Form-Referral for RTI**

Guidelines for Team Members

Team members carry the responsibility for preparing for each team meeting by being familiar with the case and bringing recommendations for action to the meeting. There are eight guidelines for fulfilling this responsibility.

- Become familiar with the case.
 1. Read the referral.
 2. Identify the student's areas of strengths and weaknesses.
 3. Study the interrelationships of problem areas.
 4. Consider recommendations.
- Be on time for the meeting.
- Be supportive of the referring teacher's need for assistance.
- Attempt to overcome your own need for more information (unless absolutely necessary) and try to respond to the referring teacher's need.
- Keep your comments limited to the point being discussed.
- Be succinct in responses and contributions.
- Help other team members explore their points thoroughly before raising new points.
- Respond appropriately to the leader's responsibilities and the needs of the other team members.

School Equipment and Furniture

All school equipment is inventoried for certain locations in the building. For this reason, please do not move furniture, desks, files, or other pieces of equipment without approval from the office. Items purchased from specific funds must be labeled accordingly: Chapter I, Title IX, Chapter II, T.F.R. etc. All purchased items must have a barcode attached. These may be obtained in the school office. Newly bar-coded items must be recorded on the school equipment roster. Teachers should take every precaution to keep school furniture and equipment in good condition. No equipment should be taken from any building without permission of the building principal. No school property, furniture or equipment may be taken off school grounds for personal use. The disposal of any and all school property, furniture or equipment must be done in compliance with school corporation policy.

Custodial Needs

All requests for custodial services must be submitted on a work order form to the principal. If at any time your classroom and/or instructional area is not properly maintained, notify the principal. If there is an immediate need or hazard notify the office promptly.

Counselors

School counselors perform guidance services such as assisting students in course selection, scheduling, and preparing students for post-secondary options. Counselors are also available for personal or crisis counseling and referral. *Counselor Assignments at B.N.L. will be as follows:*

Becky Sprinkle	A	-	B
Broke Hostetter	C	-	Gri
Jenna Clark	Gro	-	May
Mariane Buker	Maz	-	R
Chris Kurtz	S	-	Z

*NLCS Form #170-Welfare Report Form

*NLCS Form-Suicide Risk Response Sheet

Crisis Response Team

Each school building will have a Crisis Response Team consisting of staff members from that building. The building teams will have available to them identified resource people from both the school corporation (Student Services Resource Team) and the Community (Community Resource Team). The Crisis Response Team will assist the school family to cope with a crisis and its after-effects. The team will enhance the collaborative efforts between the school and community agencies that serve our students. The Crisis Response Manual is available in the office of each building. Your principal will provide the names and numbers of team members as well as information on the following types of crisis:

Suicide or Sudden Death	Building Evacuations	Bomb Threat
Illness or Injury	Evacuation/Transportation	Terrorist Threats
Visitors/Intruders	Chemicals/Gas Leaks	School Bus Crisis
Hostages	Student Suspect – Gun	Gunman in Building
Environmental Disaster - Tornado, Building Collapse, Earthquake, etc.		

Emergency Procedures

Each public school in the state of Indiana is required to have specific emergency procedures available and in operation. N.L.C.S. will administer tornado, earthquake, violent intruder, and fire drills as prescribed by law. Specific information will be issued to staff members. Individuals having questions about the emergency preparedness drills or needing specific information should contact the administrator in charge of buildings and grounds.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. Student or employee accident reports must be filled out for every injury by the supervising or injured staff member and turned in to the office by the end of the school day in which the accident occurred. Those reports are forwarded to the administration office within 24 hours.

All students who become ill or injured at school are to be sent to the office accompanied by another student or teacher. When the teacher believes a student is ill the teacher should send the student to the office with a note for the nurse/Administrative Assistant. If questions exist, it is the policy of the school to contact the school nurse and arrange for the child to have further attention.

***NLCS Form #29-Student Injury Report**

***Indiana Worker's Compensation Form-First Report of Employee Injury/Illness**

Use of Safety Equipment

Various instructional activities require the use of protective safety equipment. It is important for staff to model and review all essential safety procedures with the students in your care. Please ensure that protective safety equipment (safety glasses, ear plugs, gloves, etc.) are utilized during the fulfillment of any activity that **may** be hazardous. Make sure that everyone in your department adheres to these expectations. As you are aware, the safety of personnel and students is a priority. Should you have any questions, please contact the office.

If an accident occurs in your area, please ensure that an accident report is processed.

1. Injuries to students or personnel should be reported to the office immediately.
2. Any chemical or substance that is connected to an incident should be brought to the office in the original container with safety instructions.
3. Staff must complete employee accident report (form) and return to the office within **2 hours** after an incident.

NLCS Safety Policy: Adopted on August 26, 2004

We are committed to achieving a zero injury safety culture by implementing all North Lawrence Community Schools' safety principles without compromise."

Program:

- A. Administration
The Safety Program will be administered by all employees with support and consultation from the Safety Coordinator.
- B. Eliminating Unsafe Acts
Safety is based on the fundamental truth that elimination of unsafe acts will eliminate 90% of all injuries.
- C. Maintaining Safe Working Conditions
Maintaining an organized and clean work environment, promotes satisfactory working conditions, represents sound management and personal pride, increases efficiency, reduces costs, protects employees and corporation assets, and improves morale.
- D. Discipline
Discipline is the process used to develop proper work habits that contribute to preventing incidents. This process may be positive, such as praise when a job is done properly, or punitive, as in a written warning letter for improper work habits. Each manager/supervisor is responsible for administering appropriate discipline. Proper documentation is required for all forms of discipline.
- E. Accident/Incident Reporting Policy

All of the following are "Reportable Incidents" for purposes of this procedure:

- Any event resulting in personal injury reportable to or recordable for OSHA.
- Any event that could have or did result in minor injury (not reportable or recordable).
- Any event with or without personal injury that caused property damage, theft, environmental contamination and/or loss of operating capability.

