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## **WELCOME TO THE GOLDEN BEAR PRESCHOOL**

On behalf of the staff of the Golden Bear Preschool, we are pleased to welcome you and your family to our Learning Community! Our preschool has an outstanding staff committed to the philosophy of fostering each child's intellectual, social/emotional, physical, and character development. As we work together to support student growth and learning, we believe in building a strong partnership with families. These are vital foundations that will help foster each child's experience.

When you enter the new Golden Bear Preschool you will immediately recognize that we strive for a child-centered atmosphere that will create meaningful learning experiences for all children. Each classroom environment is designed to create a safe and warm atmosphere where children are encouraged to be creative, grow socially and academically, and build positive self concept.

Our staff would like to ensure that your child is enrolled in a high quality child care educational program. Golden Bear Preschool is enrolled in the Paths to Quality state rating system and is rated a Level Three. The Paths to Quality program ensures that the health and safety needs of children are met, the environment supports children's learning, and planned curriculum guides child development and school readiness.

We are looking forward to an exciting school year with activities aimed at providing a strong foundation for learning and foster a lifelong connection to school.

Please read through the information in the Student Handbook and call us at school if you have any questions. We are here to ensure that your child has a safe and successful school year!

Sincerely,

Lora Nigh

Principal, Golden Bear Preschool

1115 East State Rd 44

lanigh@shelbycs.org

## **PURPOSE OF THE HANDBOOK**

This information is provided in order to give the students and parents of our schools a better understanding of the policies, rules, and regulations of the school.

While teachers have the responsibility to make education relevant and interesting, students have the responsibility to attend class, to study, to learn, and to conduct themselves in a manner which does not interfere with the rights of others. The following information includes reasonable rules and policies for our school.

We encourage you to read this and discuss with your children any sections applicable to their involvement in the educational process at our elementary schools.

## **GENERAL INFORMATION**

## **SCHOOL RECORDS**

In compliance with federal regulations, the Shelbyville Central Schools have established the following guidelines concerning student records:

- I. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by Federal law or Corporation regulations.

In order to conduct the normal day-to-day school business, the following people may have access to students' records as needed to perform their respective duties and when the information will benefit the student's educational program:

- Local School Administrators,
  - Teachers,
  - Health Assistants,
  - School Psychologist and Psychometrist,
  - School Counselors,
  - School Social Workers,
  - School Secretaries,
  - Officials of the receiving school when the student moves from our district, and
  - Federal, state, and local government authorities.
2. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to obtain either a hearing with Corporation officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the Corporation's compliance with the Federal Education Rights and Privacy Act.
  3. A copy of the policy and the accompanying guidelines is available at the Corporation office and at the student's school building. Questions or concerns should be addressed to the School Records Officer. If not satisfied at that level, individuals may contact the Corporation Records Control Officer.

### **SCHOOL RECORDS OFFICER**

#### **School Principal**

**Please refer to front page for information**

### **CORPORATION RECORDS CONTROL OFFICER**

Susan Wettrick

sewettrick@shelbycs.org

1121 E. State Road 44

Shelbyville, Indiana 46176 (317)392-2505

## **WITHDRAWAL FROM SCHOOL AND TRANSFER OF RECORDS**

Students withdrawing from school must give notice to the school they are leaving. We will continue to charge monthly tuition unless we are notified that you are withdrawing your child from school. Special Education transfers will have the students' records sent upon request of the receiving school.

## **CHANGE OF ADDRESS AND/OR PHONE NUMBER**

Parents need to **immediately** notify the school office of any changes in address and/or telephone number. Any changes in address during the summer need to be reported to the transportation department at the Administration Office (392-2505).

## **LOST AND FOUND**

A Lost and Found is available for students. Items are kept for two (2) months and displayed in a designated school area. All unclaimed items are taken to Goodwill or the Salvation Army. As a reminder:

1. Articles found should be turned in to the school office.
2. Parents should sew names in all clothing and mark other articles if possible.
3. Parents should remind pupils to check with the school office if articles are missing.

### **EMERGENCY PHONE NUMBER**

1. Each parent or legal guardian is required to provide the school with an emergency telephone number which may be used in the event that the child becomes ill or injured at school and the parent is not at home.
2. This telephone number should be a relative, neighbor, or friend - not the home telephone number.
3. Notify the school office immediately if phone number, address, and/or emergency number changes.

### **USE OF THE SCHOOL TELEPHONE**

The telephone is for school business. Students may have permission to use the telephone in case of an emergency. **Forgotten books, assignments, or uniforms, permission to attend or participate in an extracurricular activity, or permission to visit a friend after school is not a reason for student use of the telephone.** Students will not be allowed to call home for these reasons unless determined necessary by a teacher.

### **P.T.O.**

A Parent-Teacher Organization exists for the benefit of a close association between the home and school. Meetings and activities are scheduled throughout the school year. All parents are encouraged to participate in the organization. Call the school office or attend a meeting to find out more about volunteering or assisting with P.T.O. activities.

### **LUNCH WITH CHILD**

We welcome parents to have lunch with their children at school. If a parent is eating school lunch, please call the cafeteria or office by 9:30 a.m. to reserve a lunch. Please refer to the wellness policy in this handbook (**FAST FOOD IS NOT ALLOWED IN THE CAFETERIA**). Parents are prohibited from attending recess and returning to class after lunch. ***Only the parent/guardian/family and his or her child may eat together in the designated space.*** For students who wish to bring lunch from home, please send lunches that DO NOT require preheating in a microwave. There is no microwave available to heat lunches.

### **REQUESTS FOR STUDENTS' ADDRESSES OR DISTRIBUTION OF PARTY INVITATIONS**

School personnel cannot give another parent or student an address or phone number for any student. Personal party invitations may not be distributed at school.

