

SELMA ELEMENTARY  
School Handbook  
2023-2024



**Selma Elementary School**

200 South East Street

Selma, IN 47383

Phone 765-282-2455 / Fax 765-281-3730

[www.libertyperry.org](http://www.libertyperry.org)

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# Liberty-Perry Schools | 2023-2024 Calendar

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Liberty-Perry Community School Corporation  
105 South County Road 650 East  
P.O. Box 337  
Selma, IN 47383

**Mr. Bryan Rausch, Superintendent**

**Board of School Trustees**

Mr. Bob Cook, Mr. Shane Wise, Mr. Austin Rich,  
Mr. Kevin Nemyer, Mr. Kevin Thomas

Liberty-Perry Community School Corporation is committed to enabling each student to reach an optimum level of academic achievement, as well as enhancing physical, emotional, and social development. Preparing students for the world of tomorrow is a priority. Teachers are encouraged to take initiative and be innovative when educating the leaders of tomorrow.

Selma Elementary School is a Kindergarten through Fifth Grade building, which has an approximate enrollment of 560 students. Teachers offer a rich and varied curriculum that is both student-centered and responsive to the individual needs of each student. Teachers exhibit a desire to stay current and to grow in their profession. In addition to weekly instruction in music, art, library, and gym/health, Selma Elementary offers instruction in technology with up-to-date programs, which encourage student use as well as monitor each student's academic progress. Selma Elementary students in grades K-5 have iPads that are used daily.

Selma Elementary School is a C.L.A.S.S. school. C.L.A.S.S. stands for Connecting Learning Assures Successful Students. The C.L.A.S.S. model believes given the proper support and guidance, that all people have the ability to be productive contributors to the world. It is the interdependence of character/social development and cognitive development that drives these abilities. The character traits adopted by Selma Elementary School in conjunction with C.L.A.S.S. are patience, empathy, respect, gratitude, common sense, self-control, perseverance, manners, integrity, and cooperation. The students refer to these traits as lifelines, and the teachers incorporate these lifelines daily in their classroom and throughout the building.

Another aspect of C.L.A.S.S. is consistent building-wide procedures. Teachers are responsible for creating their own classroom procedures; however, procedures for the hallway, convocations, restrooms, and lunchroom are building-wide based on our C.L.A.S.S. character traits. The following procedures are posted in such spaces.

## HALLWAY PROCEDURES



### Straight

My hands are by my side  
and I am facing forward.



### Silent

My voice is off, and I am  
"Giving Five" to the teacher.



### Self-Control

I am keeping my hands to  
myself and being respectful  
of all others.

## RESTROOM PROCEDURES

F

Floors stay dry

L

Leave it clean

U

Use the restroom quietly

S

Silent Voices

H

Hands washed

## PLAYGROUND PROCEDURES

S

Safety first!

A

Anything on the ground,  
stays on the ground!

F

Find friends!

E

Everyone follows  
directions!

T

Treat others the way you  
want to be treated.

Y

You must line up  
immediately when called.

## CAFETERIA PROCEDURES

L

Line up with walking feet

U

Use your quiet voice

N

Nicely ask permission to  
leave your seat

C

Clean up after yourself

H

Have manners &  
self-control

## SELMA ELEMENTARY SCHOOL

### **Selma Elementary Mission Statement**

The mission of the administration, faculty, staff, parents, and community of Selma Elementary School is to provide a safe and caring environment, in which each child is respected and is given the opportunity to develop values, character, and positive attitudes. Each student also acquires skills necessary for today's society with assistance from instructional leaders, who remain progressive in techniques and open to change. The curriculum serves educational, emotional, social, and physical needs to help each child become a productive member of society.

### **School Hours – 8:10 a.m. – 2:45 p.m.**

- Buses arrive between 7:45 – 8:00 a.m.
- Walkers/car riders should arrive no later than 8:05 a.m.
- Breakfast is served at 7:45 – 8:05 a.m.
- Class begins at 8:10 a.m. Students should be in their classes ready to begin their day by 8:10.
- Regular instruction follows morning announcements
- Dismissal is at 2:45 p.m.

