

MONTEZUMA ELEMENTARY STUDENT HANDBOOK



Matthew Taylor
Principal

William Livers
School Social Worker

Mika Gould
Secretary/Treasurer

**459 East Strawberry Road
P.O. Box 400
Montezuma, Indiana 47862
Phone: 765-245-2303
Fax: 765-245-2354
Office Hours: 7:35 a.m.-3:30 p.m.**

WELCOME TO MONTEZUMA ELEMENTARY SCHOOL!

Dear Students and Families,

Montezuma Elementary School's staff encourages you to take an active role in your child's education. To do this you can be supportive of your child's education at home, volunteer at school, participate with the P.T.O., and/or attend the various meetings and activities at school. To help make this a good year for you and your child(ren), you are given this handbook to use as a guide throughout the year. It provides you with important information about the operations of our school. Read this information carefully with your child(ren) to ensure their understanding of these guidelines. Put this handbook in a convenient place so that you can refer to it later.

Respectfully,
Matthew Taylor
Proud Principal

SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION

MISSION STATEMENT

Southwest Parke
believes:

ALL

STUDENTS

CAN

LEARN!

CORE BELIEFS

- **Collaboration/Teamwork:** Professional Learning Community focuses on improving student learning through data analysis.
- **Respect:** Caring for self, others, and property.
- **Personal Best:** Striving for excellence in every job.
- **Student-Centered:** Implementing what is best for kids.
- **Continuous Improvement:** Using data to increase student achievement.
- **Safe/Productive Learning Environment:** Providing opportunity for education with absence of threat or fear of failure.

VISION

All students will:

- 1) Attend school daily
- 2) Behave appropriately
- 3) Perform at grade level or higher in all academic areas.

Vision Statement for Montezuma Elementary School

We believe all students deserve:

- teachers who are highly qualified.
- a safe, productive and stimulating learning environment.
- adults who are consistently supportive and nurturing to be respected and cared about.
- to be academically challenged with high expectations given to every child celebrating differences.
- to have their successes recognized and appreciated.
- the opportunity of post-secondary educational opportunities.
- to have physical, academic, social, and emotional needs met within a timely manner-included but not limited to having proper resources, nutritious meals, and health needs addressed appropriately.

We reserve in our hearts that all kids deserve to be happy.

All adults in our community are living by these core convictions daily and as a result, show the following attitudes and actions:

- are able to communicate open and honestly over the child's progress and concerns through appropriate avenues.
- will actively support and value education and the school by making sure that tasks are completed on time, listening to student successes and concerns, and being engaged in the students lives and advocating for all of the student's needs, while developing an appropriate relationship of caring.
- will dedicate time, resources, and energy to promote success and exhibit behavior that is appropriate to model after.
- will be reliable and responsible for the child's successes and concerns.
- will give students real-life experiences which will allow them to have authentic experiences.
- will treat children equally and fairly.

In this environment where all adults are living by their core convictions, all students:

- will be eager to learn and actively participate doing their personal best at all times.
- will be respectful and polite in all aspects of their lives. They will be helpful, inclusive, and a good friend to all.
- will be independent and motivated, being accountable for all areas within their life inside and outside of the school environment.
- will be trustworthy. will try their best with a positive outlook.
- will be receptive to instruction and take on challenges not giving up on tasks at hand.
- will take pride in their accomplishments and will be responsible for his/her own learning.
- will appreciate their own skills and talents, as well as those possessed by their peers.
- will be confident to ask questions and ask for help

GOALS

- Montezuma School's students will improve math skills, specifically number sense.
- Montezuma School's students will improve reading comprehension skills, specifically key ideas and textual support, along with vocabulary.
- Montezuma School's staff will differentiate instruction and provide support for students of all academic abilities, including those who struggle academically.

GENERAL SCHEDULE INFORMATION

DAILY SCHEDULE - Starting and ending time for the school day: **8:10 a.m. -2:50 p.m.**

OPENING & CLOSING TIMES - School opens at **7:35 a.m.** Students will enter the building in the doors to the

west of the Main Entrance and report immediately to the Gym. Students who arrive at **7:45 a.m.** or later will report directly to their Homeroom. Breakfast is served beginning at **7:45 a.m.**

At the end of the school day, Approximate dismissal times for students:

2:40 p.m. Bus riders begin loading the buses

2:45 p.m. Car Rider Pick-Up Students (after buses released)

3:00 p.m. Walkers and Bicycle Riders (after car rider pick-up is complete)

EARLY DISMISSAL OR LATE ARRIVAL - Please note that a child arriving late or leaving early disrupts the classroom routine. Thus, these late arrivals and early dismissals affect all of the children's learning in the classroom. Leaving early is especially disruptive as students are generally finishing learning tasks. We encourage parents to avoid picking up their child before the end of the school day at 2:50 p.m.

AFTER-SCHOOL PLANS - All changes in normal after school routine should be made prior to the student arriving at school. Students will not be allowed to use the school phones to make after school arrangements. **All after school arrangements should be made prior to students arriving at school except in emergencies. The Main Office cannot guarantee that notification of changes after 1:30 p.m. will be communicated to teachers and students prior to the end of the school day.**

(This includes making prior arrangements for after-school clubs, tutoring, basketball and cheerleader practices, and academic competition practices.)

AFTER-SCHOOL ACTIVITIES - Students participating in after-school activities, i.e., clubs, academic team practices, tutoring, sports, cheerleading, detentions, etc., must have:

- written permission to stay (Phone calls that day will not be allowed.)
- made arrangements to be picked-up at the designated time (If not picked up, calls will be made first to parents and emergency contacts, then, if necessary, to the local Sheriff's Department. If this happens more than once, the child will not be able to participate in the after-school program.)

TELEPHONE - Students will not be called to the telephone during class time, except in an emergency. If a message is important, the student will be asked to return the call at some free time. Students will not be allowed to use the school phone for personal calls.

VISITORS - In order to provide a safe and secure environment for our students, we expect all persons entering the building to report directly to the main office to sign in, to sign students in or out, and to get a pass/guest badge. **You will need a current driver license or State ID to check in.** We ask that all visitors enter the building through the Lobby door by the office.

Procedures:

- Parent/Guardian is to sign in or out their child in the office.
- Any student arriving late. must check in at the office prior to going to their classroom.
- Parents and other visitors are to sign in or out in the office.
- When entering the building, Parents/Guardians/Visitors are to go directly to the office (not anywhere else in the building) to check in.
- Office personnel will send for the students to come to the office to meet the parent/guardian when they are leaving early.

