Dr. Richard Rutherford, Superintendent
Dr. Kim Thurston, Assistant Superintendent

Kelly Williams, Principal
Clinton Blankenbaker, Assistant Principal
Nicole Colwell, Assistant Principal

Bradie Shrum Elementary School

2022 - 2023

1101 N. Shelby Street
Salem, IN 47167
(812) 883-3700

One School…One Vision

Bradie Shrum Elementary School will promote academic excellence and provide the opportunity for all students to attain their individual, social, emotional, and physical potential through a quality education that will be provided through teamwork and cooperation by all stakeholders resulting in their development into mature productive citizens.

THIS STUDENT PLANNER BELONGS TO:

Name_____

Phone_____

Address_____

Grade_____

Room_____

Teacher_____

Please visit our website at www.salemschools.com or our Facebook page for all of our events, lunch menu and other school information. It is a great way to keep informed!

Welcome

The faculty, staff, and administration of Bradie Shrum Elementary welcome you to our school. It is our goal to provide an equal opportunity for all students to advance educationally and to do so in an orderly and safe environment. Staff members will make every effort, individually, collectively, and cooperatively, to work with appropriate and available community resources to help each student gain acceptable self-discipline and academic skills appropriate to his/her ability. **Please read this information carefully and be knowledgeable of its contents**. If you have questions or concerns about any of the procedures outlined here, please contact the teacher, school counselor, or the administration for an explanation.

Friends of Bradie Shrum

Friends of Bradie Shrum is a vital part of our school program. We encourage parents to become active members. A successful school needs the services of a good P.T.O.

Bradie Shrum Counselors

School counselors are available at Bradie Shrum Elementary. Both students and parents should feel free to consult with the counselors about classroom concerns, plans, and decisions or personal problems. Students may be referred to our counselors by themselves, parents, teachers, other students, or administrators. Counselors may also request conferences.

Bus/Own Transportation Messages

Bus students are dismissed from their classroom beginning at 3:00. Own transportation students are dismissed beginning at 3:15, no earlier. Parents picking up students early are asked to sign their child out at the office. Students will not be called out of class until the parent arrives at the office. **School officials request that parents refrain from picking up their child prior to regular dismissal except for reasons of emergency or illness.** It is very important that all calls regarding after school transportation arrangements be made prior to 2:00 p.m. If a student will be riding a different bus home, a note from the parent is required to give to the bus driver with the child's name and address they will be going to. If you have transportation changes for your student please send a note to school with the address where your child/children will be going, bus number and contact number. Changes by phone must be received by contacting the office prior to 2:00 p.m.

Medications

All medications must be brought to the main office by a parent/guardian. The nurse or any other qualified personnel cannot give medication without written instructions from the doctor or parent. These instructions must include the following: student's name and room number, type and amount of medicine to be given, time medicine is to be given, and parent or guardian signature. All students being sent home sick must be released through the office. No student will be dismissed from the health center.

Illness and/or Injury

Should a student be involved in an accident or injury at school or a school-related activity, the school nurse or nearest medical facility will be notified. The nurse will evaluate the incident and determine the necessary procedure to follow and notify the parents.

Tardy to School

Students who arrive at school after 8:15 a.m. are considered tardy. **Parents must accompany their child to the office to sign in when arriving after 8:15 a.m.** When a student is late, it creates such concerns such as instruction time is interrupted, students are distracted and an inappropriate example is set for all students.

Early Departure—Definition

Request to release children from school prior to 3:00 p.m. creates a disruption to the learning environment. Parents make these requests for a variety of reasons. If early dismissal is unavoidable, please follow this procedure:

--Send a note to your child's teacher including the date, time and reason for the early dismissal.
--Report to the office at the designated time. Your child will be called to the office when you arrive.

Attendance

Beginning in kindergarten, high attendance rates are predictive of future academic achievement as well as High School graduation. Because we want to see our students succeed in life, Salem Community Schools has designed a uniform policy we believe will ensure good attendance. At all ages, regular attendance promotes the continuity of the instructional process allowing the school to provide the best possible education to each student.