*All calls pertaining to dismissal must be made prior to 2:00 p.m. each school day.*

### **Lunch Times**

Kindergarten	10:55 - 11:25
1 <sup>st</sup> Grade	10:45 - 11:15
2 <sup>nd</sup> Grade	11:25 - 11:55
3 <sup>rd</sup> Grade	11:35 - 12:05
4 <sup>th</sup> Grade	12:00 - 12:30
5 <sup>th</sup> Grade	12:10 - 12:40

### **Parent-Teacher Conferences**

Parents may request a conference with a teacher and/or administrator anytime throughout the year. Parents are encouraged to keep in constant contact with their child's teacher.

## **ATTENDANCE POLICY**

Good attendance is essential if students are to achieve success and reach their potential. The State of Indiana places education at the top of its priorities. The faculty, staff, and administration believe the following about the importance of regular attendance at Selma Elementary School:

1. Regular school attendance is a valuable characteristic to help develop responsibility in students.
2. Legitimate reasons do exist for students to miss school but should be rare.
3. When a student is not in attendance, school does go on and the student falls behind.
4. It is legitimate and proper for the school to set limits on absences from school. Teachers are encouraged to incorporate participation grades into their classes that include attendance. This helps hold students accountable for attending school.
5. Tardiness to school and/or missing part of a school day negative affects student performance. This will be recorded and will accumulate toward a student's absence limits. Coming to school 10 minutes late or leaving 10 minutes early from class every day adds up to 60 hours of missed instruction, which is comparable to missing almost two weeks of school.
6. Parents should keep in mind that we only have 1,260 hours of instruction in a school year. A child that misses ten days of school is missing 70 of those critical hours. It is difficult to regain the lost days of instruction. This can potentially cause a student to fall behind.

## **Attendance Procedures for Parents and Students**

All students' absences need to be reported to the school office by parents or guardians by 10:00 a.m. on the day of the absence in order to state the nature of the absence. Absences will be EXCUSED if the school is notified before 10:00 a.m. and the nature of the absence qualifies as an excused absence as listed below. If the parent or guardian does not contact the school that day or calls after 10:00 a.m., it will be considered an UNEXCUSED absence. If the parent does not call, the school will contact the parent that day through our automated system. Communication with the school for absences is important to ensure that students are not truant from school. Truancy is being absent from school without the knowledge or consent of the parent/guardian and school officials. If no phone is available at the home, a letter from the parent or guardian stating a lack of phone may be filed with the school principal. Those students may then be excused with a note the day following the student absence.

## **Excused Absences**

A student will be allowed a maximum of EIGHT parent/guardian excused absences per semester. Personal illness that is excused by a written note from a physician will not be counted toward the eight parent/guardian excused absences. After the maximum of eight

parent/guardian excused absences, all following absences that semester will be counted as unexcused without documentation. The following circumstances are considered excused absences:

- Personal illness (verified by a parent by 10:00 a.m. or a doctor within 2 days of the student's return to school)
- Illness that requires the school nurse or administration to send a student home for the day (exception is head lice after the first day)
- Death or serious illness of an immediate family member
- Funeral if school is notified in advance
- Student medical, dental, legal appointments or court hearings. (Every effort should be made to schedule medical, dental, or other appointments outside of school hours.)
- Religious observance when approved in advance.
- Head lice (first day only)
- Suspensions from school
- Other reasons excused by the administration

### **Unexcused Absences**

- Any absence without medical documentation after the maximum of eight parent/guardian excused absences per semester
- Vacations during school time are unexcused. Parents/guardians are advised to plan family activities when school is not in session.
- Truancy
- Any absence not reported to the school office by parent/guardians by 10:00 a.m. on the day of the absence
- Head lice after the first day
- Absences due to missing the bus, oversleeping, alarm clock malfunctions, car trouble, etc. that cause the student to arrive at school after 8:45 a.m.
- Other reasons not noted as excused

### **Tardies**

The school day begins at 8:15 a.m. and students are expected to be in their classrooms at this time. Any student entering the building after 8:15 a.m. and up until 8:45 a.m. will be considered TARDY. The parent/guardian must sign the student in at the office when they arrive after 8:15 a.m. Five tardies will equal one day of unexcused absence. Students who arrive between 8:45 a.m. - 11:30 a.m. will be considered to have a ½ day absence. Students who arrive to school after 11:30 a.m. will be considered to have a full day absence. Any student who accumulates ten (10) tardies per semester may be referred to DCS, Department of Child Services, for possible educational neglect. Every tardy, after the tenth, may result in another referral to DCS. Students with excessive tardies may also be required to serve detention to complete work they miss.