Parents are to have on file a list of other people they wish to allow to pick up their child(ren) or wish not to be allowed to pick up their child(ren).

VOLUNTEERS - By law, one must have Criminal History Checks completed & approved annually to volunteer, which includes volunteering for classroom parties, field days, and other classroom/school activities. Forms are

available at the school office. All volunteers are to check into & out of the office each time they are in the building.

P.T.O. (PARENT TEACHER ORGANIZATION) - The P.T.O. is not so much an organization for parents & teachers, as it is an organization to promote the quality & variety of education for students. Due to ever increasing budget restrictions in the education field, school corporations no longer have the available funds for many extras that students were able to enjoy a few years ago. Therefore, the P.T.O. has an ever-increasing value.

As parents, teachers, and friends of students at Montezuma Elementary School, we hope that you will help to make this year's effort a successful one. We stress everyone's involvement in the organization in order to provide the diversity and the quality of education we desire in this community. Membership is open to students, parents, school staff, relatives, and any interested citizens of the Southwest Parke School Corporation.

We truly appreciate your involvement and hope to see you at each meeting. Check the school website, newsletters, and the flyers that come home with the students for the meetings' schedule.

VISITATIONS TO CLASSROOMS - Parents are encouraged to be involved in their children's education. Parents who would like to plan a classroom visitation at some time during the school year, are to call the school at least one day in advance of any visitation to schedule a time with the teacher. The school reserves the right to limit visitations to the classrooms. Too many visitations can be disruptive and cause students to lose valuable class time. Parents are also welcome to eat lunch with their children. Parents will pay the adult price for the school lunch plus additional for milk or juice. Call the school office or the classroom teacher to let them know that you will be eating with your children, at least a day in advance. Guests visiting are required to sign in and out and to obtain a guest badge at the office.

SUPPLIES - Students are to have all supplies required for their grade level at all times. It is their responsibility to notify parents when they need to replace supplies. Also, we request that students do not bring to school trapper keepers or any bag larger than a book bag. We do not have space to store these items.

STUDY TRIPS - Must have Criminal History Checks completed (**10 days prior to an event**) and approved annually to chaperone. Study trips are designed to reinforce and expand curriculum taught in the classroom. Therefore, students are expected to participate in all study trips. To participate in a study trip, a child must return a consent slip signed by the parent or legal guardian before the trip. If a child fails to return the signed consent slip, he/she will not be allowed to go on the study trip. He/she will be given class work and will be assigned to another classroom for the duration of the trip. Some trips require a fee. Any time you send money to school for study trips, please place it in an envelope with the child's name, teacher's name, and the purpose for which money is being sent.

FACILITY USE POLICY - Public use of buildings, grounds, and equipment will be allowed by the Board when such does not hinder or hamper the school program. Any organization wishing to use a school facility shall make written application to the principal or principal's designee of the buildings, grounds, or equipment to be used. Applications will be approved or disapproved according to their merit and appropriate fees assigned according to a Board approved schedule. The Lessee or others using the facilities assumes all risk and responsibility for accident, injury, or damage to person and property arising from Lessee's use and control of the facility. Request a Facility Use form from the school's office.

FEE-BASED AFTER-SCHOOL DAYCARE - After school daycare is provided for Montezuma Students, and is available on school days until 5:30 p.m. Please contact the Main Office for further information.

PARTY INVITATIONS & PERSONAL GIFTS - We request that party invitations and personal gifts be passed out at school only if the entire class is invited and/or included (or all the girls or all the boys). If your child does not wish to invite the entire class or (or all the girls or all the boys), please make other arrangements to distribute them. Please do not hurt another child's feelings by excluding him/her.

PETS OR ANIMALS - Animals are not to be brought to school unless arrangements have been made with the classroom teacher and principal in advance. Parents will need to transport animals to and from school and not use the

school bus.

INSURANCE - Each year, there is student insurance available for Southwest Parke students. Pamphlets describing the program are available at the beginning of school. Parents are urged to read this carefully and take advantage of this protection. In the event of an injury covered under the policy, notify the school immediately. The school will furnish a benefit blank and give you the necessary information. All claims must be reported to the company within a very short time after the occurrence of the accident. All students should either have insurance coverage at home or student insurance through the school.

ENROLLING IN SCHOOL

ENROLLING IN SCHOOL - Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. (See Nonresident Student Admission.)

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document
- court papers allocation parental rights & responsibilities or custody (if appropriate)
- proof of residency
- record of immunizations.

HOMELESS STUDENTS: Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures. Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment.

SPECIAL EDUCATION: The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs & facilities.

ELEMENTARY ATTENDANCE POLICY

COMPULSORY SCHOOL ATTENDANCE, I.C. 20-3-2 - This law states that the legislative intent . . . is to provide an efficient and speedy means of ensuring that children receive a proper education whenever it is reasonably possible. It also states that it is the responsibility of the parent or guardian to ensure that children are in school each day that school is legally in session. It is unlawful for a parent to fail, neglect, or refuse to send his 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 the public schools.

ELEMENTARY ATTENDANCE POLICY - Students should attend school as regularly as possible to receive the maximum benefit from his/her educational experience. Absence from school is a major cause for poor performance and/or failure. With increased expectations for educational accountability, students cannot afford to miss school. **When a student is absent, the parent is to call the school prior to 8:30 a.m. or you may leave a voicemail in the Attendance Mailbox.** The parent is also to send a note or verification note to the child's teacher when he/she returns to school. This note provides written documentation for the absence.

TYPES OF ABSENCES:

1. **CERTIFIED:** (These absences are not counted in the 7 days of excessive absences.)
 - Medical with written verification from medical office,
 - Court appearance with written verification from court,
 - Death in the family,
 - Religious activity as outlined by state law,
 - Page at the General Assembly,
 - Indiana State Fair – one day only,
 - Suspensions
 - Childhood illnesses (i.e. chicken pox), surgeries, etc. (Certified by building principal or nurse.)
 - Sent home from school due to illness, head lice, pink eye, etc. (excused the day sent home and the following day).
2. **EXCUSED ABSENCES:** Any absence approved by the building principal, his/her designee, and/or the corporation nurse. These absences are counted in the 7 days of excessive absences unless certified by the principal or nurse. To be certified a contact has to be made by the parent to the principal or nurse to verify the reason for the absence. Generally, family vacations will not be certified.
 - Common illnesses (i.e. cold, flu,) unless certified by a doctor, principal, or nurse.
 - Unavoidable family circumstances approved in advance, i.e. family vacation, personal situations, etc.
 - Unavoidable family circumstances that are emergency situations.
3. **UNEXCUSED ABSENCES:** (These absences are counted in the 7 days of excessive absences.)