We do acknowledge there are certain circumstances that require a student to be absent. We ask that parent(s)/guardian(s) call the school by 8:30 a.m. to notify the attendance clerk of an absence. If parents do not contact the school, the school will attempt to contact the parents to check on the absence.

Below are reasons an absence will be excused or verified

Excused Absences

1. Personal Illness verified by a written doctor excuse, when a student is sent home by a School Nurse, or at the Principals discretion with parent verification
2. Death in the family
3. Absences excused by law as noted in Indiana Code 20
4. Court appearance with documentation upon return
5. Religious observance with prior notice and documentation upon return
6. Additional absences may be excused at the discretion of the principal or her/his designee. Planned absences for any reason must be PRE-APPROVED.

All other absences will be considered unexcused or unverified.

Corporation Procedures for Excessive Absences

If a student reaches 5 days unexcused or unverified the building Attendance Clerk will notify the parent/guardian of the importance of school attendance. In addition, a referral may be made to the corporation Attendance Officer.

If a student reaches 8 unexcused or unverified absences the Attendance Officer will make contact with the student and/or parent/guardian to determine what can be done to ensure that the student attends school. In accordance with habitual truancy as defined by Indiana State Law (I.C.20-33-2-11) when a student reaches 10 days unexcused or unverified the Attendance Officer will refer a middle or high school student to the Washington County Probation Department and an elementary student to the Child Protective Services. Chronic absenteeism is defined as missing 10% or more of the school days. In Indiana, this equates to 18 days or more of school during one school year. Chronic absenteeism also qualifies as truancy under Indiana Code 20-33-11 as described by the Indiana Department of Education.

Home visits will be made at the discretion of School Personnel and Attendance Officers.

Unverified refers to absences where contact has not been made between the school and a parent/guardian to establish the reason a student is absent. **Unexcused** refers to absences where contact has been made between the school and a parent/guardian to establish the reason a student is absent but no formal documentation is provided. **Excused** absences refer to absences when the reason has been established and the student is excused through formal documentation.

Visitors

Visitors are MOST welcome to our school, but all visitors who will be visiting student areas will be required to have a background check done prior to visit. No one will be permitted to visit the school that does not first come to the school office and properly identify himself/herself, state the nature of the visit, and obtain the appropriate visitor's pass. Under no circumstances is a student to bring a visitor to the school. This includes younger or older siblings. Parents wishing to discuss problems or the progress of their child/children with a teacher should call the office at 883-3700 or toll free 1-866-800-0058 to arrange an appropriate and convenient meeting time and date. Parents eating lunch with their child will sit at the special visitor table.

***Background checks must be done each school year prior to any parent/guardian eating lunch, attending classroom activities or field trip(s) with student(s).** BSE is still navigating COVID protocols and requirements. BSE Administration may reserve the option to limit visitors within our student areas at their discretion.

Homework Policy

Responsibility of the parent:

While the student should assume the major responsibility for completing homework assignments, parents are encouraged to take an active interest in the student's homework by:

- Providing a study area that is quiet, comfortable and free from major disturbances.
- Provide a definite time for study or other activities
- Making available, if possible, whatever resources are needed, such as an appropriate dictionary
- Assisting your child with drill (spelling words, multiplication table, etc.)
- Checking the student's work for neatness and legibility
- Help your child work to find the answer; do not provide the answer for them
- Be supportive when your child gets frustrated with challenging projects
- See that your child puts their homework in a consistent place to return to school on time
- Sign notebook to confirm that you received information from the teacher/school that the work was checked/completed

Responsibility of students:

- Write down assignments in planner or homework folder
- Be sure all assignments are clear and you understand what to do; ask questions if necessary
- Set aside a regular time for studying
- Work on homework independently asking for support only when needed
- Place homework in backpack or homework folder when completed and see that it is returned the next day
- Turn in assignments reflecting high standards of quality and completeness

Students will be expected to return homework on a daily basis. If a student does not complete or turn in the assignment the following school day it will be completed in study hall. If three assignments are missed, a note will go home for the parent and student to sign. If the student misses one or more assignments during the grading period they will miss the next special activity.

Make-up Work and Homework

Students who miss school are encouraged to make up schoolwork in order to keep up with their classes. Parents are asked to call the office for assignments before 10:00a.m.and to pick up the work at the office between 2:00 & 4:00 p.m.