### **Early Release**

Students who need to leave school between 2:15 p.m. and 2:45 p.m. will be granted an Early Release. A parent or guardian must sign the student out in the office. **Once a student has accumulated five Early Releases, it automatically becomes a full day unexcused absence.**

Students who leave school between 11:30 a.m. and 2:15 p.m. will be counted as being half day absent.

### **Release Time**

During the school day, there is a 2.5 hour block of time that may be used for a medical appointment. Proof of an appointment must be provided upon the student's return to school. There is no penalty toward a student's attendance for release time.

### **Makeup Work**

Students may make up academic assignments missed in class due to an absence. It is the student's responsibility to make up the missed assignments. As a rule, the absent student will have the same number of days to make up missed assignments as the length of the absence. If the missing assignments are not completed in the appropriate number of days, they can be counted as zeros. **During out of school suspensions, students are still expected to complete any homework assignments missed during their suspension. In order to receive credit, assignments must be turned in within a reasonable amount of time as communicated by the teacher. Suspended students will also be permitted to make up tests, quizzes, and major projects. The student will initiate the need to make up the homework, test, quiz, and/or major project. In most cases, the test, quiz, and/or major project will be made up the day the student returns. If an eLearning day is called on the day of a student's suspension, that will not count as one of the student's suspended days. The next day we are in school will count as their suspension day.**

### **Attendance for Extra-Curricular Activities**

Students must be in attendance on the day of an extracurricular activity. If the student goes home ill from school, he/she is ineligible to attend or participate in any events scheduled that day. Students are not permitted to be on school property or attend any school related activities during the days that they are serving an out of school suspension.

### **Compulsory Attendance**

Parents/guardians are ultimately responsible for their child's school attendance. It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools. This section does not apply during any period when the child is excused

from attendance under this chapter. Penalty: A person who knowingly violates this chapter commits a Class B Misdemeanor. *Reference: Indiana Code 20-8.1-3-34 and 20-8.1-3-37.*

### **Excessive Absences**

- A maximum of eight (8) days will be excused per semester by the parent/guardian. After that, all days will be unexcused unless appropriate documentation is provided within 2 days of the student's return to school.
- All absences will be excused when medical documentation is given within 2 days of return to school.
- Parents will be notified by letter after 3 or more unexcused absences per semester. Reporting periods will be at midterm and end of each grading period.
- Parents will be notified and the student will be placed on an Attendance Contract for that semester after six (6) or more unexcused absences per semester.
- A total of five (5) tardies will be considered a 1-day unexcused absence
- A total of ten (10) tardies may result in a report to DCS.
- Consequences of excessive unexcused absences of 10 or more days per semester:
  - Meeting may be scheduled with parents and administration
  - Truant and Educational Neglect papers will be filled with DCS, Department of Child Services (*Once a report is made, the agency - not Selma Elementary - will determine consequences.*)

### **Report Cards/Grading System**

Report cards are issued twice each semester. Students are expected to take their report cards home and discuss their grades with their parents. Parents are asked to sign the report card and return it to the school.

The following grading system will be utilized for grades 1 – 5:

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60-69
- F below 60

Kindergarten will utilize a standards-based report card system, which indicates performances as related to each of the identified Indiana Academic State Standards. Parents of students in grades 1-5 can monitor their students' grades at any time through PowerSchool.

## **Student Conduct**

Students are under the jurisdiction of school officials and school rules while at school or attending a school function, which includes traveling to and from school or the school function. Please refer to IC 20-33-8-10 concerning school discipline.

Students are expected to maintain behavior that emphasizes the Selma Elementary School Lifelines. The following rules provide guidelines for student conduct.

1. Students are expected to treat each other in a **respectful** manner showing **kindness**.
2. Students are expected to keep their hands to themselves and avoid touching or bothering others using **self-control**.
3. Students are to show **respect** to school personnel and follow their instructions.
4. Students must avoid the use of language that is inappropriate, distracting, or hurtful. **Manners** should be used at all times.
5. Students are expected to **cooperate** and obey all school rules.

Students must daily practice their **personal best** and follow all classroom rules.

## **Disciplinary Policy**

### **Grounds for Suspension and Expulsion - Indiana Code 20-8.1-5.1**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. A student may be recommended for immediate expulsion from school for a period in excess of ten (10) school days or for the balance of a semester. The grounds for suspension or expulsion apply when a student is:

On school grounds immediately before, during and immediately after school hours and at any other time when a school group is using the school.