Any absence that is not approved as excused or is certified, i.e., no excusable reason has been given, advance notification not given, no phone call to the office on the day of the absence or note received when the student returns.

 - Truancy (willfully absent from school).

PENALTY FOR VIOLATION OF ATTENDANCE POLICY

CERTIFIED ABSENCES are not counted in the **7** days of excessive absences.

EXCESSIVE ABSENCES: **7** days of excused and/or unexcused absences per semester.

1. A letter may be sent to parents after **5** combined excused and/or unexcused absences.
2. A letter may be sent to parents after **7** combined excused and/or unexcused absences with copies and appropriate documentation sent to the Parke County Prosecutor and Parke County Division of Family and Children Services.
3. Continued abuse of the attendance policy will likely result in:
 - The building principal will file Due Process procedures for expulsion.
 - Filing of educational neglect will be pursued.
4. Continued abuse of the attendance policy may also result in retention.

APPEAL: Contact the Building Principal.

MAKE-UP PRIVILEGES

- A. The initiative for seeking make-up work missed while absent **MUST** originate with the student within two days of return to school. Students may have two days for everyday he/she is absent to complete the make-up assignments.
- B. Absences due to suspensions and unexcused absences **MAY** have make-up privileges.

ELEMENTARY TARDY POLICY

Tardy is defined as arrival at school after 8:10 a.m., but before 11:00 a.m. Arrivals after 11:00 a.m. will be counted as one-half day absent.

Students need to arrive prior to the beginning of the school day, which is 8:10 a.m. The importance of punctuality is stressed, as students arriving late interfere with the educational process. When a child must be late to school or leave early, a note is to be sent to the child's teacher explaining the cause for the tardy. Upon entering school late or leaving early, parents are to sign in or out their child at the office. Students late to school will be issued an admittance pass to give to their classroom teachers.

If there are repeated tardies, the parents/guardians will be contacted by the teacher and/or building principal. Each five tardies in a semester will result in an after-school detention in order to make up for lost instructional time. If the problem is not resolved, it will be considered educational neglect and the proper authorities will be contacted.

HABITUAL TRUANCY I.C. 20-33-2-11

A student who has withdrawn from school for a reason other than financial hardship will not be issued a driver's permit or license until the age of eighteen. The Indiana State Amendment to the Habitual Truancy Law also requires that during the exit interview a determination must be made by the principal as to whether or not the student is withdrawing due to financial hardship. The parent and student are to receive a copy of the determination and information about whether the student's name will be submitted to the Bureau of Motor Vehicles.

HEALTH SERVICES

Students who become ill while at school will be referred to the health office for assessment. If a student is too sick to remain in class, the parent/guardian or emergency alternate will be notified and the child will be sent home.

If your child has been ill during the night, or appears ill in the morning, keep him/her home from school. Be alert for fever, headache, sore throat, flushed cheeks, glazed eyes, upset stomach, frequent cough, and runny nose. Consult your physician for diagnosis and treatment, if necessary.

The following guidelines for a few common conditions/diseases may help you determine when your child is ready to return to school.

GENERAL ILLNESS: Child should be fever free for 72 hours before returning to school.

CHICKENPOX: Child may return to school when all eruptions (pox) are dry and/or scabbed.

CONJUNCTIVITIS: Commonly referred to as "Pink Eye" Child may return to school 24 hours after treatment with prescribed eye medication and no drainage from the eye(s).

SCABIES: Child may return to school 24 hours after treatment with lotion prescribed by a physician and a note from the physician verifying treatment.

IMPETIGO: Child may return to school after being on medication for 24 hours and if areas are dry and well crusted.

MENINGITIS: A new Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Please read the following information.

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose.

The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Please talk with your child's health care provider about meningococcal disease and vaccination.

PEDICULOSIS: (Commonly referred to as head lice.) The Centers for Disease Control no longer recommend that students be sent home for an active (live) case of head lice. They also do not promote checking every student in the classroom if a student does have head lice. If a student is suspected of having head lice he/she will be sent to the health clinic or office for evaluation. A thorough inspection for **live** lice will be completed by the nurse or designee. If **live** lice are found then we will attempt to notify the parent/guardian of the findings. If the parent/guardian is able to pick up their student we will send them home. However, if no one is available to pick up the student then **they will be allowed to return to the classroom**. Information regarding head lice and methods to eliminate the lice will be given to the student before he/she goes home. The student may return to school the next school day but must provide proof of treatment (send package of treatment used) when they return. They may be checked again upon their return to school.

While we do check classrooms periodically for lice, we ask that parents/guardians also check their student periodically. If lice are discovered at home then we ask that you notify the school so that the student's classroom can also be checked.

STREP THROAT: Child may return to school after 24 hours of antibiotic therapy and fever free for 24 hours.

SCARLET FEVER: Child may return to school after 24 hours of antibiotic therapy and fever free for 24 hours.

SCARLATINA: Child may return to school after 24 hours of antibiotic therapy and fever free for 24 hours.

ADMINISTRATION OF MEDICATION

The purpose of administering medication at school is to help each student maintain an optimal state of health. Medications should be given at home whenever possible. If it is necessary for your child to take medication at school the following information is needed:

1. Student's name
2. Medication name
3. Time medicine should be given at school
4. Time medicine is given at home
5. Medication dosage
6. Health problem being treated
7. Special precautions (side effects)
8. Length of time student will be on medication
9. Signature of parent/guardian

All medication must be sent in the original container. Medications are to be kept and dispensed from the office. We will not be able to dispense medication if these guidelines are not met.

Parents should contact the school nurse regarding special health problems your child may have (examples: asthma, allergies, chronic illness).

You have the option of giving consent for Tylenol, Cough drops, Roloids/Tums, and/or Ibuprofen to be given at school. However, you will need to send the medication to the school for your child to use. If your child has a headache or slightly elevated temperature (less than 100.0 degrees F) then designated school personnel can give appropriate medication if consent is on file. NOTE: If your child has a temperature above 100.0 degrees (F) they will be sent home.

PLEASE NOTE THAT THERE IS A SEPARATE CONSENT FOR ADMINISTRATION ON OF MEDICATION FORM THAT WILL NEED TO BE SIGNED FOR ANY OTHER MEDICATION THAT IS TO BE GIVEN AT SCHOOL.