### **ROOM PARTIES**

The school holds three (3) parties per year. They are Fall Break, Winter Break, and Valentine's Day. Due to concerns about food safety, food allergies, and interruption of classroom instruction, children that are recognized on their birthdays may be done so by being given special privileges (ie: line leader, teacher helper) or with non-food items (i.e. stickers, pencils). Birthday treats will not be allowed.

The district will provide parents with a list of foods that meet the Smart Snacks standards and only allow those foods to be furnished for classroom activities/celebrations related to curriculum. Store bought items with a label are recommended. **NO FLOWER OR BALLOON DELIVERIES ARE PERMITTED. These are not allowed on the school bus.** Please refer to the wellness and severe allergy policies in this handbook.

### **PARENT NOTES FOR PHYSICAL ACTIVITY EXCLUSION**

All children are expected to participate in physical activities unless good reasons exist otherwise. Students will be excused from physical activities as a result of injury, illness, or restrictive medical condition only. A written note must be provided to explain the reason for exclusion. **Any request for more than three (3) days should include a physician's statement.**

### **PROGRAM FEES AND MONEY**

Shelbyville Central Schools and the Golden Bear Preschool fees are based on the cost of providing the program. Preschool payments are to be made at the Golden Bear Preschool, 1115 East State Road 44. Payments are due the 1st of each month for

the following month. Example: September tuition is due August 1st. All payments must be made in full by the due date. There will be a \$20 late fee if payment is not received by the due date. It is imperative that timely payments be made to ensure your preschooler's spot in the program. Preschool program fees can be found online at <https://preschool.shelbycs.org/>.

The following payments are accepted:

- Money Orders
- Check - written to Shelbyville Central Schools
- Credit card payments made through PowerSchool Portal (contact building secretary if you have questions about setting up online payments)
- Cash - payments in cash must be delivered in person to an office staff member where a receipt will be provided. SCS cannot accept responsibility for cash without a receipt.

NO REFUNDS: Please be aware once a child care payment has been made, there will be no refunds.

Children are discouraged from bringing unneeded or excessive amounts of money to school. It is best to send checks for fees, lunches, pictures, etc., in an identified envelope. On the envelope, include the child's name, teacher's name, date, and purpose for money.

### **DIRECTORY INFORMATION**

The Shelbyville Central Schools have established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the School Records Officer, in writing, within seven (7) days from the date of this notification that he/she will not permit distribution of any or all of such information:

name; address; telephone number; photograph and videotape not used in a disciplinary manner; student work displayed at the discretion of the teacher with no grade displayed; date and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; height and weight of members of athletic teams; honors and awards received; and any other information the Corporation does not consider harmful or an invasion of privacy, if disclosed.

Directory information shall not be provided to any organization for profit-making purposes other than those affiliated with a school activity, such as school pictures.

You may also get phone extensions, e-mail addresses, and other pertinent information at the Shelbyville Central Schools web site located at [www.shelbycs.org](http://www.shelbycs.org) or by calling your school's office. *If you have questions of interpretation or concerns about the information contained in this handbook or the policies or procedures of Shelbyville Central Schools, please call or contact your building principal. The rules and policies of this handbook are subject to change by action of the Shelbyville Central Schools Board of Trustees, and may be in effect after public notification.*

### **MEDIA RELEASE STATEMENT**

Throughout the school year students attend programs, activities and events along with their normal classroom routines that support their education, promote community service or encourage positive behavior. With the Principal's approval, occasionally the local media will cover certain events and take photos or video with students, staff, and parents. This also includes our school's website, classroom webpages and other school-related online publications.

If you do not want your student's name or photo used for school websites, classroom webpages, and other school-related online publications, please contact the school office in order to add your child to a NO Media list.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

The Golden Bear Preschool encourages all students to attend daily. If a student is to be absent all or part of the day, the parents are to notify the school office on the day of the absence. Calls need to be made to the school office by 9:00 a.m.

### **TARDINESS**

Students are expected to be in school and in class at the assigned times. A student is tardy when arriving at school after the tardy bell. If a parent/guardian needs to sign a student out early, this will be coded as an early check out. Both tardies and early check outs are recorded.

#### LEAVING SCHOOL:

We encourage all children to remain at school throughout their program day. Parents arriving to pick up children before dismissal are required to come to the school office. The student must be signed out before leaving. No student shall be released to anyone whose signature authorizing such custody is not on file in the building.

### **ARRIVAL AND DISMISSAL TIMES**

Students may enter the building 10 minutes prior to their program start time. Half day students may enter at 7:50 a.m. or 11:50 a.m. and full day students may enter at 8:05 a.m. Monday through Friday. Dismissal for half day class is at 10:30 a.m. and 2:30 p.m. Monday, Tuesday, Thursday, and Friday. On early release Wednesday half day students will be dismissed at 10:10 a.m. and 2:10 p.m. Dismissal for full day class is 2:40 on Monday, Tuesday, Thursday, and Friday. On early release Wednesday students will be dismissed at 2:20 p.m.

Students will be required to leave the school grounds immediately upon dismissal. Only students who have signed up and paid for after school care will be allowed to stay. It is our desire to do everything to make this an accident-free and educationally profitable year for every child.

### **SCHOOL CLOSING AND DELAY INFORMATION**

There are times when severe weather may cause an alteration of the school day or may close the schools altogether. In the case of a two-hour delay, all arrival times will run two (2) hours later than regularly scheduled. A one-hour delay will have arrival time running one (1) hour later than normal. When schools are closed, no one is to come to the school buildings.