Off school grounds at a school activity, function, or event; or

Traveling to or from school or a school activity, function, or event.

Off school grounds at any time when the student is engaged in unlawful activities which may reasonably be considered an interference with school purposes or an educational function.

The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision.

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.

C. Setting fire to or substantially damaging any school building or property, or attempting to set fire or cause damage. This includes the use or attempted use of pipe bobs, Molotov cocktails", or other explosive or incendiary devices.

D. Firing, displaying, or threatening use of fire-arm, explosives, or other weapons on the school premises for any unlawful purpose.

E. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.

F. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher, or any of the other school personnel, to conduct the educational function under his/her supervision.

G. Through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee or other person in fear of harm to one's self, a family member or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's car could be damaged.

2. Causing or attempting to cause substantial damage to school property. Stealing, or attempting to steal, school property of substantial value, or repeatedly damaging or stealing school property of small value.

3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.

4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

5. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.

6. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

7. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes an interference with school purposes or and educational function.

8. Failing, in a substantial number of instances, to comply with directions of teachers or other school personnel during any period of time when student is properly under their supervision, when the failure constitutes an interference with school purposes or and educational function.

9. Engaging in an activity forbidden by the laws of Indiana in or out of school that constitutes an interference with school purposes or an educational function.

10. Knowingly possessing or using on school grounds during school hours an electronic paging device or a personal cell phone in a situation not related to a school purpose.

11. **Definition of Assault:** A willful attempt or threat to inflict injury upon another when coupled with the apparent present ability to do so; assault includes an intentional display of force that would give the victim reason to fear or expect immediate bodily harm. An assault may be committed without actually touching or doing bodily harm.

12. **Sexual Harassment:** It is the policy of the Liberty-Perry School Corporation to maintain a learning and working environment that is free from sexual harassment. Sexual harassment shall consist of unwelcome sexual advances and/or inappropriate verbal and physical conduct of a sexual nature when made by a student to another person.

13. Bullying and/or harassment of a student or staff member on school grounds or at any school function.

### **Student Misconduct - Indiana Code 20-33-8**

The following infractions are additional examples, which could mean, depending on the violation, suspension or expulsion from school:

1. Leaving school for a portion of a school period or more without permission.
2. Disrespect or insubordination to a staff member.
3. Intentionally causing, or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
4. Use of inappropriate, obscene, indecent abusive or profane language; verbal, written, or in form of gesture. This includes any inappropriate electronic video or picture.
5. Habitual tardiness or truancy from school and/or individual classes.
6. Appearing in an unclean, unhealthy, or unsafe manner so as to disrupt the educational process.
7. Disruptive behavior, such as violence, noise, force, coercion, threat, intimidation, passive resistance, or other conduct which interferes with the orderly management and control of the school.
8. Possession, transmission, threatened use, and/or actual use of a dangerous weapon.
9. Possession and/or use of any type of explosive or dangerous articles, including fireworks.
10. Failure to comply with the directions of teachers, principals, and other authorized school personnel.
11. Violation of the federal, state, or local laws, other than minor traffic violations.
12. Intentionally damaging, destroying, defacing, or stealing of personal or school property.
13. Extortion.
14. Falsifying documents (passes, attendance notes, early dismissal notes).
15. Soliciting of any kind is prohibited unless approved by the administration.
16. Unauthorized entry into a locker.
17. Damaging textbooks, library books, or related materials.

18. Exhibiting any unacceptable physical contact (i.e. pushing, shoving, hair pulling, pinching, swatting, etc.)
19. Any comparable conduct interfering with the school's educational purpose of function.
20. No student or staff member shall be harassed in a verbal, nonverbal or physical form concerning sexual, gender, ethnic, religions, disability, height, or weight.
21. Stealing or in possession of stolen property.
22. Exceeding the 8-day attendance policy

### **Tobacco and Vaping Products**

Tobacco, vaping product, and nicotine pose a serious health threat to those who use it and to nearby non-users as well. The use or possession of any of these products on school grounds or during any school-sponsored activity will result in out-of-school suspension. The first offense will result in a minimum three (3) day suspension. A second or additional offense of this policy may result in expulsion.

### **Visiting the School**

Parents and guests are always welcome to visit the school. All visitors must have up-to-date, approved background checks prior to participating in all school day events. Background checks are required for Grandparents Day, eating lunch at school, going on field trips and volunteering in the classroom.