(In case of an emergency, Tylenol will be available at the school, but will not be given without verbal consent from a parent/guardian).

Students can bring in cough drops to have in their classrooms, but they must be in a bag labeled with the student's name on it. The original bag is preferred but a clear Ziploc bag will also be accepted. The student will have to give the classroom teacher the bag so that they can be stored in a safe place. The student cannot have the cough drops in their desk. They will be given to the student at the teacher's discretion. Cough drops will also be available in the main office or nurse's office.

Students are not to keep any other type of medication in their classroom.

INDIANA LAW SECTION 808

Teachers shall immediately send home any pupil who shows indication of being ill, unclean, emits offensive body odors, or is infested with vermin. The truant officer shall arrest and prosecute parents or guardians who, when notified to do it, do not bathe or cleanse their children or wards, or do not rid their children or wards of vermin.

Accordingly, the Southwest Parke School Corporation has established the following procedure for those students who are sent to school unclean.

Some guidelines for determination include: unwashed skin, offensive body odor, clothes that are consistently visibly dirty.

PROCEDURE:

1. The teacher privately discusses child corrective hygiene measures. The teacher will refer the child to the school nurse or school social worker if there is a problem with hot water in the home, no soap, or unusual circumstances.
2. On the second complaint of uncleanliness, the teacher will refer the child to the school nurse, who will discuss hygiene measures and contact parents or guardians. For those circumstances where phone contact is not possible, a letter will be mailed to the parent/guardian. The child will be sent home if the situation warrants.
3. In the event of a third incident of uncleanliness, the Parke County Family & Children Services office will be notified. The child will be sent home from school and each successive report will be treated as outlined in step three.

SENDING MEDICATION HOME WITH STUDENTS - IC 20-34-3-18 RELEASE OF MEDICATION: Sec. 18. (a)

This section does not apply to medication possessed by a student for self-administration under IC 20-33-8-13.

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

1. the student's parents; or
2. an individual who is:
 - a) at least eighteen (18) years of age; and
 - b) designated in writing by the student's parent to receive the medication.
 - c) A school corporation *may* send home medication that is possessed by a school for administration during school hours or at school functions with the student if the student's parent provides written permission for the student to receive the medication.

As added by P.L.I.-2005, Sec. 18. Amended by P.L. 76-2005, SEC. 4.

STUDENT PROGRESS

GRADING POLICY - Students are encouraged to work to their individual capability in each of their classes. Students should recognize that no two people are alike, and that they possess varying strengths and weaknesses. Therefore, earned grades in the various classes can and will be different.

Teachers are responsible for assigning individual students' grades. This will be done by applying the teacher's grading system to the students' class achievement. The teacher's classroom grading system will be explained to the students at the beginning of each year. Copies of a teacher's classroom grading system will be made available upon request.

- Students in Kindergarten receive a Progress Report that is developmentally appropriate. Grades one through six students receive "A-F" symbols.
- Handwriting is evaluated with the "O's", "S's", "N's", and "U's" at all grade levels.

GRADING POLICY (Spring, 2004)

The following grading scale is used for grades 1 - 6:

<u>Nine Weeks Grades</u>	<u>Year-end Average Ranges</u>
99-92 A	A 3.9-4.0
91-90 A-	A- 3.65-3.89
89-88 B+	B+ 3.25-3.64

87-82	B	B	2.9-3.24
81-80	B-	B-	2.65-2.89
79-78	C+	C+	2.25-2.64
77-72	C	C	1.9-2.2471
71-70	C-	C-	1.65-1.89
69-68	D+	D+	1.25-1.64
67-62	D	D	0.9-1.24
61-60	D-	D-	0.8-0.89
59-0	F	F	0.0-0.79

REPORT CARDS - The achievement by each student in each individual class will be reported to the student and parents/guardians on a quarterly (9 weeks) basis as set by the school calendar each year for grades K - 6. The grade report card will be distributed to students to take home the week following the end of each grade period. Parents/guardians are asked to sign and return the bottom portion of the report card form. There will be four nine weeks grades and a final average on the elementary report cards at the end of the school year.

PROGRESS REPORTS - Mid-grade period progress reports will be prepared for each student. Parents/guardians are asked to sign and return the bottom portion of the progress report form. Other contacts will be made by the classroom teacher, if there is a problem in academic progress and/or behavior of the child as needed.

HONOR ROLL - An Honor Roll in recognition of those students achieving academic excellence will be published after the close of each grading period and at the end of the school year. Academic, special areas (Art, P.E., Music), and citizenship grades are used to determine the Honor Roll. The following guidelines must be met to achieve this recognition.

- o "Distinguished Honor Roll" - denotes those students in Grades 4, 5, and 6 who earned all "A's" with an "A" in Citizenship.
- o "Honor Roll" - denotes those students in Grades 4, 5, and 6 who earned all "A's" and "B's" with an "A" or "B" in Citizenship.
- o Students in Kindergarten will be recognized for perfect & good attendance.
- o Students Grades 1 and 2 will be recognized for perfect attendance and good citizenship.
- o Students in Grades 1 through 6 will be recognized for perfect attendance and good citizenship.
- o Students in Grades 1 through 6 will be recognized at the end of each grading period for Distinguished Honor Roll, Honor Roll, Attendance, and Citizenship.

SOUTHWEST PARKE POLICY SECTION 3.24: RETENTION POLICY - Southwest Parke Community School Corporation is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

Students will normally progress annually from grade to grade. However, some students need additional time and experience before proceeding to the next level of their education.

When this concern exists, the building principal shall determine whether a student should be retained after consultation with the parents, teachers, guidance counselor, and other professional staff.

Decisions regarding retention shall be based on emotional and physical maturity, ability, achievement, and review of supportive evidence, such as samples of student work, test results, progress reports, etc.

Parent concern and input shall be considered in retention decisions, but the final placement of a child shall be determined by the building principal.

PROCEDURE FOR DETERMINING RETENTION

- Classroom teacher recommendation to Evaluation Committee based on classroom performance standardized test scores, and results of Light's Retention Scale.

- Review of recommendation by Evaluation Committee. This committee includes the counselor, present classroom teacher, former classroom teacher, principal, reading teacher, and special education teacher if applicable.
- Parental consultation with teacher and principal.
- Final placement determined by the building principal.

Note: As of the 2011-2012 school year, the Third Grade students will be required to take a reading test, “IREAD.” If they do not pass this test, then by Indiana Law, they will be required to repeat Grade 3 if they do not have a State granted Good Cause Exemption.