In case school must be closed early, notification to parents will be made using the same media. **Be sure your child's emergency contact information is updated in PowerSchool.** Our schools request that an emergency dismissal information is completed by the parent/guardian and kept on file. Emergency dismissal information is completed during the online registration process. Please contact the school if changes need to be made after registration.

All closings and delays are announced on radio, television, the website for Shelbyville Central Schools, and school based communication systems. Please check with television stations: Channels 6, 8, and 13. Radio stations to tune in will be WKWH, 1520 AM, WZPL 99.5 FM, and WTPI 107.9 FM. Web site: [www.shelbycs.org](http://www.shelbycs.org).

### **eLEARNING**

Shelbyville Central Schools utilizes IDOE's virtual option for delivering eLearning when school has been closed due to inclement weather. SCS will make up hours during an eLearning Module window which will open the same day school has been closed and remain open for one week. Students will be encouraged to complete the work in the eLearning modules.

### **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

1. Principals and teachers are not to release pupils, when in custody of the school during the school day, to individuals other than the parents or legal guardians, unless absolute proof of identity and responsibility of the person requesting release has been presented.
2. Parents or guardians requesting such release **must** come to the school office to make proper arrangements.
3. ***If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school, in writing, of any limitations on the rights of the non-custodial parents. Without such notice, the school will presume that the student may be released in the care of either parent.***

## **ACADEMIC INFORMATION**

### **EDUCATIONAL PROGRAMS**



The staff at the Golden Bear Preschool strives to provide a well-rounded learning experience for all students with full day and half day programs available.

The preschool staff closely follows requirements outlined in the federal mandate, Article 7. Shelbyville Central Schools use the Multi-Tiered Systems of Support to address academic, behavioral, and social/emotional needs of all students. Special education students receive a variety of services that are designed to meet the specific needs of each student. These services may include:

- Half day developmental programs (2, 3 or 5 days)
- Speech Therapy
- Physical Therapy
- Occupational Therapy
- Visual/Hearing Impairment Services
- Sensory Services
- Behavioral Interventions

### **SECTION 504**

If there is a diagnosed medical condition that interferes with your child's education please contact the school administration to learn more about the Section 504 process. Section 504 protects all students with a mental or physical impairment which is defined as follows:

- A. substantially limits one or more major life activities,
- B. has a record of such impairment, or
- C. is regarded as having such impairment.

The Corporation will identify, evaluate, and provide an appropriate education for students who are determined to be disabled under Section 504.

Parents who feel their child may qualify should contact the Section 504 Compliance Officer for the school the child attends. In the event a satisfactory resolution is not made, parents may contact the Corporation Compliance Officer.

#### **BUILDING LEVEL SECTION 504 COMPLIANCE OFFICER**

##### **School Principal**

Lora Nigh, Golden Bear Preschool Principal

[lanigh@shelbycs.org](mailto:lanigh@shelbycs.org) 1115 East State Road 44, Shelbyville, Indiana 46176 (317)-392-2449

##### **CORPORATION SECTION 504 COMPLIANCE OFFICER**

Andy Hensley, Director of Student Services

[awhensley@shelbycs.org](mailto:awhensley@shelbycs.org) 1121 East State Road 44, Shelbyville, Indiana 46176 (317) 392-2505

### **TOILET TRAINING**

Students participating in the community program need to be toilet trained. We understand that occasional accidents at this age occur or students have periods of regression. The staff will work with families on this. Children must recognize when they need to go and make an attempt to go with independence.

### **PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS AND SURVEYS**

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;

- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

### **Human Sexuality Curriculum**

Before a school may provide a student with instruction on human sexuality, the school must provide the parent of the student or the student (if an adult, or an emancipated minor), with a written request for consent of instruction. A consent form provided to a parent of a student or a student must accurately summarize the contents and nature of the instruction on human sexuality that will be provided to the student and indicate that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the instruction on human sexuality. The written consent form may be sent in an electronic format. The parent of the student or the student (if an adult, or an emancipated minor), may return the consent form indicating that the parent of the student or the adult or emancipated student either consents to or declines instruction.

If a student does not participate in the instruction on human sexuality, the school shall provide the student with alternative academic instruction during the same time frame that the instruction on human sexuality is provided.

If the parent of the student or the student (if an adult, or an emancipated minor), does not respond to the written request provided by the school within ten (10) calendar days after receiving the request, the school shall provide the parent of the student, or the student, if the student is an adult or an emancipated minor, a notice requesting that the parent of the student, or the student, if the student is an adult or an emancipated minor, indicate, in a manner prescribed by the school, whether the parent of the student or the adult or emancipated student either consents to or declines instruction.

### **Personal Information**

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

### **Notice to Parents**

The Superintendent is directed to provide notice directly to parents of students enrolled in the Corporation of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a

grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

IC 20-30-5-17 20 U.S.C. §1232h(c) 34 C.F.R. §98.3

## **TECHNOLOGY**

### **STUDENT USE OF COMPUTERS**

Shelbyville Central Schools provide computers and related technology for the use of students to enhance their educational opportunities. The use of these technologies is a privilege. The Shelbyville Central Schools reserve the right to revoke a student's privilege of using technology within the school setting at any time.

### **STUDENT USE OF THE INTERNET**

Shelbyville Central Schools provide access to the Internet for the educational opportunities they afford to students and faculty. As such, this access will 1) assist in the collaboration and the exchange of information, 2) facilitate personal growth in the use of technology, and 3) enhance information-gathering and communication skills.

Students utilizing Shelbyville Central Schools provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Access is a privilege, not a right, which entails responsibility. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

All students and faculty who wish to use the Internet access provided by the Shelbyville Central Schools must comply with the policies and procedures regarding acceptable use of technology. An agreement must be signed by all users prior to accessing the Internet through the Shelbyville Central Schools.