Book Rental

Book rental fees are expected to be paid no later than the end of the first semester. Students should fill in information on the inside cover of textbooks; in the event one is misplaced, it may be returned. Students will be charged for loss or damage to textbooks. Classroom teachers will inspect books for damage each semester.

Free/Reduced Applications for Meals and/or Textbooks

Applications for free/reduced price meals and textbook assistance are available at the school office. All applications should be completed the first day of school (or as soon thereafter as possible) with all questions on the application answered. All applications will be reviewed for approval. In some instances, verification of income will be required.

Severe Weather—School Closing

When severe weather occurs, students will receive an automated phone call from the school about school closings or delays. This information will also be on the Salem Schools Facebook page, WSLM radio and Louisville, Kentucky, television stations. Please do not call the principal, teachers, or the school to request this information. There may be times during the school year that school may be dismissed early due to inclement weather. Early school closing will be announced via Facebook, WSLM radio and Louisville, Kentucky, television stations. **Please keep dismissal information updated with phone numbers and where a student will go in the event we have an early release.**

Emergency Drills

Emergency drills are held regularly. During the first week of school, teachers will brief their students on procedures to follow during these drills. Move *quickly* and *quietly* during drills. STUDENTS MAY NOT TALK DURING DRILLS. Law requires Salem Community Schools to administer the following:

Fire Drill: 1 time monthly
Tornado: 1 time each semester
Lockdown: 1 time each semester

General School Rules

All students are expected to abide by the following rules for the safety and well-being of all students and school personnel:

1. All persons are courteous and treat everyone with respect.
2. Everyone will keep all body parts (i.e., hands and feet) to himself/herself.
3. Appropriate language will be used at all times.
4. Follow directions of the staff.
5. Keep noise down and walk to the right at all times when in the hallway.
6. Hats are not permitted inside the building except for medical reasons or special school days.
7. Take and keep what is your own personal property.
8. Chewing gum is prohibited.
9. Follow other classroom rules.
10. Cell phones, electronic devices and/or electronic games must be kept in backpacks at all times unless permission is granted.

General Cafeteria Rules

Students will enter the cafeteria in a quiet and orderly manner, maintain their assigned place in line, and then proceed through the serving line. Students will exit the cafeteria in a quiet and orderly manner.

1. Students may not leave the cafeteria for restroom breaks or to return to the classroom, unless permission is granted.
2. Students will be reasonably quiet in the lunchroom; low talking is permitted.
   Yelling, shouting, and throwing of food are prohibited**.**
3. Students will sit at assigned places and remain seated at all times. The cafeteria monitor(s) will determine the noise level and behavior of students while in the cafeteria and deal with each offense individually.

   - Meals are currently being provided to all students enrolled at BSE, free of charge, through a state grant through the State of Indiana.

You may visit mypaymentsplus.com to make a payment or to check your student's lunch account balance. Please see Food Director Karen Libka or the office for a student's ID number.

General Playground Rules

1. Keep all body parts to yourself.
2. Use all playground equipment for purposes for which they are designed.
3. Rocks and all ground materials are not to be handled.
4. Fences and walls are not to be climbed on.
5. Always walk clear of slides, swings, and other equipment being used.
6. Kicking of playground balls can be done only with adult authorization and supervision.
7. Students may not go into the street to retrieve a playground ball.
8. Share equipment with others.
9. Students may not play tag on playground equipment.
10. Pushing one another or twisting in the swings is not allowed.

Tobacco/Alcohol/Illegal Drugs

Salem Community Schools believe that a more educational environment and a more healthy body and mind can be achieved through the prohibition of tobacco, alcohol, and illegal drugs. The possession, sale, use of, or being under the influence of any alcoholic beverage or illegal substance or look- alike while on school grounds or in any school-related area, activity, or function may result in suspension or expulsion from school. Salem Community School is a smoke free campus.

Profanity

Subject to the lawful exercise of First Amendment rights, participating in any activity or using spoken (or written) language which substantially disrupts or materially interferes with, or is likely to so disrupt or interfere with, any school function, activity, or purpose may lead to disciplinary action, including possible suspension for up to five days or expulsion.