SOUTHWEST PARKE HOMEWORK POLICY

Homework, as defined by the State Department of Education, is an out-of-school assignment that contributes to the educational process of the student. It should be an extension of class work and should be related to the objectives of the curriculum presently studied. Homework may include additional practice exercises, reading of material on a specific subject, in-depth extension of classroom activities, or independent project work related to the subject. But above all, homework gives teachers and students responsibilities which must be met before assignments can be considered as an extension of classroom instruction.

The students, with guidance from teachers and parents, should continue to develop responsibility for bridging the gap of communication between home and school. Homework should provide an opportunity for parents to cooperate with students in the learning process; however, it should not be so complex that parental assistance is required or necessary. Homework should:

- Reinforce the day's lesson, and prepare the student for the following lesson.
 - Conform to the objectives stated in the curriculum guide and lesson plans.
 - Incorporate a variety of instructional modes allowing for diversity among students.
 - Increase motivation, comprehension, and higher level thinking skills.
 - Enhance, Enrich, and Reinforce, the concept being taught in the regular classroom.
 - Strengthen & Improve self-discipline and concentration.
- Homework may additionally fulfill the following purposes:
- To teach students responsibility and organizational skills.
 - To promote wise and orderly use of time.
 - To encourage a carry-over of worthwhile school activities in permanent career and leisure interests.
 - To provide opportunities for broad enrichment activities.
 - Practice: to increase speed, mastery, or maintenance of skills.
 - Participation: to increase the involvement of each student with the learning task.
 - Personal Development: to build student responsibility, honesty, perseverance, time management, and self-confidence.
 - Parent-Child Relations: to establish communication between parent and child on the importance of schoolwork & learning.
 - Public Relations: to inform parents on what is happening in class.
 - Policy: to fulfill directives from policy on prescribed amount of homework per week.

In the early grades, the effectiveness of homework assignments depends largely on the concern each student's parents and teachers show for his/her welfare. As the students mature, however, his/her success with homework becomes progressively more dependent on his/her own efforts. Each student has the responsibility to develop good work and study habits. The students should:

1. Clarify with the teacher any questions pertaining to instructions before leaving class... its purpose, when it is due, and how it should be done.
2. Take home any materials and information needed to complete the assignment.
3. Learn the budget time. When study time is provided during the day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once.

4. Analyze his/her study habits and take advantage of available study help. Although research shows that there is no best way to study, all students need effective study skills.
5. Return all work completed to the teacher by the date requested.
6. Make up work missed during an illness or excused absences.
7. With the aid of their parents:
 - a. Set aside a special time to do the assignment.
 - b. Find a special place free from excessive noise and other distractions in which to work.
 - c. Organize his/her time so assignments can be completed in a reasonable length of time.
 - d. Review carefully the completed assignment.

Naturally each teacher's policy may vary, but a blend of the following four elements is essential:

1. The students' efforts need to be recognized and positive and/or instructive comments made about the finished work.
2. The students should be provided opportunities to share with others what they have done.
3. Students should be made aware of the merits and where improvement is needed in their efforts.
4. Some means of appraisal should be established so students can make their own comparative evaluation

The Board supports homework assignments as an extension of class work and it will be related to the objectives of the curriculum and contribute to the educational process. Each teacher will communicate in writing to the parents and students the homework expectations for his/her class or subject area at the appropriate starting times (i.e. semesters, beginning of year).

DINING ROOM HANDBOOK

LUNCH - According to School Board Policy, all Elementary Schools in the Southwest Parke Corporation are to have a closed lunch period. This means students are not allowed to leave school at lunchtime in order to go home or elsewhere for lunch. The Elementary School parents may pick up their children in the office, if they desire to do so. A note must be sent from home if a child is to be picked up in the office for lunch.

Lunch is served daily to grades PK-6. All students eat **FREE** this year. This includes milk on their tray. All students must either get a school lunch or bring a sack lunch. Students must pay for any extras. Lunch payment can be made daily or weekly. If you send money for more than one day, or for a brother or sister in the same envelope, please put children's names and a note explaining what the money is to be for on the envelope.

SACK LUNCH - If your child brings a sack lunch, even if he/she is on the free or reduced lunch program, he/she may buy milk or juice to drink with their lunch for a small amount. The school does not provide drinks to go with sack lunches.

Please prepare your child's food so that he/she may be able to open all containers and eat with ease. We do not have the staff available to open cans or to cut food. The State of Indiana states soda pop is not allowed in the cafeteria area. So please, do not send soda pop in sack lunches.

BREAKFAST - **7:45-8:10 a.m.** We serve breakfast to students. All students will eat breakfast for **FREE**.

ALLERGIES - If your child has an allergy to milk there must be a note signed by your doctor on file at the school stating that the child cannot have the milk and what they may drink in place of milk. Also, if a child is allergic to any food items, they must have a note stating such from their doctor. State Law of Indiana requires that this doctor's note must be renewed every August.

STANDARDS for STUDENT BEHAVIOR

Montezuma School's focus is on preparing students to become responsible citizens and to take their places as productive members of society. To do this, we are focusing on students behaving in respectful and responsible manners.

Our school-wide behavior expectation is that **We S.O.A.R. at Montezuma!**

Students are expected to: **S**tay Safe
 Own Our School
 Act Responsibly
 Respect Everyone

Students are continually taught our expectations as they travel throughout the building, including while in the Hallway/at their Locker, while at the Drinking Fountain, Restroom, during Indoor and Outdoor Recess, while using Technology, receiving Direct Instruction in the classroom, and on the Bus.

Montezuma Elementary uses Lifelong Guidelines and Life Skills to prepare students to become lifelong learners and to help them strive for academic excellence.

LIFELONG GUIDELINES: Trust, Truth, No Put Downs, Active Listening, Personal Best LIFE SKILLS

Integrity:	To act according to what's right and wrong.
Initiative:	To do something because it needs done.
Flexibility:	To have the ability to alter plans when necessary.
Perseverance:	To continue in spite of difficulties.
Organization:	To plan, arrange, and implement in an orderly way.
Sense of Humor:	To laugh and be playful without hurting others.
Effort:	To do your best.
Common Sense:	To think it through.
Problem Solving:	To seek solutions in difficult situations.
Responsibility:	To be accountable for your actions.
Patience:	To wait calmly for someone or something.
Friendship:	To make and keep a friend through mutual trust and caring.
Curiosity:	To investigate and seek understanding.
Pride:	To be satisfied from doing your personal best.
Cooperation:	To work together toward a common goal (purpose).
Caring:	To feel and show concern.
Motivation:	To want to do it.
Confidence:	To feel able to do it.
Teamwork:	To work with others.
Resourcefulness:	To respond to challenges and opportunities in innovative & creative ways.