### **Breakfast and Lunch Programs**

Menus are available on the school website. If more than a few days are to be charged, a parent must make arrangements with the cafeteria manager in advance.

There are two ways to make payments for your child's account. You may send weekly meal fees in an envelope on Monday or Friday of each week. Be sure to write the child's name on the envelope. You may also visit *family.titank12.com* (linked on the school website) to pay your child's cafeteria bill.

Applications for free and /or reduced breakfast and lunch fees may be obtained in the front office. Applications must be submitted before October 1 of the current school year.

### **PTO – Parent Teacher Organization**

PTO meetings will be held frequently at Selma Elementary School. These meetings offer everyone an opportunity to be involved in their child's school.

## **Special Student Groups**

Leaders of Scouts, Brownies, Cub Scouts, or any other special group – Please present your groups with a schedule of meeting times, so the children will not have to call home to notify parents. It would be appreciated if the leaders of each group would provide a list of student members to the front office.

## **Directory Information**

The Corporation has established the following information about each student as “directory information”: Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships.

**The Corporation will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within 10 days from the date of this notification that he/she will not permit distribution of any or all such information.**

## **Student Attire**

Please make sure your child has dressed appropriately for school. Student clothing and appearance should not draw undue attention from other students or faculty or disrupt the normal routine. If there is doubt about the appropriateness of a garment, it should not be worn.

Attire typically worn at the beach, in the garden, yard, or lounging at home is not appropriate for school. Clothing and accessories that advertise, promote, or glorify the use of alcohol, tobacco, or an illegal substance are inappropriate.

Hats, caps, and bandanas will not be worn during the school day in the building. Bare midriff, backless halters, spaghetti strap tops, and mesh shirts are not to be worn. Shoes must be worn at all times. Flip-flops are not considered to be appropriate school attire. Heely shoes are not permitted due to safety concerns.

## **Transportation Policies**

1. Children should be ready and waiting for the bus. Because of the shuttle bus arrangement, buses are on a tight schedule and must arrive at the high school by 7:50 a.m.
2. If your child is not going to ride the bus, please motion for the driver to continue the route.

3. Parents wishing to pick up their children after school should phone the office prior to 2:00 pm each school day. If you intend to pick up your child on a daily basis, please send a note with him/her during the first week of school. Parents picking up students from school must have a car rider card displayed on the dash and must get in the car pick-up line.
4. Parents are not allowed to wait in the bus lot to get their children as buses are being boarded.
5. If a child is going to a location other than their regular destination after school, a parent must send a note granting permission. **Notes are required by both parties when one child is planning to go home with another.** Notes should be given to the classroom teacher, and the teacher will deliver the note to the appropriate bus driver. Notes should include a phone number for the student who is riding a different bus.
6. Parents who are picking children up after school should not arrive until after 2:20 p.m. No cards will be allowed into the parking lot until that time.

### **Bus Conduct and Safety Rules**

The bus conduct and safety rules are designed to promote safety on the school bus at all times. The bus driver has authority, which will be recognized and supported by the school administration. For everyone's safety, the bus driver must be heard, be able to hear traffic sounds, such as sirens, and be obeyed by students quickly and efficiently. All students are required to abide by the Bus Conduct and Safety Rules.

#### **At the Bus Stop**

1. Be on time. Board and leave the bus only at your assigned stop, unless you have the appropriate permission in advance.
2. Stay out of the street and away from the road.
3. Wait to board until the bus comes to a complete stop and the bus driver has opened the door. Show respect when boarding the bus and do not push or rush other students.

#### **On the Bus**

1. Always obey the bus driver promptly and respectfully.
2. Be seated promptly and stay in your assigned seat.
3. Keep all of your materials on your lap or contained in a backpack.
4. Be respectful of those around you – NO use of profane language.
5. Do not talk loudly.
6. No fighting, pushing, scuffling, or horseplay.
7. Keep all body parts and belongings inside the bus and to yourself.
8. Never throw objects out of or on the bus.
9. Do NOT eat or drink on the bus.



10. Treat bus seats and equipment with care. All trash must be placed in the containers at the front of the bus upon departure.

### **Leaving the Bus**

1. Use patience, take turns, and do not push when departing the bus.
2. Once off, clear the area immediately. Wait for the signal from the bus driver before crossing in front of the bus. Remember to walk quickly in front of the bus to cross the street.