Rules of Conduct

Every student should strive to be considerate of others. Making boisterous noises, slamming doors, running in the halls, marking on the desks, walls, or floors, jumping to touch the tops of doors, and talking while someone else is speaking are examples of behavior that good school citizens avoid. Strive to show that you are responsible. Nuisance items, such as radios, MP3 players, tablets, electronic games, baseball and like cards, toys, and other expensive items, should be left at home. Also, nuisance items, such as water pistols and other water devices, will result in immediate disciplinary action. Students may not bring soft drinks of any kind to school unless they are bringing them for a special classroom party. White and chocolate milk are part of the lunch program and available at the school. Guns and gun look-alikes, nonprescription drugs and drug look-alikes, knives, alcohol, and other items that may be used as a weapon are forbidden. Should a student bring them to school, he/she will be subject to immediate administrative action.

Teachers will determine the penalty for classroom violations. Accumulations of violations or more serious violations will result in further action by the administrator. The administrative handling of a situation may include, but not be limited to, in-school suspension, out-of-school alternative suspension, out-of-school suspension, and in extreme cases, recommendation for expulsion.

In-School Suspension

In an attempt to provide a more constructive program and an alternative to corporal punishment or out-of-school suspension, students with behavior problems may be assigned in-school suspension for breaking certain rules. When a student is assigned in-school suspension by an administrator, he/she will spend the assigned time in a designated area under a very strict set of rules. Students will not have a chance to socialize with other students and will not be allowed to participate in the school functions during the school day.

Out-of-School Alternative Suspension

Out-of-School Alternative will be utilized as a step up from an infraction determined to require discipline between In-School Suspension and Out-of-School Suspension. Out-of-School Alternative will be coded as In-School Suspension, but will be housed at Salem High School with a supervisor rather than being held in Bradie Shrum Elementary.

Out-of-School Suspension

Out-of-school suspension is used only for severe discipline problems. Students must take the responsibility for doing their make-up work and will ask for work on the day that they return to school. The missed work should be completed promptly. In some cases, the work will be given to the student before he/she is sent home.

Detention

If a student does not follow general rules and/or complete homework/class assignments, the student may be assigned detention. Detention could be during recess or after school. Arrangements for after school detention will be arranged with the parent.

Criminal Gangs and Gang Activity

The Board of School Trustees of the Salem Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) either:
(A) promotes, sponsors, or assists in; or
(B) participates in; or

(2) requires as a condition of membership or continued membership;
the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.
Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incident of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the development ages of the student offenders and the students' histories of appropriate behaviors per the code of conduct. Legal references: IC-20-26-18; IC20-33-9-10.5, IC35-45-9-1 (Complete policy available at www.salemschools.com. #33911)

Parental Custody

The problems of separation and divorce within the family unit cause very trying and difficult times. In an effort to eliminate potential problems that may arise when families are experiencing these difficulties, it is very important that BSE be aware of your decisions on the procedures that you want followed or any legal agreements that must be carried out. Specifically, we are referring to the following information that should be shared and confirmed yearly with our school:

a) If there is no custody agreement, which parent has responsibility and physical custody of the child(ren)?
b) If a custody/visitation agreement has been completed, has a copy of the document been filed with our office?
c) If there is a court order granting rights to one parent over another, is a copy of this information on file in our office?
d) Providing this information to the school can eliminate potential problems and also provide emergency information. If the contents of this communication affect your family and you have additional questions, please contact the school. Your assistance in providing and updating the requested information allows the school to make expedient and proper decisions.

Valuable and Toys

Students may not bring toys, valuables, etc., to school unless an item is directly related to a classroom project. Parents are asked not to allow their child(ren) to bring large sums of money to school.

Internet Usage

Technology is an integral part of our school improvement plan. Students will use technology as a tool to enrich our curriculum. At times, it may be the students who will access the Internet as part of a classroom assignment. Students must have a permission slip signed by a parent or guardian on file with the classroom teacher granting permission to use the internet.