Statement to Parents Regarding School's Ability to Make Decisions Governing the Child

(Source: Dave Emmert, General Counsel, Indiana School Boards Association)

When the parent chooses to send his or her child to a public school, Indiana's laws and courts recognize that school officials and teachers "take the place of the parent" with regard to decisions pertaining to the child during the time of the school's supervision of the child. This concept is often referred to as "in loco parentis" and is expressed by the Indiana Legislature in the Education Code pertaining to student discipline as follows:

I.C. 20-33-8-8 Duty and powers of school corporation to supervise and discipline students
Section 8

- (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:
- (1) a school corporation; and
 - (2) the students of a school corporation.
- (b) In all matters relating to the discipline and conduct of students, school corporation personnel:
- (1) stand in the relation of parents to the students of the school corporation; and

- (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.
- (c) Students must:
 - (1) follow responsible directions of school personnel in all educational settings; and
 - (2) refrain from disruptive behavior that interferes with the educational environment.

DISCIPLINE POLICY- It is the goal of Montezuma Elementary School to foster a disciplined student body where appropriate educational opportunities and experiences are enjoyed by individual students. Conscientious faculty members, supported by students, administrators, parents, and community members, are essential to a disciplined school.

Students must develop self-control in order to promote a psychologically safe environment conducive to both academic and social growth. Students do not have the right to interfere with the learning process of others. Those who do may be denied their privileges to participate in educational activities for a specified time.

Discipline should not be confused with punishment. The goal of discipline is a self-controlled individual exhibiting accepted attitudes and standards of conduct.

As stated in our Student Handbooks, State Statute IC 20-8.1-5-1, Major School Violations, specifically identifies behavior that may result in the denial of educational rights to some degree for a student.

Inappropriate behavior in school, at school functions, and on school property can range from impoliteness to flagrant disregard of the rights of others. The consequences that follow inappropriate behavior will involve student-staff counseling and monitoring of subsequent behavior, if self-control is to develop. Consequently, nearly all discipline begins with student-teacher conversation. Then, depending upon the seriousness of the inappropriate behavior and the frequency with which it has occurred, the following additional consequences may take place:

- a. loss of privileges
- b. exclusion from classroom/lunchroom/playground
- c. teacher-parent contact
- d. before-or after- school detention *
- e. student-teacher-parent conference
- f. student-teacher-administrator conversation
- g. student-teacher-counselor conference
- h. in-school suspension
- i. out-of-school suspension
- j. immediate out-of-school suspension
- k. student-teacher-parent-administrator conference
- l. other teacher-parent-administrator recommendations
- m. Expulsion

If the consequence of after school detention is chosen, the following applies:

- 1. School detentions will be served from 2:40 p.m. - 3:30 p.m.
- 2. Students will be supervised by an administrator, teacher, instructional assistant, secretary/treasurer or substitute teacher.
- 3. Parents will be notified at least 1 day prior to the student serving the detention.
- 4. Parents will be responsible for making transportation arrangements for the students. If the student is to walk home, written notification must be given to the detention supervisor.
- 5. Students will be required to remain seated, to do schoolwork, and not to talk except to request assistance from the staff supervisor. If these rules are not followed the student will be assigned additional detentions.
- 6. If a student does not report to the assigned detention, other consequences will follow.
- 7. Students will not be allowed to participate in extracurricular activities which occur during assigned detention time.
- 8. Failure to complete assignments may result in a before or after-school detention.

SCHOOL EXPECTATIONS

- A. Students are to arrive at school and to classes on time, with proper supplies and with a cooperative attitude.
- B. Students will stay in the classroom until dismissed by the teacher.
- C. All classroom assignments are due on the assigned date. Students may not receive full credit if assignments are not handed in on time.
- D. Students are expected to maintain high standards of behavior not only in the classroom but also during extra-curricular activities, convocations, and study trips.
- E. All students are responsible for obeying the classroom's/school's set of rules and procedures. Teachers will provide a copy of the classroom/school discipline plan for parents. It will be sent home with the students.
- F. Students are expected to respect the property of the school corporation.
- G. Students are expected to respect the property of others.
- H. Students are expected to respect the rights of others. Students will not be allowed to display disruptive behavior, which will interfere with the learning environment or that, may cause injury to the child or any other child.
- I. No food or drinks (other than for lunch), candy, or gum will be allowed to be eaten on school property without permission from staff.
- J. Students are expected to treat our animal friends in an appropriate manner.

STUDENT CONDUCT - Students should understand that acceptable behavior begins with the practice of self-discipline. Students should remember that ALL school personnel do have supervisory control over students while on school property, riding a school bus, and/or while involved in a school-sponsored function at or away from school. Any student ignoring directions or instructions from a supervisor will be dealt with accordingly. Parents are responsible for their child's behavior. Citizenship grades are determined by the classroom teacher with input from the special class teachers.

In accordance with state statutes, IC. 20-8.1-5.1:

- A. Students will not be permitted to use name calling, profanity, or obscene gestures.
- B. Students will not be insubordinate/disrespectful to any staff member, substitute teacher, student teacher, or guest.
- C. Students will not be allowed to fight or possess any lethal weapons.
- D. Students will not wear clothing or bring items with obscene writing, portrays violence, disrespectful to authority, suggestive words or pictures/gestures, or inappropriate advertising (Sex/Drug/Profanity/Tobacco/Alcohol).
- E. Students will not be allowed to bring radios, cassette tape players, CD players, cards, gaming devices into the school.
- F. Students will not be allowed to bring toys, collectors' cards, or other play objects to school.
- G. Students are not permitted to show improper displays of affection.
- H. Students are expected to follow all procedures including all classroom procedures.
- I. Students will not be allowed to bring personal electronic devices such as, IPOD's, MP3 Players, Nintendo's, X-Boxes, Cell Phones, DVD players, Beepers, Pagers, Laser Pointers, etc.
All cellular phones and personal electronic devices MUST be stored in the Main Office during the school day.
- J. Students will not be allowed to wear shoes with skates in the building or on the grounds.
- K. Students will not be allowed to bring skateboards or scooters to school.

ANTI-BULLYING RULES (Second Steps) - We will work to help students who are bullied. All students will be taught our school wide behavior expectations along with a specific grade level curriculum called Second Steps. Staff members and our School Social Worker will reinforce the Second Steps curriculum, which includes topics related to bullying and including all friends at school.