## **BEHAVIOR GUIDELINES**

### **STUDENT CONDUCT**

To enhance learning, SCS staff will provide each child with guidance that helps them acquire positive self-concept and self-control. Behavior guidance used by each SCS staff member will be constructive, positive and suited to the age of the child at the time.

To prevent unacceptable behavior from occurring the staff will:

- Model appropriate behavior
- Arrange the classroom environment to enhance the learning of acceptable behaviors
- Use descriptive positive phrases (i.e., "Look how high you are building the blocks! Let's count them.", "Your drawing is so colorful, please tell me about your picture.")

When unacceptable behavior occurs or is about to occur, staff will use:

- Redirection - substitute a positive activity for a negative one
- Distraction - change the focus of the activity or behavior
- Use active listening to determine the underlying cause of the behavior
- Adult proximity to the child with supportive stance at the child's level
- Nurturing rocking or holding may be needed when appropriate
- Time-out (separation from the group) is used as a last resort, only when less intrusive methods listed above have been tried and/or behavior of the child is dangerous to self and/or others. In the event a time-out is used, a child will be separated from the group for a limited amount of time.

We must be aware of and comply with all Federal, State and local laws prohibiting corporal or abusive punishment. School staff

is expressly prohibited from using unproductive or shaming methods of punishment.

Parents and school staff will always work together to deal with persistent behavioral issues such as biting or unusual dangerous aggression to self or others. If a child appears unusually stressed or anxious, or otherwise motivated to engage in negative behaviors, it is the duty of the school staff to ensure the safety of all students and staff and to consult with parents.

We will provide a safe, nurturing and pleasant environment for all children we serve. We recognize that one of our jobs is to help children learn appropriate ways to handle conflict. We work on this as conflict arises by teaching appropriate methods to solve conflict. We model "empathy learning" and teach how actions may affect others. We also teach how to "problem solve" by taking turns, sharing, or modeling communication to help children work through an issue. We understand that many preschoolers may use misguided behavior because they have not yet learned what is acceptable behavior. However, at times a child's behavior may create an unsafe environment. To create a safe environment the following actions may occur at the teacher or administrator's discretion: parent-teacher conference to discuss the behavior and to establish a plan of action, possible behavior plan, or modification of the school day.

### **SAFE CONDITIONS**

Shelbyville Central Schools and the Golden Bear Preschool use Identa Kid check-in / check-out system to ensure accountability and safety for all students. Parents must scan their driver's license and be approved on the child's contact list to take the child out of the building. Children will be actively supervised with the required number of qualified adults. All Golden Bear Preschool classroom teachers and assistants have completed a comprehensive criminal history check, drug screen, TB test and have completed all required trainings.

Students will be clear of any and all repairs and remodeling to the facility. Our staff will maintain that all interior and exterior surfaces, equipment, and toys are in safe condition. Golden Bear Preschool staff will take the following steps to maintain safe child care: clean daily, remain in sanitary conditions at all times, sanitize toys, furniture, and other equipment used by children. Our program will make every effort to control the spread of communicable diseases and will follow written health policies and precautions.

The Golden Bear Preschool will establish procedures for students and staff to follow in the case of an emergency situation. Staff and students will participate in school drills to ensure everyone is prepared to quickly make their way to safety in the event of an emergency situation.

### **STUDENT DUE PROCESS**

#### **SUSPENSION AND EXPULSION OF NONDISABLED STUDENTS**

The Shelbyville Central School Board recognizes that removal from the educational programs of the corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

In this event and in accordance with the provisions of I.C. 20-8.1-5-1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

- A. REMOVAL FROM CLASS OR ACTIVITY - An administrator will have the right to remove a student from the classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- B. SUSPENSION FROM SCHOOL - PRINCIPAL OR DESIGNEE: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
- C. EXPULSION: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of Rule N listed under the GROUNDS FOR SUSPENSION OR EXPULSION in this policy.

For the purposes of this policy, suspension and/or expulsion shall be as defined in the Indiana Code.

#### **SUSPENSION AND EXPULSION OF COMMUNITY STUDENTS**

If a child's behavior becomes threatening to other children, to the staff, or when previous strategies have failed to produce the desired results, Golden Bear Preschool may recommend an alternative program option. If parents refuse to work with the staff to develop an appropriate plan the last option is for the administration to remove the child from the school.

#### **GROUND'S FOR SUSPENSION OR EXPULSION:**

The grounds for suspension or expulsion listed in section A below apply when a student is:

- a) On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b) Off school grounds at a school activity, function, or event; or
- c) Traveling to or from school or a school activity, function, or event.
- d) During summer school.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level will develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities and promote student achievement.

#### **Grounds for Suspension or Expulsion**

##### **Section A:**

The grounds for suspension or expulsion listed below apply when a student is:

- 1) Is a habitual truant under IC 20-33-2-11
- 2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
- 3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-17. I.C. 20-8.1-5.1 - 1 et seq. 20 USC 3551