Computer Vandalism

Computer vandalism will result in cancellation of system use privileges and possible additional administrative action. Vandalism is defined as any malicious attempt to destroy school equipment, materials or data. This includes, but is not limited to, uploading or creating computer viruses or any software intended to obtain user passwords or data.

Cell Phone Policy

Bradie Shrum Elementary would like to promote student/staff/parent/guardian communication to assure all students benefit from adult engagement throughout the school day. If a situation should arise where a student needs to communicate with their parents/guardians or vice versa, we would like to promote and encourage that communication be directed through our BSE office staff.

There will be a three strike system in effect;

1st Strike: The phone will be taken to the office and be able to be picked up at the end of the day by the student.

2nd Strike: The phone will be taken to the office and will be picked up by a parent/guardian.

3rd Strike (and any following strike): In-School Suspension assigned and parent/guardian will be required to pick up student phone from the BSE office. (Administration reserves the right to adjust discipline based on parent communication)

Salem Community Schools Dress Code

General Policy: Salem Community Schools hereby implements a Dress and Appearance Policy as provided by law and for the purpose of providing an appropriate, educational climate. It is felt that student dress and appearance must be regulated to the extent that worthwhile values of health, safety, decency, and good taste are emphasized. All students are expected to dress cleanly and neatly at all times. It is the responsibility of the students and parents to maintain a healthy and respectful appearance while attending school and school activities.

Specific Policies: All students are to dress and maintain their appearance in conformity with the General Policy. The General Policy excludes clothing and appearance-related items that, in the judgment of the schools' administration, deviate from the policy specifications, including, but not limited to, the following:

1. No student shall be permitted to wear clothing or articles of adornment with inappropriate pictures, language, slogans, or symbols or those that promote or advertise the use of alcohol, beer, drugs, tobacco brands, or organizations that promote inappropriate activity. Clothing with suggestive, double meanings, or hate speech is prohibited.
2. Students may not wear garments that excessively expose their back, chest or abdomen.
3. No student shall be permitted to wear see-through fabric.
4. No student shall be permitted to wear clothing in such a fashion that undergarments are displayed.
5. Students shall not wear any type of hat or head covering except as prescribed by the school.
6. Students shall not wear clothing that is excessively long or baggy to the extent that it creates a safety hazard.
7. Students shall wear shoes appropriate for school activities. It is expected that in order to conform to these policies, clothing should be clean and in good repair

Student Discipline Procedures

Level 1 behaviors handled by the teacher:

- Several interventions/strategies (and parent contact) must be implemented before an office referral may be made.
- Documentation and data collection are needed for records (PowerSchool).

Level 2 behaviors handled by the teacher (Contact Administrator if needed):

- At least 2 interventions (one should be a parent contact) before an office referral may be made.
- Documentation and data collection are needed for records (PowerSchool).

Level 3 behaviors and Safe School Violations are handled by the administration:

- Results in a direct office referral.
- An administrator will contact the student's parent/guardian.
- An appropriate consequence will be given.

Safe School Violations include: violent fighting with another student, hitting a staff member, drugs, weapons/replicas of a weapon/dangerous instrument, leaving school without permission, assault on another student, pulling a fire alarm, etc.

Student Handbook addendum per COVID-19 notification for Salem Community Schools:

Salem Community Schools have aligned safety protocols and infectious disease prevention measures in accordance with the Washington County Health Department. Additional guidance has been followed at the provision of the Indiana State Department of Education in reference to best practices in educational facilities during a pandemic (specifically COVID-19). These plans are subject to change to maintain the highest level of student, staff, and community protection. If community spread becomes more prevalent during the 2021-2022 school year, the Board of Trustees and Salem Community Schools will provide educational opportunities for all students.

All guidelines under the plans for Salem Community Schools will be followed in addition to the student code of conduct outlined in the student handbooks for 2022-2023, while enrolled as a student with Salem Community Schools.