- We will include students who are left out.
- When we know somebody is being bullied, we will tell an adult at school and at home.

INSIDE RECESS RULES

- 1) All students will talk in a quiet voice.
- 2) Students are to be seated while doing activities.
- 3) Students will share games and take turns.
- 4) Students will pick up all the toys and return them to their proper place.
- 5) Students may not leave the room without permission from the adult on duty.

PLAYGROUND CONDUCT - All playground rules are made in order to ensure safe and enjoyable recesses. Our Lifelong Guidelines also apply to the playground.

- 1) Students must stay within the boundaries of the playground and in sight of the adult on duty.
- 2) Students are to take care of all playground equipment.
- 3) Toys and other play items are not to be brought from home.
- 4) All students are to respect the instructions of the adult on duty.
- 5) No pushing, hitting, fighting, tackling, or wrestling is allowed.
- 6) No throwing of dangerous objects such as rocks, sticks, snowballs, etc. is allowed.
- 7) No name calling, obscene language, profanity, or obscene gestures are allowed.
- 8) Students must get permission from the adult on duty before leaving the playground or entering the school building.
- 9) Students will line up quickly and quietly when the whistle blows.
- 10) No swinging on or climbing trees.
- 11) No standing on picnic tables.
- 12) No chasing and playing tag.
- 13) No hanging on the basketball rims nor climbing the poles.
- 14) Swing use: one person per swing, don't twist chains, don't stand, don't jump out of swings, don't climb poles, don't hold hands, don't lay on stomach, and no underdogs.
- 15) Slide use: don't run or walk up, slide down in sitting position, don't roll objects down the slide, and one person on slide at a time.
- 16) Monkey bar use: swing in one direction only, one person at a time.
- 17) Use all equipment for its designed purpose only.
- 19) Obey all rules established by school personnel.

DAMAGE TO SCHOOL PROPERTY

- A. Students guilty of defacing or damaging any school property shall be required to restore to the original condition or pay in full for all damages. In default of satisfactory settlement, the case shall be reported to the Superintendent.
- B. Textbook and classroom materials that are damaged or lost will be billed at the replacement cost.

APPEARANCE AND DRESS - Southwest Parke Schools expect students to wear appropriate clothing to school.

- I. Students should not wear clothing that:
 - is ripped, torn, dirty, ragged, or unsafe.
 - is inappropriate for an elementary school setting:
 1. No narrow strap tank tops, sleeveless shirts with large armholes, spaghetti strap tops, tube tops, mesh shirts worn alone, or undergarments showing. (Sleeveless shirts should be 3 inches or more across the shoulder.)
 2. No leggings without long tops, skirts, or shorts.
 3. No gym shorts, cutoffs, short shorts, or very short skirts can be worn (Shorts should extend below fingertip length.)
 4. No bare feet or bare midriff will be permitted. (Students can wear sandals without socks, but flip-flops are not recommended.)

- 4. No wallet or clothing chains.
- 5. No extremely baggy clothing that could be unsafe
- 6. No spray or paint on hair coloring.
- has inappropriate wording, symbols, or pictures for an elementary school setting.
- advertises alcohol, drugs, tobacco products.
- distracts or disrupts the educational atmosphere at school.
- promotes sex, violence, or disrespect for authority.
- II. Hats/hoods and sunglasses are not to be worn inside the building.

Consequences: A note will be sent home by the classroom teacher requesting that the item not be worn again, and/or the student will be removed from the classroom and regular school routine until a change of clothes can be obtained or an appearance alteration can be made.

SUBSTITUTES, STUDENT TEACHERS, GUESTS - Students will extend the same courtesy and respect to a substitute teacher, a student teacher, or a guest to the classroom that should be given to the teachers and other staff members.. MISBEHAVIOR FOR A SUBSTITUTE, STUDENT TEACHER OR GUEST WILL BE TREATED AS A MAJOR VIOLATION OF SCHOOL RULES.

ADDITIONAL SCHOOL RULES - Montezuma Elementary School staff may make additional school rules when necessary. Students and parents will become aware of the rules and policies through the announcements, bulletins, and letters sent home.

STUDENT DISCIPLINE RULES - Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of **Indiana Code 20-33-8**, administrators and staff members may take the following actions:

1. **DUTY AND POWERS OF SCHOOL CORPORATION TO SUPERVISE AND DISCIPLINE STUDENTS. IC 20-33-8-8**
 - a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:
 - 1) a school corporation; and
 - 2) the students of a school corporation.
 - b) In all matters relating to the discipline and conduct of students, school corporation personnel:
 - (1) stand in the relation of parents to the students of the school corporation; and
 - (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.
 - c) Students must:
 - (1) follow responsible directions of school personnel in all educational settings; and ;
 - (2) refrain from disruptive behavior that interferes with the educational environment.

As added by –P.L.1-2005, SEC. 17.
2. **REMOVAL FROM CLASS OR ACTIVITY – TEACHER IC 20-33-8-9**
 - 1) A middle school, junior high or high school teacher will have the right to remove a student from his/her class 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.

2) An elementary teacher will have the right to remove a student from his/her 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.

3. SUSPENSION FROM SCHOOL – PRINCIPAL IC 20-33-8-10

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 10 school days.

4. EXPULSION IC 20-33-8-14

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 13 listed under the Grounds for Suspension and Expulsion in this policy.

GROUND FORS SUSPENSION OR EXPULSION (includes when and where discipline rules apply) LEGAL REFERENCE: IC 20-33-8-14

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

SUSPENSION PROCEDURES IC 20-33-8-7

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed.

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a) a written or oral statement of charges;
 - b) if the student denies the charges, a summary of the evidence against the student will be presented;
 - c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
4. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Suspension means any disciplinary action that does not constitute an expulsion under section 3 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days. **IC 20-33-8-18**

EXPULSION PROCEDURES LEGAL REFERENCE: IC 20-33-8-3

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a) legal counsel
 - b) a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.
The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or a parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

Expulsion means a disciplinary or other action whereby a student:

- (1) is separated from school attendance for a period exceeding ten (10) school days;
- (2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
- (3) is separated from school attendance from assigned school, and alternative educational program, or a homebound educational program.