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type or conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room. 14
- c. Setting fire to or damaging any school building or property.
- d. Prevention of or attempting to prevent by physical act the convening or continued functioning or any school or education function, or of any meeting or assembly on school property.
- e. Intentionally making noise or acting in a manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self Defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening of intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to Rule 11: a student with a chronic disease or medical condition requiring an emergency medication (i.e. glucagon, EpiPen, or inhaler) may possess and self-administer prescribed medication for the disease or condition if the student's parent and prescribing physician has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physical and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, transmitting, any substance which is represented to be like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants or any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form, including electronic cigarettes.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations 15 of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to: a. engaging in sexual behavior on school property; b. engaging in sexual harassment of a student or staff member; c. disobedience of administrative authority; d. willful absence or tardiness of students; e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes; f. violation of the school corporation's acceptable use of technology policy or rules; g. violation of the school corporation's administration of medication policy or rules; h. possessing or using a laser pointer or similar device
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives publication of it to students and parents in the principal's school building, including, but not limited to: a. Bullying (as defined under the "Student Harassment" section of the Shelbyville High School Student Handbook.)
30. Possessing a Firearm or a destructive device; Possessing a deadly weapon; Possessing a "look-alike" firearm, a "look-alike" destructive device or a "look-alike" deadly weapon.
  - a. No student shall possess, handle, or transmit any firearm, look-alike firearm, destructive device, or look-alike destructive device on school property.
  - b. The following devices are considered to be a firearm under this rule:
    1. any weapon which will or is designed to or may be converted to expel a projectile by the action of an explosive;

2.. the frame or receiver of any weapon described above;or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above,

c. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

d. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that, although originally for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

e. No student shall possess, handle, or transmit any deadly weapon on school property;

f. The following devices are considered to be deadly weapons for purposes of this rule as defined by I.C. 35-31.5-2-86;

a. A weapon, taser, or electric stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;

b. An animal readily capable of causing bodily injury and used in the commission or attempted commission of a crime, or;

c. A biological disease, virus, or organism that is capable of causing serious bodily injury.

3. For the purposes of this rule, a “look-alike” firearm, “look-alike” deadly weapon, and “look-alike” destructive device is considered to be any object shaped, formed, created, displayed, or used to give the impression to others that the student is in possession or intends to use an actual firearm, deadly weapon, or destructive device.

In addition to the grounds listed for suspension and expulsion, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student’s removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

An appeal to an expulsion shall be submitted to the Board.

The Superintendent shall develop administrative guidelines, which provide appropriate procedures for implementing this policy, and ensure compliance with applicable statutes.

## **Section B.**

Bullying Definition: Overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

(1) places the targeted student in reasonable fear of harm to the targeted student’s person or property;

(2) has a substantially detrimental effect on the targeted student’s physical or mental health;

(3) has the effect of substantially interfering with the targeted student’s academic performance; or

(4) has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

1. This rule applies when a student is:

a. On school grounds immediately before or during school hours, immediately after school hours or at any other time



- when the school is being used by a school group (including summer school);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of student against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
  4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and other impacted by the violations.
  5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
  6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

## **ALCOHOL, DRUGS, AND TOBACCO POLICY**

Shelbyville Central Schools maintain an alcohol, drug, and tobacco-free environment in all school buildings, on school grounds, and at all school-related functions. The Shelbyville Central Schools maintain a smoke-free environment.

## **STUDENT HARASSMENT**

Harassment of a student(s) by other students or any member of the staff is contrary to the Shelbyville Central Schools commitment to provide a physically and emotionally safe environment in which to learn and may be a violation of federal and state law. Care will be taken to protect the reporting student from further embarrassment or intimidation. All reports are to be investigated promptly.

### **SEXUAL HARASSMENT COMPLIANCE OFFICER**

Kathleen Miltz, Assistant Superintendent, [ktmiltz@sshelbycs.org](mailto:ktmiltz@sshelbycs.org) 1121 East State Road 44, Shelbyville, Indiana 46176 (317)392-2505

## **ANTI-BULLYING PROVISION**

### **BULLYING**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and

B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

The elementary schools are committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from bullying of all forms.

"Bullying" (per IC 20-33-8-2) means ***overt, unwanted, repeated acts or gestures***, including verbal, written, or electronic communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication. School administration is obligated to investigate out-of-school incidents, including online/cyber incidents, if those actions meet the definition of bullying as outlined in this section, and if appropriate, assign consequences.

1. This rule applies when a student is:

- On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - Off school grounds at a school activity, function, or event;
  - Traveling to or from school or a school activity, function, or event;
  - Using property or equipment provided by the school; or
  - Using data or computer software that is accessed through any computer, computer system, or computer network including inappropriate messages, pictures, or videos with the intent to bully, harass or haze other students.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal, written, or electronic communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
  4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
  5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Anyone who believes that a student has possibly been, or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate staff member such as a teacher, school counselor, or administrator.

## **RESTRAINT AND SECLUSION**

Shelbyville Central Schools follows the provisions of Title 513, Indiana Department of Education Committee on Seclusion and Restraint in accordance with IC 20-20-40.

1. Every effort shall be made to prevent the need for the use of restraint or for the use of seclusion on a child.
2. Any behavioral intervention must be consistent with a child's rights to be treated with dignity and respect, and to be free from abuse.
3. Any behavior intervention used must be consistent with the student's behavioral intervention plan, if applicable.
4. Prevention, positive behavior intervention and support, and conflict de-escalation shall be used regularly to eliminate or minimize the need for use of seclusion, chemical restraint, mechanical restraint or physical restraint. Schools shall employ the use of prevention, positive behavior intervention and support, and conflict de-escalation before the use of any seclusion or restraint.
5. Physical seclusion or restraint shall not be used except when used as a last resort in situations where the child's behavior poses imminent danger or serious physical harm to self or others and other less restrictive interventions are ineffective.
6. Use of seclusion or restraint may only be used for a short period of time and shall be discontinued as soon as the imminent danger of serious physical harm to self or others has dissipated.
7. Teachers and other personnel shall be trained regularly on the appropriate use of effective alternatives to physical seclusion and restraint, such as positive behavioral interventions and supports and, only for cases involving imminent danger of serious physical harm, on the safe use of physical seclusion and restraint. Schools shall designate certain staff to complete a crisis intervention program yearly.
8. Every instance in which seclusion or restraint is used shall be carefully and continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.
9. Plans restricting the use of seclusion and restraint shall apply to all students, not only students with disabilities.
10. Seclusion or restraint shall never be used as punishment or discipline(e.g., placing in seclusion for out-of-seat behavior), as a means of coercion or retaliation, or as a convenience.
11. Seclusion or restraint shall never be used in a manner that restrict a child's breathing or harms the child.
12. Behavioral strategies to address dangerous behavior that results in the use of seclusion or restraint shall address the underlying cause or purpose of the dangerous behavior.
13. Parents or guardians shall be notified as soon as possible following each instance in which seclusion or restraint is used with their child and will receive written incident report after a student has been subjected to the use of restraint or seclusion. Schools must designate the staff that will be responsible for documenting every instance in which seclusion or restraint was used on a student. The documentation shall include a detailed account of the incident, including the circumstances that lead to the use of restraint and/or seclusion.
14. Parents or guardians shall be informed of and have access to the plan on seclusion and restraint at the child's school or other educational setting, as well as application Federal, State, or local laws.

