

Harney Cub News

2018-2019 School Procedures



Harney Mascot changes to Cubs

All LCSC elementary schools recently adopted the tiger cub as their new mascot. Watch for opportunities to purchase new Tiger Cub spirit wear coming soon.

Single Secure Point of Entry

All LCSC schools and facilities have implemented a monitored Single Secure Point of Entry for visitor management.

All visitors are asked to press the buzzer to communicate with office staff, state their name, the purpose of their visit and the school personnel they wish to see. Office staff can then buzz them in to the office. Once inside visitors will need to sign in and receive a visitor's badge. Additional information can be found at leb.k12.in.us after school board approval on August 21.

All doors will be locked at the tardy bell at 9:00 am. Any student arriving after the tardy bell needs to be accompanied into the building by an adult. Any visitors entering the building after this time will follow the Single Secure Point of Entry protocols. ALL visitors must enter at the front door.

SRO Tibbs Joins Harney Staff

We are delighted to have School Resource Officer Mark Tibbs joining the Harney staff. Officer Tibbs is highly qualified with extensive training as a School Resource Officer and will be a great asset to our staff and students. He is planning class visits within the next several weeks to get to know students.

Arrival Procedures

Our doors open at 8:45 am. Students arriving prior to 8:45 am are not expected or appropriately supervised.

We are delighted to see students every morning and are pleased that they are excited about coming to school. However, arriving prior to 8:45 am presents a significant safety risk. Please do not drop students off prior to the 8:45 am bell. Disciplinary measures may be taken for students who consistently arrive prior to 8:45.

When dropping students off, drivers should pull forward and have students exit the vehicle on the curb side. All car riders and walkers/bike riders will enter the building through Entrance 1 at the 8:45 am bell and proceed directly to breakfast if desired before going to class.

Dismissal Procedures

All bus students will exit the building at Entrance 2 and walk to board the buses. Parents are not permitted to pull students from the bus line at any time.

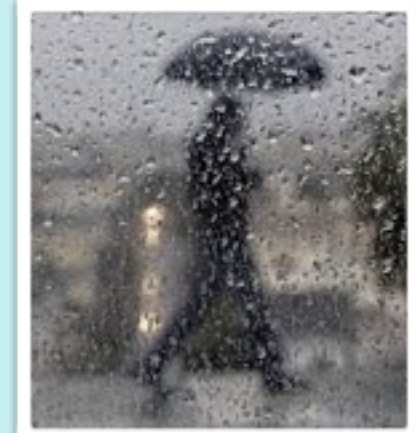


Car riders, walkers and bike riders will exit the building at Entrance 1. Car riders will be escorted to their designated box on the sidewalk to wait on their vehicle. Parents who walk to meet their students may wait for them in the grass behind the designated boxes on the sidewalk. Walkers and bike riders will promptly leave school property, walking all bikes.

Drivers are to pull forward as far as possible in a single lane. Students will walk to meet their vehicle along the curb. Please display the provided car rider identification sign in your front window so staff can identify who you are there to pick up. Single Secure Point of Entry

PROCEDURES FOR INCLEMENT WEATHER DISMISSAL

In the event of lightning, heavy rain or extreme cold, we will hold car riders inside and will call over the radio for them when their car arrives. If it is unsafe for teachers to be outside (close lightning, high winds) we will delay dismissal until weather permits. Parents are encouraged to remain in their vehicles for safety.



Eating Lunch With Your Child

Lunch room will open to visitors on September 17, 2019

In order to establish lunch room procedures for students, guests will not be able to join students for lunch until September 17, 2019. At that time you will need to have a Limited Criminal History form approved and on file in order to eat with your student. Please report to the office upon arriving at school and adhere your name badge to your clothing before entering

the school proper. Guests are also asked to sign out by returning to the office and speaking to office staff.

Please remember that fast food and soda is not permitted in the lunch room as stated in the Elementary Student Handbook. The cost of an adult lunch is



We look forward to having you join us in September.

Volunteer Opportunities

Volunteers are welcome and needed

Harney Elementary is looking for volunteers to assist teachers and students. Interested persons must have an approved Limited Criminal History form on file with the school. Volunteers may be asked to work with students, copy papers, basic tasks to assist teachers with projects, help with class celebrations, etc.

Volunteers are asked to make prior arrangements with the school office or teacher regarding dates and times to volunteer. In addition, volunteers are reminded to follow all school rules, including dress code when working in the school. Non school age children may NOT accompany volunteers due to safety and liability concerns. Please make appropriate arrangements for child care prior to coming to volunteer.

