

SECTION IV: SUPPORT SERVICES

Getting Help

If students are having problems, Tecumseh has many people who can offer assistance. Junior High students can face challenges with grades, teachers, friends, parents, brothers and sisters, and many other things. The following staff are ready to help students work through challenges:

Teachers - Students learn and mature at individual rates. The process can often pose challenges and adjustments in thinking and behavior. Teachers are available to students for instruction and guidance.

Counselors - Counselors are specially trained to help students. They are: Mr. Silas Brown, Ms. Alyssa Mitchem, and Mrs. Jenna Turnipseed.

Mr. Silas Brown – Counselor 7-4, 8-4, EL Coordinator

Mrs. Jenna Turnipseed – Counselor 8-1, 8-2, 8-3

Ms. Alyssa Mitchem – Counselor 7-1, 7-2, 7-3

Counselors can help in many areas. Tecumseh counselors help students plan and participate in the Tecumseh academic program. Counselors also support students in the many social and emotional experiences that Junior High students face. College and career readiness is also a large part of the counselor's role at Tecumseh.

The Nurse - The nurse, Ms. Demko, can help and advise students about health-related topics. If students have health issues or questions, they should stop by Ms. Demko's office.

Secretaries - Five of the most helpful people at Tecumseh are the secretaries. They are:

1. Ms. Crystal Mendez-Toledo - Receptionist
2. Mrs. Mills - Asst. to Principal
3. Mrs. Fenton - Guidance Secretary
4. Mrs. Roudebush - Student Services Secretary
5. Ms. Barnett - Discipline Secretary

Book Rental

The Lafayette Board of School Trustees authorizes a rental and fee program for providing textbooks and related materials. Book Rental payments are typically mailed to parent the second week of September. Due dates and payment options are presented to parents in this mailing. Should assistance with Book Rental be needed, please contact the school office and they can direct to the appropriate staff. Fees will be assessed at the beginning of each school year and the administration will be empowered through school board policy to collect all fees by methods that may include a collection agency or legal action in court.

Bus Transportation

The Lafayette School Corporation operates buses to and from all schools every school day. Though buses do not pass each student's home, bus routes include all neighborhood areas within the LSC boundaries. Additional information about transportation services can be found on the LSC webpage. For more information, please visit

http://www.lsc.k12.in.us/departments/transportation/bus_stop_information

The privilege of riding a school bus is subject to a rider maintaining acceptable behavior while boarding, riding, and getting off the bus. Students who violate bus rules or fail to follow directives issued by the driver will face disciplinary actions by the school. Behavior expectations are also available on the LSC website. For more information, please visit

http://www.lsc.k12.in.us/departments/transportation/bus_safety_and_conduct/

Transporting items on the Bus

The following items are non-transportable objects: any item that is too large to be held on a student's lap or placed on the floor between student's legs or between the side wall of the bus and student's leg, live animals, glass objects, guns, ammunition, explosives, or dangerous materials. The following guidelines will be used in determining band and orchestra instruments that students will be allowed to carry on school buses: instruments must be able to be carried on the student's lap or rest on the floor between the student's legs or between the side wall of the bus and student's leg. Students with instruments should be assigned a seat next to the window and

probably near the front for ease of boarding and exiting. Instruments will not hinder a student's ability to evacuate the bus quickly. Students and drivers need to cooperate to make this work effectively. Instruments which can safely be transported in a student's possession: saxophone, trombone, trumpet, flute/piccolo, clarinet, and violin.

Requests for Alternative Bus Routes

The following is an explanation of Lafayette School Corporation policy regarding alternatives to regular transportation routes. There will be no transfers for students who want to go home with friends or an alternate location. In the event of an emergency, a transfer can be approved in writing, signed and dated by a school principal or the head of the LSC Transportation. The emergency must be in the interest of the safety of the student and limited to a time period considered "necessary". If a student wants to go home with a friend or to a place other than to home, a note must be signed and dated by a parent or guardian, signed by a building administrator, and then presented to the bus driver. Parents of students needing permanent bus transportation to an alternate address, such as to a place of employment, must present a letter of request to the transportation department for their child to ride a bus to the alternate location. Bus transportation to an alternate destination is not the responsibility of the school corporation. Bus routes are established for students living in a specific area. Approval will depend upon seating availability. A request letter will be processed for possible transportation. A written reply will be sent from the transportation office before transportation is to begin.