2022 SALEM COMMUNITY SCHOOLS 2023

Semester One (Student Days: 90 - Teacher Days: 92)

July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2-3	Teacher Work/Prof Day
1	**PROSSER AM/PM Begins**
4	First SCS Student Day
	(20 student days)

September 2022

S	M	T	W	T	F	S
				1	2	3
4		6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5	Labor Day (No School)
	(21 student days)

October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9						15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7	Quarter 1 Ends (46 Days)
10-14	Fall Break (No School)
17	Quarter 2 Begins
21	eLearning/Parent/Teacher conferences (assista nts work)
	(16 student days)

November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22				26
27	28	29	30			

23-25	Thanksgiving Break
	(19 student days)

December 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20				24
25						31

20	Quarter 2 Ends (46 Days)
21-30	Winter Break
	(14 student days)

Student Day - Beginning or End of Grading Period

Teacher Days

Semester Two (Student Days 90 - Teacher Days 92)

January 2023

S	M	T	W	T	F	S
1			4	5	6	7
8	9	10	11	12	13	14
15		17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-3	Winter Break
4	Teacher Day
5	Quarter 3 Begins
16	MLK Day
	(Make-up day if needed)
	(19 student days)

February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28				

20	President's Day
	(Make-up day if needed)
	(19 student days)

March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26						

10	Quarter 3 End (45 Days)
14	Quarter 4 Begins
27-31	Spring Break
	(18 student days)

April 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6		8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7	Good Friday
	(Make-up day if needed)
	(19 student days)

May 2023

S	M	T	W	T	F	S
	1	2	3	4		6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28		30	31			

5	(Make-up day if needed)
26	Quarter 4 Ends (45 Days) & Last Student Day
31	Last Teacher Day
	(16 student days)

June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

By Indiana state law, school must be in session 180 days per school year. (IC 20-30-2-1, 20-30-2-5).

No School

Early Release—PLC

eLearning Day

Confirmed 3/11/2021

Full Nondiscrimination Statement

All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Internet Use and Access Agreement

Salem Community Schools is pleased to offer its student(s) access to the *Internet*. The *Internet* is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help involve schools in this new communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

This agreement must be completed by anyone requesting access to the *Internet* through Salem Community Schools. This agreement is required for adults and students alike. This agreement is binding on all users who sign it when they are accessing the *Internet* through equipment provided by Salem Community Schools. The information here is a summary of the school Internet Use Policy. A complete version is available upon request at the school.

Student's Name: _____

Grade:_____

Address: _____

Phone Number: _____

I, _____ acknowledge that I have received a summary of the Internet Use Policy for Salem Community Schools and that I have in accessing the *Internet.* I further acknowledge that any violations of the policy as written may result in the cancellation of my access privileges. As a student of Salem Community Schools, I further acknowledge that misuse of the *Internet* will result in appropriate disciplinary and/or legal action by Salem Community Schools.

User Signature: _____ Date: _____

PARENT OR GUARDIAN STATEMENT (*To be completed for all users under the age of 18)*
As a parent or guardian of the above named individual. I have read the *Internet* use policy of Salem Community Schools. I understand and agree to their provisions. I also acknowledge that there are resources available on the *Internet* that may be considered to be inappropriate. I will not hold Salem Community Schools or its employees responsible for any materials acquired on the *Internet*. I further accept full responsibility for the supervision of the above individual if and when the above named person is not in a school setting. I hereby give my permission for *Internet* access to be established for the above named person. I also acknowledge and certify that the information contained on this form is correct.

Parent or Guardian's Name: _____

Signature:_____Date:_____

Bradie Shrum Elementary
Study Trip Form

Bradie Shrum Elementary teachers have various study trips planned for the school year. Study Trips are planned by the teacher of each grade level. It is our hope that these diverse study trips will heighten your child's interest in the educational opportunities available.

Rather than send home a permission slip for each scheduled study trip, we are asking you to consider this a **permission form for all trips and PG movies.** Of course, we will send home information about each trip concerning lunch, cost of trip, and if chaperones are needed. If you are asked to chaperone a trip, a chaperone release from will need to be completed at least one week before the trip.

We hope this **"ONE TIME"** permission form will provide convenience for all.

Thank you for your cooperation and as usual, should you have any questions, please feel free to call the BSE office at 812-883-3700.

Bradie Shrum Elementary Faculty

I, _____, give my permission for _____
to attend Bradie Shrum Elementary study trips for the current school year.