School administration has the right to remove a student's bus privileges. In the event a student loses their right to ride the bus, it will be the responsibility of the parent or guardian to provide transportation to and from school for the duration of the bus suspension.

### **Counseling Services**

This program provides individual and small group counseling to students for topics such as social skills, anger management, study skills, self-esteem, and anxiety.

All students receive classroom guidance lessons on topics such as conflict resolution, respect, and bullying awareness.

Counseling focuses on the social and emotional health of students, which is important for being successful in both the school and community settings.

### **Library/Media Center**

All students have access to the library at least once per week to check out books and magazines. Please be sure students return books on time, so other students have the opportunity to read them. We encourage the students to make regular use of Selma Elementary School's beautiful library.

- All students may check out two books for one week. (Kindergarten may check out one book per week.) The books may be renewed one time for a total check out of two weeks. Students may also check out 2 – 4 books for class assignments, which are due once the assignment deadline has been reached.

Overdue notices will be sent home at the end of each month. Any overdue books outstanding at the end of the month must be paid for, or returned to continue library privileges.

**Physical/Health Education**

Each student will need a pair of tennis shoes for P.E. class. If your child does not wear tennis shoes on a daily basis, you may keep a spare pair of shoes at school to wear on P.E. days.

**Art**

Students should dress accordingly on their Art class day, as it can be messy.

**Exceptional Learners**

All students have the ability to learn, but all students learn differently. At Selma Elementary School, there are a variety of supports in place for all students from Kindergarten through fifth grade.

Supports may be given in the general education classroom under the direction of the general education teacher. Some instruction is given in small groups where more time can be devoted to individual learning, and resource time is available for students who need additional instruction and assistance with work completion.

**Speech and Language Therapy Services**

The Speech and Language program provides speech sound correction as well as remediation for expressive and receptive language, auditory processing, and memory skills for students in Kindergarten through fifth grade. Students work in small groups or individually with the Speech/Language Pathologist. Kindergarten, 1st, and 4th-grade students receive hearing screenings as well as any student per parent or teacher request.

**Pesticide Application Notice for Parents / Students**

The Liberty Perry School Corporation practices integrated pest management, a program that combines preventative techniques, non-chemical pest control methods and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control a problem. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides.

We are establishing a registry of persons who wish to be notified 48 hours prior to pesticides applications. To be included in this registry, please contact the superintendent.

**Statement of Compliance and Non-Discrimination Policy**

It is the policy of the Liberty-Perry School Corporation to avoid all types of discrimination including race, color, religion, sex, national origin, age, and disability in its educational programs

or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2. Titles VI and VII or the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), or Section 504 of the Rehabilitation Act of 1973.

Liberty-Perry School Corporation provides reasonable accommodations to persons with disabilities attending school activities. If you or a guest plan to attend an event at one of our schools and require special accommodations, please call the school 48 hours in advance, so the school may have a reasonable opportunity to provide an accommodation.

Inquiries regarding compliance with Section 504 of the Americans with Disabilities Act should be directed to the Assistant Principal at Selma Elementary School, P.O. Box 336, 200 East Street, Selma, IN 47383 or 765-282-2455.

### **Non-Custodial Parent Rights**

If a non-custodial parent is not to visit or see records of a student, a court order must be on file in the school office.

### **Use of Tobacco Products on Grounds**

The use of all tobacco products is prohibited in all buildings, grounds, and vehicles owned or leased by Liberty-Perry School Corporation. This policy applies to students and adults.

### **Supervision**

Students are under the supervision of the school authorities from the time they leave home in the morning until they return to their home in the afternoon. Students are also under school supervision at class parties and athletic events. Teachers are on duty at all school functions, and they have the authority to correct or reprimand any student who does not conduct himself/herself in the manner of a good school citizen.

### **Retention**

A student will be promoted to the succeeding grade level when he or she has:

1. completed the course requirements at the presently assigned grade;
2. in the opinion of the professional, achieved the instructional objectives set for the present grade;
3. demonstrated sufficient proficiency to permit him or her to move ahead in the educational program of the next grade;
4. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student's promotion or retention may be affected by his/her performance on state-mandated testing assessments. A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference Committee and the student's Individual Education Plan.