Bus Procedures:

Students riding the bus are participating in moving classrooms. Behavioral expectations at school apply to bus behavior. Bus drivers have the challenging role of promoting safe driving habits and monitoring student behavior. For this to work, students must display self-discipline and respect for drivers.

Riding the school bus is therefore a privilege. Behavior on the bus that potentially is dangerous to the physical safety of others may be dealt with in the following manner:

- a. First Violation – warning from the bus driver
- b. Second Violation – may result in a suspension up to and including five (5) days.
- c. Third Violation – may result in a suspension up to and including one (1) month.
- d. Fourth Violation – may result in a suspension from the bus for the remainder of the year.
- e. If any violation occurs during the last month of school, the suspension may carry over through the end of the first semester of the following year.
- f. If the incident is judged by the administrator to be of an especially serious nature, the student may be immediately suspended from riding the bus for a period of time.

Health Services

The Health Services program follows the State Department of Health laws and recommendations and is under the direction of the school administration, school physician, and school nurses. Tecumseh has a full-time registered nurse. The Health Services Office is open from 7:30 am - 4:00 pm daily. If the Nurse is unavailable, students should report to the Main Office for assistance. First aid, when needed, is administered by available school personnel. If questions arise or in case of serious injury, it is the policy of the school to contact parents, if at all possible, and arrange for the student to be taken home. Further care and treatment are the responsibility of the parents. A student is never released unless permission is given by the student's parent, guardian, or other responsible adult. School authorities, school nurse, or other school personnel do not attempt to treat or diagnose cases of illness or injury. The nurse is available to counsel students and parents about health-related problems and concerns. Parents MUST let the school nurse know if students suffer from a life-threatening condition or health-related problem, such as asthma, severe allergies, seizures, etc. In case of severe injury, severe illness, or medical emergency, an ambulance will be called, and the student will be taken to the hospital. Parents MUST let the school office know about changes in addresses or phone numbers or temporary situations which may affect the school's ability to contact the parent in emergencies. Students who are ill and have a fever of over 100 degrees (F) should not attend school until the temperature has been below 100 degrees for at least 24 hours.

IMMUNIZATION REQUIREMENTS: Indiana law requires that all students in 7th and 8th grade have 5 DPT, 4 Polio, 2MMR, 3 Hepatitis B, 1 Tdap, 1 MCV4 and 2 varicella. It is the parent's responsibility to provide verified records of immunizations. Students may enroll but

not attend school without documentation of required immunizations or verified medical or religious exemptions. All exemptions must be renewed every year.

Meningococcal Disease: The following information is provided in compliance with IC 20-30-5-18: Meningococcal disease is a dangerous disease that can strike children and youth. One type of meningitis is caused by bacteria called *Neisseria meningitidis*. Infections caused by these bacteria are serious and may lead to death. Symptoms of this infection may include a high fever, headache, stiff neck, nausea, confusion, and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs and even death. It can be spread through the air or by direct contact with saliva from another person with the disease. There is a vaccine (Menactra) that can prevent most cases of meningitis caused by these bacteria in people over age 2. Beginning with the 2010-2011 school year, one dose of Menactra will be required for students in grades 6-12. This is a legal requirement.

Medication/Medical Procedure Policy: Parents are encouraged to administer medications and/or medical procedures during non-school hours. By state law teachers and counselors are not permitted to give out any medicine, including aspirin. If a student's physician determines that a medication or medical procedure must be administered by school personnel during school hours, the school must have written doctor's instructions, a completed school parent permission form, and medication in the original pharmacy container. Nonprescription medication must be in the original container and accompanied with a school parent permission form. Anaphylaxis is a life-threatening medical emergency. Anaphylaxis is a severe response resulting in cardiovascular collapse (shock) after ingestion or exposure to an antigen. If this occurs, immediate intervention with epinephrine injection and a 911 call is necessary. Each school health office is equipped with an EpiPen to be used to treat an unexpected anaphylactic reaction. The school nurse or trained first responder will administer the EpiPen if a student is assessed to have severe allergic reaction symptoms that are life-threatening. If an EpiPen is administered, a 911 call will be made. (The School's EpiPen is to be used for life-threatening emergencies only and does not replace a child's own prescribed medication. Students with known allergy should have an individual health care plan and keep prescribed medication at school. If your student has a known severe allergy, please inform your student's school nurse.)