A complete copy of the Restraint and Seclusion Policy can be found at [www.shelbycs.org](http://www.shelbycs.org)

## **CLOTHING**

Children should wear comfortable play clothes every day. A child's clothes should be clean, fit reasonably well, and follow good judgement regarding school dress. Please no flip flop sandals as students will be playing indoors and outdoors for a portion of each day. Please prepare your child for outdoor play in the cold weather by sending them in warm clothing, with hats, gloves/mittens, and boots as the weather dictates.

## **TRANSPORTATION**

### **CAR RIDER PROCEDURES**

Procedures for car rider line are put in place to aid in a quick and safe arrival and departure of your child. Please abide by the rules that we will be putting in place in order to ensure the smooth transition to class and home as well as everyone's safety.

Car rider procedures can be found online at <https://preschool.shelbycs.org/> under the parent tab. Car rider procedures are subject to change as we begin the school year.

### **BUS TRANSPORTATION - SPECIAL EDUCATION STUDENTS ONLY**

Students are encouraged to ride the school bus. It is the intention of the Shelbyville Central Schools to comply with all local, state, and federal laws which apply to the transportation of students to and from school. Riding a school bus is considered a privilege. Therefore, it can be revoked if a student's conduct is not conducive to the safety and well-being of the other passengers and the driver.

The Corporation allows for one consistent pick up point and one consistent drop off point. The pickup and drop off point must either be at the student's residence, a relative's home, or a daycare location. The pickup and drop off point may not vary daily and must be within the Corporation boundaries.

Exceptions to this practice may be granted for special family circumstances and to meet the individual needs of a student with a disability. Requests for consideration of any exception to this policy must be made to the Superintendent.

## **SCHOOL SAFETY**

### **REPORTING ACCIDENTS**

If your child has been hurt at school, he/she should report the accident to the nearest adult. If your child witnesses an accident, he/she should also report it to the nearest adult.

### **SURVEILLANCE CAMERAS**

As permitted by law, the district uses video cameras on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record. The District will comply with all applicable state and federal laws related to maintenance and retention.

### **PEST CONTROL AND USE OF PESTICIDES AND HERBICIDES (DANDELION CONTROL)**

The school corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests, pesticides, and herbicides. The corporation will: 1) attempt to use non-chemical methods of pest control and 2) only use chemical methods of pest control after a determination has been made that non-chemical methods would most probably be ineffective. If spraying of chemicals is required in areas occupied by students or staff, a window of at least forty-eight hours prior to occupation will be observed for such spraying in areas, which are not to be used. For information regarding this issue, please contact Earsel Smith at (317) 392-2505.

### **BUILDING SECURITY**

All school buildings will be secured each day after the students have arrived. One door, near the administrative offices, will be unlocked during the school day. Anyone wishing to enter the building will need to do so through the designated door.

### **BUILDING VISITORS**

Anyone wishing to visit a school building during the school day must register with the appropriate school office upon entering the building. All visitors must register with the school office and receive the appropriate visitor's badge. School personnel are charged with the responsibility of questioning anyone within the school building during the school day who is not wearing an

appropriate visitor's designation.

### **FIRE, TORNADO, AND LOCKDOWN DRILLS**

Fire evacuation plans, tornado and lockdown instructions are posted in each room and area of the school building. When the alarm sounds, students should quickly and quietly leave their assigned area and proceed as directed. Running, pushing, talking, or horseplay will not be tolerated during any emergency drill. Students must listen for additional instructions during the drills. The safety and health of your child are dependent upon strict adherence to the rules of fire, tornado and lockdown drills.

### **INSURANCE**

The school does not carry insurance of any kind on students. School accident insurance is available to you and may be purchased during the first weeks of school. The purchase of insurance is recommended for students who participate in competitive athletics.

### **STUDENT SALES**

Students are not allowed to sell merchandise of any kind on school property unless the said merchandise is a school-sponsored fund raiser or has been approved for sale by the principal.

## **STUDENT HEALTH SERVICES AND RELATED ISSUES**

### **STUDENT HEALTH SERVICES**

The Health Clinic is located in the main office. The health assistant is present during school hours. Students needing to visit the clinic must have approval from their teacher.

The school nurse/health assistant is present during school hours and is readily available to meet the health needs of our students.

Students should request to see the nurse/health assistant only when they are ill or injured. School personnel will notify parents of students who are too ill to remain at school or if they have been injured at school.

State statute gives public school districts the authority to exclude students who have contagious disease such as COVID-19 or are liable to transmit it after exposure. In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine. SCS will work closely with the Shelby County Health Department to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education.

### **Symptoms Impacting Consideration for Exclusion from School**

Listed are the symptoms determined by the CDC that parents and students need to be able to recognize as COVID-19 related symptoms. Symptomatic individuals will be separated from others and supervised at all times.