### **Study Habits and Homework**

Homework serves valid purposes when it:

1. Provides essential practice in needed skills
2. Trains pupils in good work habits
3. Affords opportunities for increasing self-direction
4. Enriches and extends school experiences
5. Helps children to learn time management skills
6. Brings pupils into contact with out-of-school learning resources
7. Promotes growth in responsibility

Parents do their part to improve homework and study habits when they:

1. Cooperate with the school in making homework effective
2. Provide their children with suitable study conditions (desk, lights, books, supplies), reserve time for homework, and turn off any distractions, such as the television or music
3. Encourage their children, but avoid undue pressure
4. Show an interest in what their children are doing, but do not complete the homework for them
5. Understand what the school expects homework to accomplish

Students may improve their study habits by observing the following principles:

1. Be sure they clearly understand each assignment
2. Form good study habits, such as having a certain time and place to complete homework
3. Have study conditions that are conducive to learning
4. Have necessary supplies at hand
5. Develop a skill of working independently
6. Spend enough, but not too much time on each assignment

**Emergency Procedures**

Listen to 104.1 WLBC for information on school closing or delays. You should also follow LPS\_SUPT1991 on Twitter for delays and closing information.

LPS also utilizes the Thrillshare Alert System, which allows you to be notified via phone, text and/or email of special situations occurring at the Liberty-Perry School Corporation. Please make sure that your updated phone and email information is always in "Contacts" within PowerSchool. You can update this at any time by logging into your student's account. Please be sure to make arrangements with your child in the event school is dismissed early.

**Emergency Drills**

Fire drills will be conducted monthly. Every classroom contains a map and directions for the safe and efficient exit in the event of an emergency.

Students and teachers will walk single file and quietly to the designated area, where attendance will be taken and all students accounted. Students are to remain outside the building until the signal for their return is given.

Tornado drills will be conducted during the spring months when tornados are most likely to occur. Every classroom contains a map and directions to designated safe areas. Students will take a sitting position with their knees tucked under and their hands covering their heads.

We also practice Lockdown Drills periodically to ensure staff and students are prepared in the event that this were necessary.

**Valuable Items**

Students should not bring items such as jewelry, expensive clothing, large amounts of money, or other valuable or expensive items to school. Students who bring such items to school do so at their own risk. Students who bring such items to school may leave them in the office.

However, the school assumes no liability for the loss, theft, or damage of such items left in the office or any other area of the school or on school grounds.

Toys should not be brought to school, as they can be lost or broken. They also frequently cause problems to arise.

**Harassment**

Selma Elementary School provides a working and educational environment that is free from racial, sexual, and other forms of harassment. This includes bullying and intimidation.

It shall be a violation of this policy for any person to harass another employee or student through actions, speech, or writing. Students who engage in any form of harassment that threatens others will be subject to disciplinary action.

**Computer/Internet Privileges**

The use of school computers and Internet services is a student privilege – not a right.

Students who abuse the Internet by searching or downloading inappropriate material will be subject to revocation of privileges.

Students are responsible for bringing their iPads to school fully charged each day.

**Title I**

Selma Elementary believes in providing the highest quality of education for every student. To meet this goal, all Title I services and instruction will support a three-tiered approach to instruction. This process, known nationally as Response to Intervention or RtI, gained attention when federal law established these practices as an approach to identify and provide early intervention to struggling students. Each tier provides additional support beyond the core curriculum. Students needing supplemental instruction/intervention will be monitored frequently to ensure students meet grade level expectations. Students will continue to participate in the core curriculum, even if they need the support of tier two or tier three interventions.

Selma Elementary School recognizes that all students learn differently. We are committed to helping all students succeed. Therefore, we ask for your support in implementing this three-tiered approach to meet the academic and behavior needs of your child along with all students in our school.

**School Food Guidelines**

It is up to us as adults, including parents, teachers, coaches, mentors, and other school staff, to be role models for not only eating, but offering healthy food and beverage choices in moderate quantities. By promoting healthy behaviors we can all help increase student's level of alertness, and ability to learn, reduce absences, improve behavior, teach lifelong healthy eating habits, prevent premature onset of chronic disease such as diabetes, high blood pressure, heart disease, respiratory complications, and orthopedic problems and improve self-image.

The following criteria has been set for all outside food and beverages brought into Selma Elementary School for the use of classroom snacks, student birthday parties, class and/or school celebrations.