J 700 Policy

ADMINISTRATION OF MEDICATION AT SCHOOL

With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Students may be administered non-FDA approved medications or treatments (such as CBD oils) under the following conditions:

1. Parent/Guardian will provide prescription from Health Care Provider (as stated above)
2. Parent/guardian or designated adult (not the School Nurse or LSC employee) must administer the prescribed dosage to the student.
3. Parent/Guardian or designated adult (not the School Nurse or LSC employee) must maintain possession of the medication. The medication will not be stored on school grounds.

4. Parent/Guardian or designated adult (not the School Nurse or LSC employee) will administer the prescribed non-FDA approved medication in the school health center.

5. Parents/Guardians may submit in writing a list of other adults that may come to the school to administer the dosage of the medication (This list should be specific with names, dates, dosage and time) including parental signature.

Students may possess and self-administer medication if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in part (2). J 700 Policy

2. A physician states in writing that:

- a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- b. the student has been instructed in how to self-administer the medication; and
- c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in (1) and (2) above must be filed with the student's principal annually.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent or guardian; or

2. an individual who is:

- a. at least eighteen (18) years of age; and
- b. designated in writing by the student's parent to receive the medication.

Medication possessed by the school for administration during school hours or at school functions, for students in grades K-8 functions may be released to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication may be sent home with a student in grades 9 through 12 if the student's parent or guardian provides written permission for the student to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.

Whenever practical and foreseeable, the administration shall work with the school physician and school nurse to develop an appropriate protocol(s) for the use of medication(s) in emergency situations.

Legal Reference: I.C. 20-19-2

I.C. 20-35-2-1

I.C. 34-4-1-16.5-3.5

511 IASC 7-6-7

I.C. 20-33-8-13

I.C. 20-34-3-18

I.C. 20-34-3-22

Date Adopted: August 14, 1995

Date Revised: August 13, 2001; July 11, 2005; May 12, 2008; February 2019

Illness/Injury: Students who are ill or seriously injured prior to the school day should be kept home until improved (fever free for 24 hours) or released by a physician. Please do not send ill or injured students to school to be diagnosed by school personnel. Parents are responsible for all follow-up care. Conditions usually requiring exclusion from school include:

- Temperature of 100 or more
- Severe sore throat
- Persistent cough
- Vomiting
- Severe headache
- Undiagnosed rash or skin infection
- Undiagnosed red and/or draining eye(s)
- Lice
- Scabies
- Injury making it hazardous to be in school

If a student becomes ill or is injured, they should report to class and ask permission to see the nurse. If the nurse is not on duty the

student should report to the Main Office. During the school day, if a student becomes too ill to remain in school or is seriously injured, reasonable effort will be made to contact the parents. Parents are responsible for both transportation and for follow-up care. If a sudden, possibly life-threatening condition should occur, immediate safety of the student is the school's first concern. Ambulance transportation to a hospital will be arranged. Parents will be contacted as soon as possible. PLEASE BE CERTAIN THAT EMERGENCY INFORMATION IS AVAILABLE IN THE OFFICE. If the student has had a major surgery, major injury or significant communicable disease, please provide doctor's orders for precautions and activity orders upon returning to school.

Health Concerns: Parents are responsible for informing the school nurse each new school year of any medical conditions that may affect their student's functioning and welfare at school.

Accidents: All potentially serious school injuries must be reported to school personnel at the time of the injury. Any school personnel present at the time of the injury are to initiate an Accident Report and file it with the school nurse. The parent is responsible for cost of all medical care and other services associated with the accident.

Personal Supplies: Parents and students are responsible for providing personal items. Feminine supplies are provided by the nurse as needed.

Physical Education Exemption: Any health condition requiring an excuse from PE classes for more than a few days must be verified in writing by the student's physician. School personnel do not diagnose and do not exempt students from PE classes on a routine basis.

Cleanliness: During the school year, the school nurse may speak to students regarding cleanliness and healthful hygiene habits. Students may be checked for pestilence and skin disorders. Students are to be clean when sent to school and may be excluded under State Department of Health regulations if good hygiene is disregarded.

Hearing Screenings: Hearing screenings are given to all seventh graders, new students, and those referred. Parents are notified of any problems by the speech and hearing clinician.

Vision Screenings: Vision screenings are given to eighth graders, new students, and those referred. The school nurse informs parents if the screening test indicates need for medical follow-up. If a parent prefers his/her child not receive a screening test, the nurse must be notified in writing.