The following are a list of incidents that require "Emergency Action Procedures" to be followed by all NLCS employees:

- Injury to an employee or third party on NLCS premises or property while an employee is away from NLCS and on company business requiring hospitalization or emergency medical treatment.
- Damage to NLCS property (buildings, automobiles, equipment) resulting in property being destroyed or inability to conduct normal business operations.
- Any hazardous material released into a waterway (lakes, streams, etc.) or into the atmosphere.

Emergency Action Procedures

(All to Be Notified As Soon As Possible But No Later Than Within 2 Hours of the Injury/Incident):

Contact appropriate police department, fire department, or ambulance if needed.

1. Render first aid; notify building principal or building Administrative Assistant.
2. Building Administrative Assistant or principal will fill out the incident report.
3. Notify School Corporation Safety Coordinator.
4. Notify School Corporation Insurance Representative in the Business Office.

NLCS selected medical facilities listed below. Failure to obtain initial medical care at one of these facilities may result in denial of Workers' Compensation claims.

1. St. Vincent
2. IU Health
3. Bloomington Prompt Care (West).
4. Bloomington Hospital.

Accident/Incident Investigation and Reporting Policy

To help prevent the recurrence of accidents/incidents, it is the policy of North Lawrence Community School Corporation to investigate all accidents that result in worker injuries that require medical attention and any reported incident where no injuries were involved.

The supervisor(s) in charge at the time of the accident/incident shall:

1. Take care of the injured individual first.
2. Determine if the incident is an emergency.
3. If an emergency, seek medical attention immediately.
4. Apply medical attention if first aid is requested.
5. Report the accident/incident immediately. Report to the Building Principal, Building Administrative Assistant, or Safety Coordinator. All accidents must be reported before the end of the injured employee's shift.
6. Rope off the area where the accident occurred.
7. Start the investigation as soon as possible after the accident/incident occurs.
 - a. Interview the victim(s) alone as soon as possible after the victim(s) is out of danger.
 - b. Have the injured person fill out an incident report
 - c. Have injured go to the doctor if needed.
 - d. Interview all other witnesses individually as soon as possible (one at a time away from other witnesses).
 - e. Get as much detail as possible from the victim(s) and witnesses.
 - f. Carefully inspect the scene for evidence. Take photographs or videotape where appropriate.
 - g. Study all possible causes. Consider the possibility that both unsafe acts and/or unsafe conditions may have contributed to the accident/incident.
8. Try to reconstruct the accident/incident and describe it in the report.
9. Write a narrative style report. Please include:
 - a. A date, time, and location of the accident/incident.
 - b. A detailed description of the accident/incident.
 - c. If applicable, the number of workers injured, the type of injuries, weather conditions, lighting, substance abuse, fatigue, etc.
 - d. All obvious contributing factors.
 - e. All other possible contributing factors.

Strategy for preventing recurrence

- Meet with Safety Coordinator or reviewer for exit report.
- *Failure to comply with any of the above-stated stipulations may result in disciplinary actions.

Safety Rules (introduction)

Safety rules are a guide to the most efficient, effective, and safe way to do your job. They are based on experience and conditions that can result in incidents. The following rules are general and are not intended to address every circumstance.

1. NLCS' Cardinal Rules of Safety

- a. Fall Protection: Fall protection must be used where required and the user must be properly tied off in all applicable situations.
- b. Lockout: The Energy Lockout Plan must be followed.
- c. Falsifying Records: This would include failure to report an injury or incident along with any other required record, as well as reporting an accident/incident that occurred off the job and away from your worksite.
- d. Horseplay: This would include any activity such as practical jokes, wrestling, fighting, or other violent acts. Any verbal threat or physically threatening act will be considered the same as if it were carried out.
- e. Unsafe Work Platform: Using a ladder improperly or use of any platform not designed as such are not allowed, (chairs, barrels, stools, etc.).
- f. Substance Abuse Policy: Use of or possession of non-authorized alcoholic beverages and/or non-prescribed drugs on or in corporation property or job site is prohibited. Alteration of a required test is prohibited.

2. Personal Protective Equipment Guidelines

- a. Eye Protection: Wear safety glasses, goggles, and/or appropriate face shield whenever eyes and face are at risk to physical or chemical hazards. Eye protection is mandatory at certain operations.
- b. Hearing Protection: Use hearing protection when you must raise your voice to be heard over the surrounding noise.
- c. Respiratory Protection: Use an approved respirator when working around or in dust, sand blasting, paint or chemical mists, etc.
- d. Hand Protection: Wear gloves whenever your hands are at risk from physical or chemical hazards.
- e. Foot Protection: Wear sturdy work shoes or boots.
- f. Equipment: Keep your corporation-issued personal protective equipment in good condition. When necessary, turn in worn or damaged items for replacement. Without an exchange, you are responsible for replacing them.
- g. Confined Space: No worker shall enter a confined space without *authorization from a supervisor*.