**ONLY PRE-PACKAGED FOOD ITEMS WILL BE ALLOWED AT SELMA ELEMENTARY SCHOOL!**

- Students will be permitted to bring home-packed/prepared food items to serve as their personal school lunch or classroom snack
- When considering your child's home-packed/prepared lunch and/or snack, please ensure food items mainly represent items considered to be a "healthy choice." No soda will be permitted in school lunches.
- Classroom snacks for the purpose of multiple students should be packaged in "single-serve" items for students.
- Classroom party/celebration food items should mainly include foods that are nutritious.

**Field Trips**

Well-planned field trips can extend the learning processes far beyond the normal confines of the regular classroom. Field trips that supplement the students' educational experiences are planned throughout the school year. If students are involved in a field trip program, they may be assessed a fee to help defray expenses. Students will not be included on any field trip without parent/guardian permission.

Students may be excluded from field trips due to behavior concerns or by not meeting field trip participation guidelines established by the classroom teacher or principal.

Selma Elementary School  
200 East Street  
Selma, IN 47383  
765-282-2455

2023 - 2024 School Year

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from the Liberty-Perry Community School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the school principal at 282-2455.

Sincerely,

*Mrs. Lesley Moulton*  
Principal



Selma Elementary School  
School-Parent Compact

*Families and schools must work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.*

Staff Pledge

**I agree to carry out the following responsibilities to the best of my ability:**

- Provide a safe and supportive learning environment.
  - Teach classes with an interesting and challenging curriculum that promotes student achievement.
  - Motivate my students to learn.
  - Set high expectations and help every child be successful in meeting the Indiana academic achievement standards.
  - Communicate frequently and meet annually with families about student progress and the school -  
parent compact.
  - Provide opportunities for parents to volunteer, participate, and observe in my classroom.
- Participate
- in professional development opportunities that improve teaching and learning and support the  
formation of partnerships with families and the community.
  - Actively participate in collaborative decision making with parents and school colleagues to make our  
school accessible and welcoming for families.
  - Respect the school, students, staff and families.

Student Pledge**I agree to carry out the following responsibilities to the best of my ability:**

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching, video game playing, and internet usage.
- Study or read every day after school.
- Respect the school, classmates, staff and families.

*Family/Parent Pledge***I agree to carry out the following responsibilities to the best of my ability:**

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-6).
- Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school and participate, as appropriate, in decisions about my child's education.
- Attend parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

## Clinic News from Mrs. Taylor

The school nurse, principal, and teachers are all allies in helping to keep your child safe and well at school. If your child becomes ill or is injured at school, first aid will be administered until the child is picked up by a parent or designated guardian. School personnel will give no treatment other than first aid. Please provide the school with the following information so we can provide the best health care for your child. Please refer to IC 20-34-3-1 to 20 concerning school health and safety. All medical information should be kept updated in PowerSchool under Forms.

1. Name of guardian, telephone number, as well as the name and phone number of the child's physician.
2. If your child attends childcare, please provide the name and phone number of the person who cares for your child during the day.
3. Promptly report any changes in address or phone number by updating Forms in PowerSchool and contacting the office.
4. Notify the school if you plan to be out of town.
5. Make sure that your child's emergency contact information is kept updated in PowerSchool Forms.

Indiana 2023-2024 Required and Recommended  
School Immunizations (Proposed)

Grade	Required		Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
<b>6<sup>th</sup>-11<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2/3 HPV (Human papillomavirus) COVID-19
<b>12<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal) COVID-19

**HepB:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio\*:** 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.

\*For students in grades K-10, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.








**Hepatitis A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12.

**COVID-19:** COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. **Review required after FDA full approval.**

Indiana Department of Health  
Immunization Division

(800) 701-0704

## I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.4 or higher	Within the last 24 hours	Within the last 24 hours	Body Rash with itching OR fever	Itchy head, Active head lice	Redness, itching, and/or crusty drainage from eye	Hospital stay and/or ER visit.

## I AM READY TO GO BACK TO SCHOOL WHEN I AM ...

Fever free for <b>24</b> hours without the use of fever reducing medication (Tylenol, Motrin, etc.)	Free from vomiting for <b>24</b> hours and at least <b>2</b> solid meals	Free from diarrhea for at least <b>24</b> hours.	Free from rash, itching, or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and is evaluated by the school nurse before returning to class.	Evaluated by my doctor and have a note to return to school. If Eye infection, taking antibiotics for <b>24</b> hours.	Released by my medical provider.
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\*\*These are our current guidelines and are subject to change, at which time new guidelines will be sent home.