Parents are required to notify the school if their child tests positive for COVID-19.

### **COVID-19 Related Symptoms (this list does not include all possible symptoms as the list is updated periodically):**

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC guidelines.

Other guidelines for Exclusion from School that may or may not be related to COVID-19:

- Vomiting
- Nausea
- Abdominal pain
- Repeated diarrhea
- Injuries for questionable fracture/break
- Head injury
- Possible/probable pink eye (redness, inflammation and discharge from eyes)
- Live Head Lice
- Communicable disease or suspicion of communicable disease
- Other conditions as advisable by the nurse

**Students with a fever, regardless if it is COVID-19 related, must stay home for a minimum of 72 hours without fever reducing medication before returning to school.**

### **Return to School After Exclusion**

Once a student is excluded from the school environment due to COVID-19, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

#### ***Untested***

Students who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers);
- Other symptoms have improved (for example, when your cough or shortness of breath have improved);
- At least 10 calendar days have passed since your symptoms first appeared.

#### ***Tested Positive- Symptomatic***

Students who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The student no longer has a fever (without the use medicine that reduces fevers);
- Other symptoms have improved (for example, when your cough or shortness of breath have improved);
- At least 10 calendar days have passed since symptoms first appeared; or the student has received two negative tests at least 24 hours apart.

#### ***Tested Positive- Asymptomatic***

Students who have not had symptoms but test positive for COVID-19 may return to school after ten calendar days from the date of their positive test result, they remain asymptomatic and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

#### ***Screening***

All students will need to be screened at home prior to arrival at school. Parents will be asked to check their student's temperature as well as review observable symptoms related to COVID-19 (see listed symptoms above). Students exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

#### ***Medical Inquiries***

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the district/school that a student is ill, the district/school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If a student is obviously ill, the district/school may make additional inquiries and may exclude the student from school property.
- Even without symptoms, if a student has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student from the school building and recommend that they self-quarantine for 14 calendar days.

### **Wearing Masks and other Personal Protective Equipment**

Mask-wearing requirements or recommendations in schools will be consistent with state and local guidelines.

### **Confirmed Case of COVID-19 on School Property**

When there is confirmation that a student infected with COVID-19 was on school property, the district/school will contact the local health department immediately. The Indiana Department of Education will also be notified. Unless extenuating circumstances exist, the district/school will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. All impacted areas and property will be thoroughly disinfected.

### **Preventative Measures**

The priority for preventing the spread of disease in the school setting is to insist that sick employees and students stay home. Additionally, students should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Students with a fever must stay home for a minimum of 24 hours without fever reducing medication before returning to school.

**It is extremely important that the office has current home, work, and emergency telephone numbers on file in the event that the student needs to be sent home during the school day.**

### **IMMUNIZATIONS**

Student Immunization-Public Law 150 requires immunization of all students. Proof of immunization must be on file at the school.

**IC 20-34-4-5-** Each school will require all students to have the required immunizations prior to entering school. Students will not be allowed to attend school without the proper immunization record, or a written and signed waiver from parents based upon religious convictions against immunizations or signed waiver from doctor for medical reasons. Upon the school's discretion, parents may be given a waiver not to exceed 20 school days post enrollment to provide documentation to the school. If this information is not provided, the child can be excluded from school.

CHIRP release- I understand that my child's information, including child's name, date of birth, address, phone number, parent/guardian first name, and immunization data will be entered into the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program (CHIRP). I understand that the information in the registry may be used to verify that my child has received proper immunizations and to inform me or my child of my child's immunization status or that an immunization is due according to the recommended immunization schedules. I understand that my child's information may be available to the immunization data registry of another state, a healthcare provider or a provider's designee, a local health department, an elementary or secondary school, a child care center, the office of Medicaid policy and planning or a contractor of the office of Medicaid policy and planning, a licensed child placing agency, and a college or university. I also understand that other entities may be added to this list through amendment to I.C. 16-38-5-3. If you do not want your child's information entered into the state

database, you must notify the school and provide written documentation that you do not want your child in the CHIRP registry.

### **MEDICATIONS- PRESCRIPTION AND NON-PRESCRIPTION**

The administration of medication and/or medically prescribed treatments to a student during school hours will be permitted when necessary. Parents are encouraged to administer medications and treatments at home when possible.

All medications, both prescription and non-prescription, necessary during school hours or supervised school functions must:

- 1) have written parental consent.
- 2) have physician authorization for prescription medications.
- 3) be in the original container.
- 4) be kept in the clinic and administered by the nurse, health assistant, administrator, or designated trained staff member (with the exception of prescription emergency medications, insulin, and inhalers with proper paperwork).
- 5) be administered in accordance with the instructions on the bottle (non-prescription medication), physician's order (prescription medication), and completed authorization form.
- 6) be FDA approved.
- 7) be brought into the school clinic by a parent or guardian (exception for grades 9-12 with written parent permission).

Students in grades Pre-K - 8 are not permitted to transport medications to or from school.

With written parent permission and proper paperwork completed, students in grades 9-12 are permitted to transport medications to and from school. Students authorized to bring medications to school must deliver the medications to the health clinic immediately upon arrival. All medications released to students with authorization to transport medications will not be done so until the end of the school day. Students without proper authorization are not permitted to transport medications to school or have in their possession prescription medications (unless authorized by a physician with proper paperwork on file), over the counter medications, health products (i.e. strength enhancing supplements, herbs, vitamins, homeopathic products, etc.), diet pills, nicotine replacement, etc. while at school or a school activity. Any violation of this rule could lead to suspension or expulsion from school.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation at the end of the school year.