3. General Safety Guidelines

Compliance with safety regulations:

- All employee operations and facilities will comply with federal, state, and local safety regulations.
- Follow all posted warning signs and posters.
- You are encouraged to suggest ways of making your job and work area safer.
- Make sure suspended loads are securely blocked from movement before walking or working around them.
- Thoroughly check your equipment and work area for hazardous conditions. Report any unsafe condition to the person in charge.
- Do not operate, repair, or ride any vehicle or machine unless trained, qualified, and authorized to do so.
- Passengers may ride only on equipment having applicable provisions. Riding a vehicle's load is strictly prohibited.
- When lifting, keep your back straight. Tighten abdominal muscles. Use your legs to lift the object, not your back. Get help when needed.
- Keep oxygen and gas cylinders upright and secured. Make sure caps are in place and protected from falling objects.
- Know where fire extinguishers are located and learn how to use them. Make sure the extinguisher is properly charged and inspected. Use the appropriate extinguisher for the type of fire.

- Unauthorized passengers are not permitted in corporation-owned vehicles.
- Keep guards and protective devices in place at all times.
- When parking or otherwise leaving equipment for any period of time, all operators must park in such a fashion that it eliminates or minimizes backing the equipment. It also should be secured to prevent unauthorized operation or startup.
- Barrels, boxes, chairs, etc. are not to be substituted for ladders. When working from portable ladders, secure the ladder to a fixed object.
- Use three points of contact when dismounting equipment, fixed objects, or when climbing/descending portable ladders. Always dismount facing the machine or object. Do not carry items or tools, instead use hand lines or pouches. Never jump down.
- Keep all hand and power tools and similar equipment in satisfactory condition. Repair or replace defective or broken tools. The use of broken or cracked handles, mushroomed hammers, chisels, punches, bars, and other faulty equipment is prohibited.
- Keep tools off scaffolds, ladders, or overhead working spaces when not in use. Use containers for tools when working on scaffolds or ladders.
- Wear personal protective equipment (respirator, safety glasses, protective clothing, etc.) when painting. Keep paint areas free of all debris that might create fire hazards. Observe all safety precautions given by paint manufacturers in handling, mixing, and painting with all paint products.
- Keep aisles and passageways clear so that people can move freely and safely.
- Know the procedures to follow in case of emergency, i.e., location of first aid kits, radio call procedures, and telephone numbers for ambulance, fire, and police, etc. Where applicable, practice emergency response procedures or evacuation plans on a regular basis.
- Each driver is responsible for the housekeeping and the general appearance of their vehicle and equipment.
- Seatbelts are to be worn when riding in Corporation owned vehicles on public thoroughfares.

4. Changes to or Termination of the Policy

This policy may be changed or terminated at any time at the discretion of the Superintendent or the Board of School Trustees, without notice to any employee.

Medications

All student medications are to be maintained in the office. School personnel MUST not dispense any medication to students: aspirin, Tylenol, cough drops etc. that are not brought by the student. School personnel are responsible to keep all personal medications inaccessible to students.

There are some circumstances and disabilities for which a student requires medication during the school hours. However, in compliance with Indiana statute 34-4-16.5-3.5, medication is not to be given to any student while in school by the school personnel unless there is a written order by parents, guardians, or physician.

In order to avoid errors, the administration requires:

1. All medication to be given in school must be accompanied by a parent permission note with the physician's order stating dosage and hours to be given. (Pharmacy label on original container shall constitute physician's order.) The length of time the medication is to be given should be specified by the physician.
2. The medication must be in the original container from the pharmacy with student's name and prescription number.
3. All long-term medication orders must be renewed every six months or more often if indicated by the doctor.
4. If school personnel are to give any medication to a student during school hours, parents are asked to obtain the proper permission form NLCS-130 from their school, secure the written orders from their physician as outlined above, and return both to the principal of their school.

Guidelines for Administering Medication to Students
October 1991, revised September 1995

NON-PRESCRIPTION medication may be administered to students by school personnel only when accompanied by written instructions from the parent/guardian. These instructions must include:

1. Name of Student
2. Name of non-prescription medication
3. Purpose
4. Dosage and directions for administration
5. Signature of parent/guardian
6. Date
7. Non-prescription or "over the counter" medication not normally recommended for children and teenagers must be accompanied by a physician's signature.

PRESCRIPTION medication may be administered to students by school personnel only when accompanied by written permission from the parent/guardian AND written instructions from a physician. (The label on the prescription container fulfills the requirement for physician's instructions.)

1. Name of patient
2. Name of prescription medication
3. Purpose
4. Dosage and directions for administration
5. Signature of physician
6. Date

Additional Medication Items for Parents/Guardians

1. Parents/Guardians should use "Permission to Administer Medication" form which is available in all school offices.
2. All long term medication orders will be reviewed and must be updated yearly by the ordering physician.
3. All medications must be presented to the office for control and dispensing purposes. Exceptions must be approved by the administrator.
4. It is the student's responsibility to report to the office for dispensing of medication (unless incapacitated).
5. All NON-PRESCRIPTION and PRESCRIPTION medications must be in the original containers, with the labels intact.
6. Parental permission forms/notices and written physical statements/orders will be kept on file in the school office.
7. Medications with expired dates cannot be given at school.

***NLCS Form-Parent Authorization to Dispense Medication**

***NLCS Form#150-Emergency Medical Authorization Permit**

Homebound Instruction N.L.C.S. Policy 2412

Students, who because of illness or serious injuries, are unable to attend school for prolonged periods of time should be considered for homebound instruction. To qualify for homebound instruction the physician's statement must specify that the student will be unable to attend regular classroom instruction in the public school for at least four weeks from the date the school receives the physician's statement. The principal should be advised of any student who is in need of such services and N.L.C.S. form 146 must be completed including the physician's signature.