Religious or other Objections to Vision & Hearing Screenings: If the student has a religious or other objection to testing, the nurse must be notified in writing. All exemptions must be renewed every year.

Insurance: The school does not provide health insurance for students. Information for obtaining health insurance for children is available from the Tippecanoe Community Health Clinic or Tippecanoe County Division of Family and Children.

Lockers and Desks

Locker problems should be reported to the office. To open a locker, turn the dial to the right, go past the first number once and stop on the second number. Then turn the dial to the left. Go past the second number one time and stop on it the second time. Turn the dial to the right to the third number and lift the handle of the locker door. To lock a locker, spin the dial at least one full turn to the left.

Friendly reminders about lockers:

- Your locker combination is unique to you. Sharing your locker combinations with other students is not a good idea.
- The items in your locker belong to you. Other students should not store items in your locker.
- Lockers should not be set. Please use your combination each time you access your locker.

Students are not allowed to put stickers or decals on the inside of their lockers. Students may only use Scotch tape to post appropriate pictures, cards, or notes.

Equipment, such as lockers and desks, belong to the school district and are used by students as a convenience. The lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or education function, or which are forbidden by state law, federal law, or school rules. Students should realize that they have no expectation of privacy from school authorities as to desks and lockers that the student uses, and such equipment may be inspected or searched by school authorities when the school authorities deem it appropriate.

BREAKFAST/LUNCH PROGRAM

Lafayette School Corporation has partnered with Chartwells. This partnership provides our students with a nutritious and exciting culinary program that includes:

- Scratch cooking
- More menu options

- Nutrition education
- Healthy options
- Local purchasing
- Advanced technology resources
- You can find out more about Chartwells here: <http://www.chartwellsschools.com/>

School breakfast and lunch are planned following government standards as well as provide food that children will eat so they will gain the full nutritional benefit of the meal. Monthly menus are available for students and parents/guardians at www.lsc.nutrislice.com. In addition, menus are posted in the school and are available on the Food Service page of the LSC website. **Menus are subject to change if circumstances warrant it.**

Parents/guardians may send money to school in an envelope marked with the student's name. Payments should be turned into any food service cashier. The payment will be credited to the student's cafeteria account. Payments may also be made at www.MyPaymentsPlus.com. This link can be found on the LSC website under the Parents tab. The cafeteria account balance will carry over from school year to school year.

An application for free and reduced priced meals must be completed each school year unless the family receives notification that they are directly certified for free meal benefits. Applications may be submitted any time during the school year. Free and Reduced Lunch Application Forms are available online (<http://lscfronline.lsc.k12.in.us/>) or in the Guidance Office. Please see your guidance counselor to learn more about the process of completing application forms.

Please refrain from removing food from the cafeteria. Students are responsible for cleaning up after themselves. All paper and left-over food should be placed in a trash can.

Policy on Charging School Lunches:

The Federal Guidelines for the Child and Nutrition Program require that notice be given to you about how the charging of school lunches must be handled. This policy applies to all students purchasing a school meal.

The guidelines for the Lafayette School Corporation require that when a child has requested a school meal without funds to pay for it, payment is expected the following day. A maximum of three (3) unpaid lunches are allowed before students are allowed the following two options. The first option is receiving a cheese sandwich (in lieu of the main item served that day), along with the normally served fruit, vegetable, and milk. This alternate serving is a qualified meal per the federal guidelines, and will be charged to the child's (parent's) account. The second option is that the child may call home (from the school office) to request money or have a lunch brought from home.

Please help your child by keeping your account current and not charging additional school lunches when getting to the overdrawn level. Should you have questions about this procedure, contact the Director of Food Services for the Lafayette School Corporation at (765) 771-6145.

Cafeteria Expectations

The Broncho family supports healthy bodies and minds. The cafeteria is space that supports this goal. In order to ensure quality meals and pricing, students are asked to uphold the following expectations:

- Students must pay for all items. Students who cannot account for payment will be reported to administration for disciplinary review.
- Students will use their lunch account information only. Using the account of another student will also lead to a disciplinary review.
- Food will not be eaten in the cashier line.
- To keep the serving lines moving, visiting with friends is reserved for seating.
- Students will place trash in the waste cans located throughout the cafeteria.
- Movement at lunch is encouraged. Students are asked to follow passing period conduct when going to and from the cafeteria during lunch period. This is important as classes will be in session.