### **INSURANCE FOR STUDENTS**

The school does not carry insurance of any kind on students. School accident insurance is available to you and may be purchased during the first weeks of school. The purchase of insurance is recommended for students who participate in competitive athletics.

### **SHELBYVILLE CENTRAL SCHOOLS WELLNESS POLICY**

Shelbyville Central Schools recognizes that good nutrition and regular physical activity affect the health and well-being of all students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. However, we believe this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. As part of the wellness policy, SCS prohibits bringing in fast food for your child's lunch. In addition, due to concerns about food safety, food allergies, and interruption of classroom instruction, children that are recognized on their birthdays may be done so by given special privileges (i.e.: line leader, teacher helper), or non-food items (i.e.: stickers, pencils). The district shall provide parents with a list of foods that meet the Smart Snacks standards and only allow those foods to be furnished for classroom activities/celebrations related to curriculum. Store bought items with a label are recommended.

A complete copy of the Wellness Policy can be found at [www.shelbycs.org](http://www.shelbycs.org).

### **SEVERE ALLERGIES**

Shelbyville Central Schools have several students with severe allergies to certain foods. If these students consume the allergen, they could have trouble breathing within seconds. This can happen even if they consume a very small amount of the allergen by



accident. Prior to sending in snacks with your child, please check with your child's teacher regarding food allergies. Students should not share their food, eating utensils, and food containers with other students. Students are encouraged to wash their hands before and after eating. If your child has a severe allergy of any kind, please notify the principal and/or school nurse as soon as possible.

### **HEAD LICE**

The Shelbyville Central School Corporation has developed specific guidelines for the treatment of head lice and/or nits. These guidelines include parent notification, treatment instructions, and parent responsibilities. Any student who has live head lice will be sent home from school for treatment in accordance with established guidelines.

#### **Guidelines**

If a student is reported to have head lice, the School Nurse and/or Health Assistant will do the following:

1. The student will be examined to determine if there is an active infestation; live lice.
2. If the School Nurse and/or Health Assistant determine that there is an active infestation, the student's parent/guardian will be notified and the student will be sent home.
3. If a case of head lice is confirmed, the School Nurse and/or Health Assistant may conduct a classroom check or will check individual students, as she deems necessary.
4. Siblings of any positive cases will be checked, plus the sibling's class if he/she proves positive and the School Nurse and/or Health Assistant deem it necessary.
5. If the sibling attends another school, the School Nurse and/or Health Assistant may contact the School Nurse of that school.
6. When a child is sent home, a letter is sent with the child with information about head lice and treatment procedures. When the child returns to school, they must bring back Form #1 from the letter with date of treatment and product used. In 7-10 days, the child should be retreated and Form #2 must be returned with date treated and product used.
7. It is the responsibility of the parent to make arrangements with the School Nurse and/or Health Assistant for the student to be examined before re-entry into school. The parent must accompany the child to school for this examination so that the School Nurse and/or Health Assistant can check for the presence of live lice, review treatment, and provide any needed instructions or support.
8. Only 1 day will be allowed as an excused absence for the purpose of treatment. More time out of school than this will be considered unexcused absences due to parental/guardian non-compliance and will be referred to the Principal for follow-up. It is recognized that no child should routinely be excluded from school due to head lice and parents will be encouraged to treat promptly if needed and return the child to school the next day.
9. Chronic or repeated head lice infestation should be referred to the Director of Health Services for consultation. In the case of repeated head lice infestations, the child may be excluded from school even if the case is not active (live lice) but chronically has nits (eggs). The student will be excluded until effective treatment has been provided and the nits are removed.

## **STUDENT SERVICES/RESOURCES**

### **BREAKFAST AND LUNCH PROGRAMS**

Shelbyville Central Schools provide a breakfast and lunch program for all students who wish to participate. Additionally, some students may qualify for breakfast and lunch assistance. Forms will be available in each school office and can be found online. Be sure to complete a form early in the school year if you think you may qualify.

### **HOMELESS EDUCATION ENROLLMENT INFORMATION**

Shelbyville Central Schools' Homeless Education Residency and Educational Rights

Any questions can be directed to the local Homeless Education Liaison:

Kathleen Miltz

Phone: 317-392-2505

Email: [ktmiltz@shelbycs.org](mailto:ktmiltz@shelbycs.org)

State Homeless Education Coordinator's Office (800) 833-2199

More information about Homeless Education can be found at <https://scs.shelbycs.org/apps/pages/homeless>

### **AMERICAN DISABILITIES ACT**

The American Disabilities Act provides access to educational programs and services for any person who is disabled. The Shelbyville Central Schools are aware of the need to provide this access. Any individual who finds that access is difficult or is being denied due to accessibility should contact the ADA Corporation Compliance Officer.

#### **AMERICAN DISABILITIES ACT CORPORATION COMPLIANCE OFFICER**

Dr. Matt Vance, Superintendent

1121 East State Road 44

Shelbyville, Indiana 46176

(317)392-2505

### **NONDISCRIMINATION POLICY**

It is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, limited English proficiency, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum, programs, or activities offered in this Corporation.

For information regarding issues of discrimination or for filing a grievance, please contact:

#### **TITLE IX COMPLIANCE OFFICER**

Kathleen Miltz, Assistant Superintendent

[ktmiltz@shelbycs.org](mailto:ktmiltz@shelbycs.org)

1121 East State Road 44, Shelbyville, Indiana 46176

(317) 392-2505

**THE RULES AND POLICIES OF THIS HANDBOOK ARE SUBJECT TO CHANGE BY ACTION OF THE SHELBYVILLE CENTRAL SCHOOLS BOARD OF TRUSTEES AND MAY BE IN EFFECT AFTER PUBLIC NOTIFICATION.**