***NLCS Form #146-Eligibility for Homebound Instruction**

***Guidelines for Employment Assignment and Status of Employees
& Guidelines for Education of Children with HTLV-III Infection (AIDS)***

Part I. Facts about AIDS extracted from publications of The Indiana State Board of Health.

AIDS is a serious condition characterized by a defect in natural immunity against disease. People who have AIDS are vulnerable to serious illnesses which would not be a threat to anyone whose immune system was functioning normally.

The virus that causes AIDS is called Human T-Lymph tropic Virus, type III or HTLV-III. Throughout this publication, the virus may be referred to as AIDS, HIV, and HTLV-III.

The AIDS virus is found in blood and other bodily fluids of those infected.

The time between infection with the HTLV-III virus and the onset of symptoms seems to range from about six months to five years and possibly longer. Not everyone exposed to the virus develops AIDS.

No causes have been found where AIDS has been transmitted by casual contact with AIDS patients. It is transmitted primarily through sexual contact or some means of direct introduction of the virus into the bloodstream.

At present, there is no cure or vaccine for AIDS.

Part II. *Guidelines to be followed by employer and employees in cases where employees are infected with the HTLV-III virus*

Responsibility of employer concerning confidentiality

Supervisory personnel informed of the infection of an employee with the HTLV-III virus are under ethical and legal obligation to observe the confidentiality of the employee's health information disclosed to the employer.

Part III. *Guidelines to be followed by students, parents and school corporation employees in cases where students are infected with the HTLV-III virus*

Responsibility of school personnel concerning confidentiality

School Personnel informed of the infection of a student with the HTLV-III virus are under ethical and legal obligation to observe the confidentiality of the student's record and the right to privacy of parent and the student involved.

If the parent chose to inform the school regarding a child's infection with the AIDS virus and waived the rights to confidentiality, the school nurse, teachers, or others who might physically care for the student would be required to wear protective gloves or clothing when risking exposure to the child's blood or bodily fluids.

Guidelines for Infection Control, Including Airborne/Blood borne Bacteria & Viruses

Part IV. NLCS employees are required to use the following precautions when in direct contact with blood or other body fluids. Failure to use the precautions outlined may result in immediate suspension without pay or termination of employment.

I. Food Service

- A. All food service workers should follow recommended standard practices of good personal hygiene and food sanitation.
 1. First and foremost, good hand washing practices are to be consistently followed.
 2. All food service workers should exercise care to avoid injury to hands when preparing food. When injury occurs, food contaminated with blood is to be discarded.
 3. Disposable gloves are to be worn when serving food and/or at any time a food service worker has a lesion on the hand such as a cut, burn or scrape.
 4. Personnel with active diarrhea should not work in the food service area.
 5. Dishwashing Practices:
 - A. Dishes should be pre-washed (rinsed) as directed before putting in dishwasher for sanitizing at the proper temperature.
 - B. Food service workers are to wear gloves (disposable or non-disposable) when cleaning dishes and utensils.
- B. Cafeteria supervisor should use careful judgment in assigning tasks to personnel who must work with ungloved hands.

*All open lesions must be covered

II. Housekeeping/Custodians/Maintenance

- A. Custodians must wear disposable gloves when cleaning up spills of body fluids to protect themselves from possible infection. The "Body Fluid Spill Kit" should be used as directed. All cleaning supplies should be disposed of properly in the correct containers. After properly cleaning with the contents of the "spill kit," clean area with the normal methods and procedures. Custodians should WASH HANDS after removing/ disposing of gloves.
- B. Waste receptacles are to be lined with leak proof plastic bags.
- C. Periodically, especially during known outbreaks of flu or virus in community, desktops and chairs shall be cleaned with a disinfectant.
- D. Restroom floors and toilet seats are to be periodically cleaned with the appropriate disinfectant.
- E. Kitchen floors are to be cleaned with the appropriate cleaners as directed.

III. First Aid procedures - Faculty, Nurses, Aides and Office Personnel

- A. Good hand washing practices are to be consistently followed.
- B. Persons administering first aid should avoid direct contact with body fluids. Disposable gloves should be worn when bleeding is present or anticipated. If gloves are not available or there is no time to put them on, prompt hand washing is vital. Gloves must be changed between students. Good hand washing practices must be consistently practiced.
- C. Blood spills are to be treated as in II A. Items soaked with blood or body fluid should be placed in RED leak proof plastic bag or double bagged with leak proof bags and disposed of in accordance with State Board of Health regulations.
- D. All open lesions must be covered. This is true for those administering and receiving first aid.

IV. Transportation

- A. Disposable impermeable gloves, antiseptic towelettes, rags and / or paper towels, material to absorb spilled body fluid, and a supply of leak proof plastic bags are to be carried on each bus.
- B. Using the above supplies, body spills on the bus are to be contained as much as possible. Hands and skin can be temporarily cleaned with antiseptic towelettes.
- C. Hand washing practices are to be carefully followed as soon after the incident as possible.
- D. The bus should be cleaned following the same procedures as in II above.
- E. All open lesions must be covered.

Guidelines for Action to Take If Exposure Occurs

Part V.

- I. The person exposed should wash the affected area immediately and thoroughly. If an eye or mucous membrane (mouth is contaminated) rinse with water for fifteen minutes.
- II. The incident should be reported to the supervisor/administrator.
- III. Complete an accident report form for school employees and specify the following:
 - A. Circumstance of the incident;
 - B. The blood or body fluid source's name;
 - C. What protective equipment/precautions were being used at the time of the exposure?
 - D. File the report with the appropriate administrators including building principal and Assistant Superintendent's office.
 - E. Type of fluid involved;
 - F. Additional source information, if applicable.