Date: _____ Parent/Guardian Signature: _____

Student Management Plan
For
School Bus Transportation

Purpose:
The purpose of this plan is to provide safe and pleasant bus transportation for Salem Community School (SCS) students; to define and communicate to our students and their parents or guardians what behavior is acceptable while riding the school bus and the consequences likely to follow for unacceptable behavior; and to develop guidelines for SCS bus drivers that is appropriate and consistent. This document shall be used as a training source and reference for all bus drivers.

Student Management:
SCS drivers are responsible for maintaining discipline on their bus, just as the teacher is responsible in the classroom. A bus driver's jurisdiction is from the front door of the student's home to the front door of the school.

Bus drivers will keep order, maintain discipline, treat all children in a civil manner, see that no child is imposed upon or abused and will use every care for the safety of the children under his/her charge.

Bus drivers will coordinate student behavior problems with the Principal or his designee. If a pupil does not cooperate with the driver, the driver will report the matter to the Principal of the school where the student attends.

Bus drivers are authorized to deny student bus riding privileges at any time for one (1) full day. For persistent and /or serious conduct problems, drivers may recommend more than one day off the bus. The Principal bears final responsibility for the conduct of the pupils on the bus and for disciplinary action. A student should never be removed mid-trip by driver.

Student Conduct:
Riding the school bus is a student privilege and not a student right. Students are expected to be well behaved while on the school bus. Students have the right to be safe while on the school bus and not be mistreated or threatened.

Student Safety Rules:
Students are responsible to comply with the following safety rules:

1. Students have the responsibility to report dangerous situation to the driver or school administration.
2. Students shall use established school bus stops as determined by the Board of Education. Without notification, the driver will not allow a student off at any other bus stop. Students wishing to ride an unauthorized bus must provide transportation and school administration with written notification prior to the trip.
3. Each student shall be at the bus stop five (5) minutes prior to the scheduled pickup time. Students should be waiting at their designated bus stop at a safe distance when the bus arrives. Students are not to approach or run to the bus until motioned by the driver.
4. Students who arrive late at the bus stop must not cause delay of the bus route. Drivers cannot hold up highway or street traffic for any unreasonable length of time.
5. Upon boarding the bus, students are expected to take a seat as timely as possible
6. Students at the bus stop who are required to cross a road or street before loading or unloading must to cross the road until the driver signals that it is safe to cross.
7. Students at the bus stop must wait on the bus to completely stop before approaching the bus.
8. Students crossing in front of the bus (loading or unloading) must walk at least ten (10) feet away from the front of the bus to a position where the driver can plainly see all students.
9. Students are not permitted to transport pets, balloons, flowers, or any large items (including large band instruments).
10. Students transporting items must be small enough to be held on the student's lap and not interfere with other students.
11. Students will have assigned bus seating.
12. Students must remain seated and facing forward while the bus is moving.
13. Students preparing to depart the bus must not leave their seat until the bus comes to a complete stop.
14. Students loading/unloading the bus should approach the door in a single line and not push or crowd the bus door.
15. Any student dropping a personal item outside the bus when loading/unloading MUST *leave the item where it is and move to a point of safety away from the bus.* When the student is in a safe location the student should attempt to get the driver's attention to retrieve the object. This applies to items left on the bus.
16. When speaking, students should use their in-door voice and refrain from shouting, loud boisterous talking, and making annoying noises.
17. Students must not smoke, use other tobacco products, or any other incendiary device on the bus.
18. Students must remain silent at all railroad crossings.
19. Students must not be submitted to teasing, name-calling, put-downs, offensive gestures or comments, profane language, or indecent conduct.
20. Student conduct such as scuffling, tripping, holding, hitting, throwing or tossing an object, the use of hands, feet or body and any objectionable manner that may cause student injury is unacceptable and will not be tolerated.
21. Students must model conduct acceptable during the school day.
22. Students should not open below the safety lines or close the bus windows or doors except by permission of the bus driver.
23. Students must not extend hands, arms, feet, head, or any other object outside the bus windows.
24. Students must not eject any object and/or substance out the bus window.

SALEM COMMUNITY SCHOOLS

Pursuit of... Expectation of... Excellence!