In assessing the need for serologic testing, it should be kept in mind that only direct exposure to blood is considered a potential risk for HIV/HBV transmission.

The source individual's blood will be tested as soon as possible after the exposure and after consent is obtained. The test will be for the Hepatitis B virus and the HIV virus. If the individual is already known to have either of these viruses, no testing is required. Results of the test will be made known to the employee who was exposed. The employee will be told of the applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Handling Spills of Blood or Body Fluids (To Be Posted In Offices, Lounges, Custodial Rooms, and Kitchens)

The following simple precautions contain the necessary elements for handling spills of blood or other body fluids.

In the event of a spill of blood, body fluids, or tissues, the employee will:

- 1.0 Wear impermeable gloves.
- 2.0 Follow the procedure as listed in the "body fluid spill" kit.
- 3.0 Use appropriate products and dispose of waste appropriately.
- 4.0 Re-clean area with fresh towels.
- 5.0 If rug or carpet, use a sanitary absorbent agent according to directions.
- 6.0 Place all soiled towels, vacuum cleaner bags, and gloves in a leak proof plastic bag. Dispose of the bag in accordance with State Board of Health regulations.
- 7.0 Wash hands.

Guidelines for Handling Body Fluids in Schools

Recent concern about how children with AIDS should be educated has raised several questions regarding exposure of teachers and children to potentially infectious body fluids from children with communicable diseases in the school setting.

1. Does contact with body fluids present a risk of infection?
2. What should be done to avoid contact with potentially infected body fluids?
3. What should be done if direct contact with body fluids is made?
4. How should such fluids when spilled be removed from the environment?

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons, including pregnant women, potentially exposed to the blood or body fluids of any student. No distinction is made between body fluids from students with a known disease or those from students without symptoms or with an undiagnosed disease.

Does Contact With Body Fluids Present A Risk?

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term A body fluid includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Table 1 provides examples of particular germs that may occur in body fluids of children and the respective transmission concerns. It must be emphasized that with the exception of blood, which is normally sterile, the body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected with symptoms, or chronic carriers of certain infectious agents including AIDS and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because simple precautions are not always carried out.

TABLE 1 Transmission Concerns in the School Setting Body Fluid Source of Infectious Agents

<u>Body Fluid Source</u>	<u>Organism of Concern</u>	<u>Transmission Concern</u>
Blood - cuts/abrasions - nosebleeds - menses - contaminated needle	Hepatitis B. virus AIDS virus Cytomegalovirus virus	Blood stream inoculations through cuts and abrasions on hands Direct blood stream inoculation
*Feces - incontinence	Salmonella bacteria Shigeta bacteria Rotavirus Hepatitis A virus	Oral inoculation from contaminated hands
*Urine - incontinence	Cytomegalovirus virus	Bloodstream and oral inoculation from contaminated hands
Respiratory Secretions -saliva -nasal discharge	Mononucleosis virus Common cold virus Influenza virus AIDS Hepatitis B virus	Oral inoculation from contaminated hands Bloodstream inoculation through cuts and abrasions on hands bites
*Vomit	Gastrointestinal viruses (e.g., Norwalk Agent Rotavirus)	Oral inoculation from contaminated hands
Semen	Hepatitis B AIDS virus Gonorrhea	Sexual contact (intercourse)

*Possible transmission of AIDS and Hepatitis B is of little concern from these sources. There is no evidence at this time to suggest that the AIDS virus is present in these fluids.

What Should Be Done To Avoid Contact With Body Fluids?

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in at least the office of the custodian, nurse, or principal. Gloves are recommended when direct hand contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). If extensive contact is made with body fluids, hands should be washed afterwards. Gloves used for this purpose should be put in a plastic bag or lined trash can, secured and disposed of daily.

What Should Be Done If Direct Skin Contact Occurs?

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Clothing and other nondisposable items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers. Contaminated disposable items (e.g., tissues, paper towels, diapers) should be handled as with disposable gloves.

How Should Spilled Body Fluids Be Removed From The Environment?

Most schools have standard procedures already in place for removing body fluids (e.g., vomitus). These procedures should be reviewed to determine whether appropriate cleaning and disinfection steps have been included. Many schools stock sanitary absorbent agents specifically intended for cleaning body spills (e.g., ZGOOP, Parsen Mfg. Co., Philadelphia, PA). Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

Hand washing Procedures

Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds.

Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands.

Disinfectants

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals.

Various classes of disinfectants are listed below.

1. Ethyl or isopropyl alcohol (70%)
2. Phenolic germicidal detergent in a 1% aqueous solution (e.g., Lysol*)
3. Sodium Hypochlorite with at least 100 ppm available chlorine (2 cup household bleach in 1 gallon water) needs to be freshly prepared each time it is used.
4. Quaternary ammonium germicidal detergent in 2% aqueous solution (e.g., Triquat*, Mytar*, or Sage*)
5. Iodophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne*)

Disinfection of Hard Surfaces and Care of Equipment

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacles.

Disinfection of Rugs

Apply a sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dust pan and broom in disinfectant. If necessary, wash the broom with soap and water. Dispose of non-reusable cleaning equipment as noted above.

Laundry Instructions for Clothing Soiled with Body Fluids (home use)

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 2 cup household bleach to the wash cycle. If material is not colorfast, add 2 cup nonchlorox bleach (e.g., Clorox II, Borateem) to the wash cycle.

GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOLS was prepared by Elaine Brainerd, M.A., R.N., State Department of Education, in consultation with James Hadler, M.D., MPH Chief, Epidemiology Section, and Patricia Checko, MPH, Epidemiology Program, Connecticut State Department of Health Services. December 1984

*Brand names used only for examples of each type of germicidal solution and should not be considered an endorsement of a specific product.

Policy Regarding Sexual Harassment

I. The Policy

A. It is the policy of the North Lawrence Community School Corporation to maintain learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any employee or student of the North Lawrence Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

II. Definition of Harassment

A. Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee, or when made by any student to another student or student to employee when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
 4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome request for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
 5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.
- B. Unwelcome Conduct of a Sexual Nature
1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
 2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
 3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- C. Examples of Sexual Harassment
- Sexual harassment, as set forth in Section II, A may include but is not limited to the following:
1. Verbal harassment or abuse.
 2. Repeated remarks to a person with sexual or demeaning implications.
 3. Unwelcome touching.
 4. Pressure for sexual activity.
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

III. Complaint Procedures

- A. Any person who alleges sexual harassment by an employee or student in the school corporation may use the complaint procedure explained below in Section III. C or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligation and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. Reporting Sexual Harassment
- All reports of sexual harassment shall be handled in the following manner:
1. Reports must be in writing on forms supplied by the Corporation (if verbal complaint is made, the school official should file a written report);
 2. Reports must name the person(s) charged with sexual harassment and state the facts;
 3. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports.
 4. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment.
 5. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action she/he deems appropriate.
 6. The Board of Trustees may consider the report and the superintendent's recommendation in

executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. Sanctions *for Misconduct*

- A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

V. *False Reporting*

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

VI. Notification *of this Policy*

Notice of the policy will be circulated to all schools and departments of the North Lawrence Community Schools.

Drug-Free Workplace Policy

North Lawrence Community Schools intends to maintain a drug free workplace. To that end, the following policy will govern on all N.L.C.S. school sites and workplaces including school owned and school approved vehicles:

- 1.0 The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substance Act) is prohibited on N.L.C.S. property and is cause for employee discipline up to and including dismissal from employment.
- 2.0 The possession, distribution, and use of alcohol is prohibited on N.L.C.S. property and is cause for employee discipline up to and including dismissal from employment.
- 3.0 The unlawful manufacture, distribution, or dispensation by an employee of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substance Act) at any time or place is prohibited, and is cause for employee discipline up to and including dismissal from employment.
- 4.0 Any person employed by the school corporation found to be under the influence of a controlled substance while on N.L.C.S. property, including school owned and approved vehicles, during an N.L.C.S. school function, whether or not on school corporation property, or en route to or from N.L.C.S. property or a school function in which the school corporation is a participant shall be subject to disciplinary action, up to and including termination.
- 5.0 Any employee whose use of controlled substances away from the school corporation can reasonably be established to be the cause of poor attendance or performance problems is to be counseled to seek rehabilitation from available community resources. Any employee whose use of a controlled substance away from the school corporation or school function interferes or impairs his work performance shall be subject to disciplinary action, up to and including termination.
- 6.0 Any employee who unlawfully uses controlled substances at any time or place may be subject to disciplinary action, up to and including discharge.
- 7.0 In compliance with the Drug-Free Workplace Act of 1988 and as a condition of employment with the N.L.C.S., all persons employed by the school corporation are required:
- 7.1 to abide by the prohibitions contained in paragraphs 1.0 thru 6.0; and

- 7.2 to notify the office of the Superintendent or his/her designee of any criminal drug statute conviction for a violation occurring on N.L.C.S. property no later than five (5) days after such conviction.
- 8.0 When notice of a criminal drug statute conviction for a violation is received, the superintendent's office will coordinate compliance with the reporting requirements of the Drug-Free Workplace Act of 1988.
- 9.0 An employee convicted of a violation of the criminal drug statutes occurring on N.L.C.S. property is subject to disciplinary action up to and including termination.
- 10.0 An employee who violates the terms of this policy may be non-renewed or his/ her employment may be suspended, at the discretion of the board.
- 11.0 The N.L.C.S. Personnel Office shall maintain and periodically publish a list of available regional and community resources for drug abuse assistance or rehabilitation programs. Additionally, the same office shall provide employees with information about the dangers of drug abuse in the workplace.
- 12.0 This policy covers all faculty and staff employees of N.L.C.S., including but not limited to, part-time employees, temporary employees, contract bus drivers, and appointed employees.

Drug Incident Reporting **DRUG REPORTING LAW**

Legislation enacted by the 1987 Indiana General Assembly, effective January 1, 1988, imposes a drug abuse reporting duty on all school personnel. Teachers and other school employees now have a duty to report in writing to a member of the administrative staff all drug violations that occur on school property or within 1,000 feet of school property. Drug violations include dealing in, possessing or manufacturing narcotic drugs, controlled substances, marijuana, hashish, counterfeit controlled substances or drug paraphernalia.

The administrative staff member who, based on a report of another employee of the School Corporation or personal knowledge, believes that a violation under this act has been committed, must immediately report it in writing to a law enforcement officer having the following information.

1. A general description of the violation.
2. The name or a general description of each violator known to the member.
3. The date and place of the violation.
4. The name or a general description of each person who witnessed any part of the violation.
5. A general description and the location of any property that the member knows was involved in the violation.

The purpose of the law is to help combat the illegal drug abuse problem in and around our schools. The purpose of our schools is the education of our students and not a place for use or distribution of these illegal drugs.

Your Rights Under the Family and Medical Leave Act Of 1993

F.M.L.A. requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- or for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any group health plan.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

UNLAWFUL ACTS BY EMPLOYERS: FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

F.M.L.A. does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION: Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U. S. Government, Department of Labor.

School Board Policy on Child Abuse and Neglect

1. Definitions:

SEXUAL MOLESTATION: Touching a young person in an area that is very private to them.

EMOTIONAL ABUSE: Vicious teasing, belittling, verbal attacks and lack of support and guidance.

NEGLECT: Failure to provide with basic necessities of life such as food, clothing, shelter and medical care.

NON-ACCIDENTAL PHYSICAL ABUSE: Beating, burns, strangulation, substantial bruising and human bites.

GENERAL DEFINITION OF ABUSE: Damage to a child for whom there is no reasonable explanation.

2. Indiana law creates a duty for all adults, including but not limited to school employees or contractors, to report cases and incidents of suspected child abuse. There is a separate, individual and non-delegable duty to report placed upon each person with reason to believe that a child is a victim of abuse or neglect.
3. There is a criminal penalty for a knowing failure to comply with this duty. Reports made in good faith are immune from lawsuits or claims such as defamation.
4. Reports of suspected child abuse or neglect must be reported to the local Welfare Department even if the information comes from an anonymous source, telephone or letter and irrespective of whether or not the identity of a specific potential victim is known.
5. All employees and contractors of the North Lawrence Community Schools are required to report directly to Child Protective Services (Welfare) as well as through the school system when they have

- information indicating potential harm to students.
6. All supervisory employees of the North Lawrence Community Schools have a duty to report suspected child abuse or neglect directly to the Child Protective Services (Welfare) if they suspect child abuse or neglect or if another employee suspects child abuse or neglect.
 7. Reports of suspected child abuse or neglect must be reported by the end of the school day to the Child Protective Service (Welfare). The report of suspected child abuse or neglect must also be reported the same day to a supervisory person. Emphasis must be on no delays and no deference to or reliance upon any other school employee to report.
*******Children and Family Services** Phone 1-800-800-555
 8. Suspension without pay for insubordination for a first offense for failure to make an immediate direct report of suspected child abuse or neglect and termination for any subsequent offense of failing to report.
 9. Annual training shall be given to all North Lawrence Community School employees or contractors at the beginning of each school year regarding the duty, rules and regulations concerning the reporting of suspected child abuse or neglect.
 10. Subject to parent objection after written notice, all students of the North Lawrence Community Schools shall receive a grade-level appropriate variation of a Agood touch-bad touch program at the beginning of each school year. In these programs, the name of a certified employee that is always available in each building to talk about bad touching or neglect without an advance appointment or a requirement that the student state the purpose of the appointment in advance shall be given to the students.
 11. All school administrators will meet at the beginning of each school year with the Prosecutor, law enforcement and Welfare Department to review the policy in regard to the handling of incidents of child abuse or neglect in our schools.

Annual Notification of Availability of the Management Plan And Related Asbestos Activities

The North Lawrence Community School Corporation has management plans for all school buildings in the corporation. These plans are available for your inspection Monday through Friday during regular school days and normal school hours at the Facilities Office. The plans are also available with five days notice Monday through Friday at each school office.

Periodic surveillance began in March 1995 within each school building. The condition of asbestos containing materials will be checked and changes of conditions noted. April 21 through April 28, 1994, Micro Air Inc. conducted a three-year re-inspection of all asbestos at each school building. Their accredited inspectors not only checked the condition of asbestos, but reassessed operations and maintenance procedures that will keep this asbestos containing material in good condition.

An abatement project was conducted at Parkview Intermediate School in February 1995. Asbestos containing insulation was removed from piping and a hot water storage tank in the machine room. The piping will be reinsulated with fiberglass and the storage tank will no longer be used.

Should you have any further questions, please contact the Director of Facilities and Transportations who is the designated person for asbestos information. Phone (812) 279-3976.

Live Christmas Trees In School Buildings

TO: ALL BUILDING ADMINISTRATORS
FROM: OFFICE OF THE DIRECTOR OF MAINTENANCE

Please find enclosed regulations pertaining to live trees inside the buildings. Please note that trees may not enter a building until they have been properly treated with an approved flame retardant. Flame retardant should be available through local department stores or nurseries. Whereas the State Fire Marshal's Office strongly discourages live trees in the classroom there are no regulations prohibiting them. If you have any questions, please feel free to contact this office or your local fire department.

1. There should be no live trees in classrooms.
2. Live trees can be put in hall ways and foyers after they have been sprayed with a fire retardant. (There must be a record of what type of retardant was used kept in the building.)
3. Lights cannot utilize extension cords.

State Fire Marshal's Codes

Sec. 11.204. Flammable Decorative Materials.

- a) Flammable Decorative Materials, Flammable decorations such as cotton batting, straw, dry vines, leaves, evergreen cuttings, stalks, moss, foam plastic material or other flammable materials, either natural or artificial or manufactured shall not be used for decorative purposes in show windows or other parts of wholesale or retail stores, drinking or dining establishments, assembly, educational or institutional occupancies unless inherently flame retardant or made flame retardant. When other state or federal agencies regulate decorations, the more restrictive rule shall apply.