To: Parents, Students, and Staff of Salem Community Schools
Fr: Dr. Kim A. Thurston, Assistant Superintendent
Re: Notification to Parents and Staff Regarding Pesticide Registry

Please be informed that Salem Community Schools, in accordance with Rule 357 IAC 1-16 maintains a Notification Registry regarding the application of pesticide on school grounds. The purpose of this registry is to notify individuals of the application of pesticide forty-eight (48) hours in advance. If you desire to be added to this registry, please return this memo with the requested information to the Office of the Principal in your child's building. You may be contacted by mail, telephone, and/or email. It is the intention of the school district to utilize as little pesticide as possible during the growing seasons. The application will be made in strict compliance with label instructions provided by the manufacture of the pesticide and by a certified licensed applicator. Should you desire additional information, contact Dr. Kim A. Thurston, Assistant Superintendent at (812) 883-4437.

Information for Notification Registry:

Name: _____

Address:_____

Phone:_____

Email:_____

Student's Name and Building:_____

SALEM COMMUNITY SCHOOLS

Pursuit of... Expectation of... Excellence!

To: Parents, Students, and Staff of Salem Community Schools
Fr: Dr. Kim A. Thurston, Assistant Superintendent
Re: Asbestos Containing Materials in Schools

In accordance with Environmental Protection Agency Regulation 40 CFR, Part 763, please be advised that a Management Plan regarding the maintenance and control of asbestos containing materials within Salem Community Schools is located in the School District's Administration Office and each Principal's office. The Plan is reviewed and updated semi-annually in December and June. Individuals who have questions about this notice or persons desiring to review a particular school plan should contact the building principal or the Administration office.

SCHOOL PARENT INVOLVEMENT POLICY

Title I

Bradie Shrum Elementary is committed to providing every child with a quality education through a strong partnership between school, home, and the community.

Our curriculum is based on the Indiana Core Academic Standards and it is expected that all students will work toward meeting these standards. Academic report cards are sent home every nine weeks with midterm progress reports going home between each report card cycle.

Classroom teachers and instructional aides implement the Response to Intervention/Instruction program. We provide extra assistance to students through our Title I program.

Title I holds an Annual Parent Meeting within the first month of school each year to inform parents about the Title I program, explain the federal and state requirements, review the Parent Compact and Right to Know letter which is mailed at the beginning of the school year, and to invite parents to volunteer to be on committees to review Title I documents. Parents who are unable to attend the evening meeting are encouraged to contact Ms. Lawyer or Mrs. Sears with any questions they have about the program.

Title I also sponsors several parent involvement events during the school year. Examples of these events are the Book Swaps at fall and spring carnivals, parent support materials given away at Welcome Nights, an annual Christmas event and spring event.

Information related to school programs, meetings, and activities are sent to all of the parents of the students at Bradie Shrum Elementary. Parents are notified through classroom newsletters, phone calls, and mailings. Mailings for ELL students are sent in both English and the parent's native language.

The community and parents are welcomed into our school throughout the school year in many ways. A few examples include guest speakers, classroom volunteers, and field trip monitors.

You will receive a copy of the Parent Right to Know Letter, the Parent/School/Student Compact and the Complaint Procedure by mail within the month.

Health History Update
Bradie Shrum Elementary

Student Name:_____ Teacher/Room #_____

Family Doctor:_____

Please complete this confidential information form which may be shared with teachers and staff as needed to meet your child's particular needs.

Has your child had any of the following:

Asthma YES or NO If yes, is an inhaler needed at school?_____

Heart Defects YES or NO List care required at school:_____

_____

_____

_____

Does your child have epilepsy or seizures diagnosed by a doctor? YES or NO

If yes, please explain the type of seizures and medications:_____

_____

_____

Does your child have diabetes diagnosed by a physician? YES or NO

If yes, list care required and the name of the treating physician._____

_____

_____

Has your child been diagnosed with ADHD by a physician? YES or NO

If yes, list medications._____

Please circle allergies your child has:

Bee Stings Medicines Foods Other_____

If any, please list care required:_____

Does your child have any present conditions or health concerns?

_____

_____
Parent Signature Date

<u>Please complete and return to the office</u>