EXCEPTIONS

1. The display of saleable goods or education material maintained in a manner so as not to create a fire hazard.
 2. Live plants and live trees.
 3. Decorations may be flammable so long as they do not exceed five percent (5%) of the gross wall area, are distributed in a manner so as not to create a fire hazard and are not of a type specifically listed in this section.
- b) Holiday Decorations. Holiday decorations used in public buildings such as decorative-lighting strings, decorative outfits and artificial Christmas trees shall be listed or labeled by a nationally recognized testing laboratory.
 - c) Trees. The use of natural cut conifer trees in public building shall comply with all of the following:
 1. The trees shall be properly treated with a flame retardant approved by the Indiana State Fire Marshal or the tree shall be removed immediately.
 2. No tree shall be maintained in a public building in excess of fourteen days.
 3. Every tree shall bear a tag stating date of placement in the public building, type of flame retardant treatment used, name of the person who applied the flame retardant, and name of the person affixing the tag.
 4. The support device that holds the tree in an upright position shall be constructed so that:
 - It does not damage or require removal of the tree stem base.
 - It holds the tree securely and is of adequate size to avoid the tree tipping over.
 - It is capable of containing a two (2) day minimum supply of water covering the stem at least two inches (2) and as specified in the following table:

<u>Tree Height</u>	<u>Minimum Support Stand Water Capacity</u>	<u>Typical Daily Water Evaporation Amount</u>
Up to 6.5 feet	.5 gallon	.5 - 1 quart
6.5 feet to 10 feet	1 gallon	1 - 2 quart(s)
10 feet to 20 feet	3 gallons	.5 - 1.5 gallon(s)
 5. Prior to setting up the tree the trunk shall be fresh cut at least one inch (1") above the original cut.
 6. Hot tap water shall be used when first filling the support stand, and the stand shall not be allowed to become dry of water or the tree shall be removed immediately.
 7. The tree shall be checked for dryness by the following method. Stand in front of a branch, grasp it with reasonably firm pressure and pull your hand toward you allowing the branch to slip through your grasp. If the needles fall off readily, the tree does not have adequate moisture content and it shall be removed immediately.
 8. Candles or open flame of any type shall not be used on or near the tree within a distance equal to the height of the tree.
 9. All tree lights shall be turned off when the building is vacated.
 10. At least two working days prior to placing a tree in a public building, the local fire department shall be notified.
 - d) Inherently Flame-retardant Materials, Inherently flame-retardant materials shall be considered approved decoration
 - e) Flame Retardant Materials. Materials which have been treated with a product meeting the definition of flame-retardant in Section 9.108 may be considered approved decorative material.

Sec. 11.205 Use of Open Flame or Light Restricted

- a) A person shall not take an open flame or light into any building, barn, vessel, boat or any other place where highly flammable, combustible or explosive material is kept, unless such light or flame shall be well secured in a glass globe, wire mesh cage or similar approved device.
- b) Heating or lighting apparatus or equipment capable of igniting flammable materials of the types stored or handled shall not be used in the storage area of any warehouse storing rags, excelsior, hair or other highly flammable or combustible material: nor in the work area of any shop or factory used for the manufacture, repair or renovating of mattresses or bedding: nor in the work areas of any establishment used for the upholstering of furniture.

Hazardous Material Safety Program

North Lawrence Community School Corporation, by complying with The Hazardous Communication Law-29 CFR 1910.1200"= has set guidelines for the initiation, implementation and operation of this program.

Part One-

The Material Safety Data Sheets (M.S.D.S.) are contained in a red binder in the office of each building.

Part Two-

Disposal and Emergency Spills

If there is a **LOCK OUT or TAG OUT** sign on any equipment or at any location it is imperative that it be obeyed. Only those individuals authorized to do so, may remove these signs and work.

Confined Space Policy

TITLE IX COMPLIANCE

(Non Discrimination)

It is the policy of the North Lawrence Community Schools of Lawrence County, Indiana, not to discriminate on the basis of race, color, religion, sex, national origin or age, in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 1971 Title 20), Titles VI and VII (Civil Rights Act 1964), the Equal Pay Act of 1973, and Title IX (1972 Education Amendments), and the American with Disabilities Act of 1990.

This policy includes non-discrimination of students in access to all courses including vocational education courses and the right of every student to physical education without regard to sex. The non-discrimination policy affirms the right of every student to counseling without regard to sex and affirms the right of all students to equal treatment (including aid, benefits, services and application of rules and regulations) without regard to sex. This policy affirms the equal treatment of students without regard to sex including such areas as they are available as insurance benefits, health services, employment assistance, honors and awards, extra-curricular activities, behavior codes and dress codes. This policy requests that all building staffs submit information concerning any instances of sex discrimination that they may identify in policies, practices, or materials relating to the treatment of students. This policy prohibits discrimination on the basis of sex in policies, programs or practices relating to student material or parental status. This policy affirms the right of every student to participate in interscholastic, intramural and club athletics without regard to sex. This policy prohibits the discrimination by sex in school athletic policies, programs, practices and materials.

To ensure the notification of all administrators and faculty members of this policy on non-discrimination, this policy shall be posted in each building and announced to faculty members each year for their information.

In addition, all organizations or individuals providing benefits or aids to students which are sponsored or administered by the school corporation or by a school building shall be notified of the school=s obligation to comply with Title IX and shall be required to provide an affidavit of compliance assurances.

Inquiries regarding compliance with Title IX may be directed to **Gary D. Conner**, Superintendent of Schools, Administrative and Service Center, North Lawrence Community Schools, 620 H. Street, P.O. Box 729, Bedford, IN 47421.