RIGHT TO APPEAL (an Expulsion) IC 20-33-8-19

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

MAJOR SCHOOL VIOLATIONS

LEGAL REFERENCE: I.C. 20-33-8-14

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are 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 of 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.
 - 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 of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any of the other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. 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 some other person does not constitute a violation of this rule.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student. (Examples: Bullying/Harassment, Sexual Harassment)
IC 20-33-8-0.2 Bullying means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
6. 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.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon, or looks like a weapon.
8. 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.
 - a. Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician 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.
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
12. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating or repeated violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana Law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - e. failing to tell the truth about any matter under investigation by school personnel;
 - f. possessing or using a laser pointer or similar device.

17. Possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.

B. ALCOHOL AND OTHER DRUGS

THE FOLLOWING IS PROHIBITED IN I.C. 20-8.1-5.7-8:

Any student who knowingly possesses, uses, provides, or transmits to another person or who is under the influence of any substance which is, looks like, or which is or was, represented to be a narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, caffeine-based pills, substance containing phenylpropanolamine (PPA), steroids, stimulants, depressants, intoxicants, or inhalant of any kind, will result in suspension and or expulsion. Parents will be notified and the legal authorities will be called.

The above violations are in effect on the school grounds, buses, traveling to or from school and/or school-sponsored activities, and at the activities themselves. Use of a drug authorized by a physician is not a violation of the rule.

In addition, the following policies are in effect regarding "look-alike" drugs. Aside from being potentially dangerous, student involvement with counterfeit drugs and looks tend to perpetuate a drug culture. Additionally, look-alike drugs can cause modifications of behavior that interfere with school purposes. The school, therefore, has legitimate interest in prohibiting such involvement. Therefore:

1. No student may provide, by sale or otherwise, any substance which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant, or inhalant of any kind.
2. No student may possess or use any substance which the student has reason to believe is, or which has been represented, to be barbiturates, marijuana, alcoholic beverage, stimulant, depressant, intoxicant, or inhalant of any kind.
3. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind unless they are prescribed by a medical doctor.
4. Any substance for which a student has a prescription or written permission from a parent allowing use must be brought to the school nurse or designee in the health clinic and administered or taken there. This includes cough drops and throat lozenges.
5. Students who engage in the sale of or possession of "look-alike" drugs will be subject to disciplinary action to include suspension and/or expulsion.

C. Possessing A Firearm or a Destructive Device IC 20-33-8-16

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive,
 - the frame or receiver of any weapon described above,
 - any firearm muffler or firearm silencer,
 - any destructive device, which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device,
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter,
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled,
 - any antique firearm,

- a rifle or a shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes.
- 3. For purposes of this rule, a destructive device is
 - an explosive, incendiary, 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,
 - 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
 - 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 designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- 4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- 5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule. LEGAL REFERENCE IC 20-33-8-16

D. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a weapon, laser or electronic 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,
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

LEGAL REFERENCE IC 20-33-8-16

E. "Child Exploitation," I.C. 35-42-4-4 (b) & Child Pornography, IC 35-42-4-4 (c)

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form is a ground for suspension or expulsion.

A practical example of "child exploitation" involving a cell phone would be a student of any age who used the phone to (1) take a picture, (2) show a picture, (3) send a picture, or even offer to show or send the picture of any person under the age of 18 engaged in "sexual conduct" and/or the display of inappropriate nude pictures.

Important Notice to Students & Parents Regarding Cell Phone Content & Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under IC 35-42-4-4(b) to exhibit, photograph, or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under IC 35-42-4-4© for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

F. Cell Phone, Beepers and Laser Pointers in School Prohibited P.L.108-1994,HEA1202

This prohibits knowingly possessing or using on school grounds during school hours an electronic paging device or a hand held cellular telephone in a situation not related to a school purpose or an educational function, In addition, students will not possess or use a laser pointer while on school property or while attending a school-sponsored activity on or off school property unless under the supervision of a staff member and in the context of instruction.

Consequences:

First Offense: Electronic device removed and returned at the end of the school day.

Second Offense: Electronic device removed and parents contacted to pick it up.

Third Offense: Electronic device removed and student assigned to detention.

(Administration reserves the right to add additional consequence to students violating this policy more than two times per year.)

G. LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCE: IC 20-33-8-17

H. THREATS Section 3. IC (Indiana Code) 35-45-2-1 (Effective July 1, 2001)

A person who communicates a threat to another person with the intent that the other person engage in conduct against the other person's will or that the other person be placed in fear of retaliation for a prior lawful act; or of causing a dwelling, building, or another structure or a vehicle to be evacuated is committing a Class A misdemeanor.

However, the offense is a Class D felony if the person to whom the threat is communicated is an employee of a school corporation or the threat is communicated using property, including electronic equipment or systems, of a school corporation or other governmental entity.

"Threat" means an expression, by words or actions, of an intent to unlawfully injure another person or damage property; unlawfully subject a person to physical confinement or restraint; commit a crime; expose the person threatened to hatred, contempt, disgrace or ridicule; cause the evacuation of a dwelling, a building, another structure, or vehicle.

I. TOBACCO

Students are not permitted to have on their person or to use in any manner, tobacco of any type or any substance represented to be a tobacco product on school property at any time. **Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices (e-cigarettes,vape), chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.** Failure to comply with this policy will result in a suspension.

J. UNLAWFUL ACTIVITY

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 the weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

LEGAL REFERENCE: IC 20-33-8-15

SCHOOL ZONE SENTENCE ENHANCEMENT FOR DRUG AND GUN CRIMES:

Indiana law allows enhanced sentences for certain drug (I.C. 35-48-4) and gun (I.C. 35-47-2-23 crimes committed on a school bus, on or in school property or within 1,000 feet of school property. The state does not need to prove that children were present at the time of the crime or that the defendant knew he was on or near school property.

LOCKER STATEMENT

All lockers made available for student use are the property of the school corporation. These lockers are made

available for students to use in storing school supplies and personal items necessary for use at school. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, as provided by Indiana Law (IC 20-33-8-32)

Padlocks will not be permitted on school lockers. However, students may use a combination lock, if the combination is registered with the classroom teacher and in the office. The school is not responsible for items missing from lockers; therefore, we encourage all students to use a combination lock.

SECTION I SEARCH AND SEIZURE PROCEDURE & USE OF EVIDENCE

A. As used in this section, "reasonable cause for a search" means circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the student handbook.
2. Anything that, because of its presence, presents an immediate danger of physical harm or illness to any person.

B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker, or storage area except with a lock provided by or approved by the principal or the school in which the locker or storage area is located. Unapproved locks shall be removed or destroyed.

1. The principal, principal designee, or a member of the staff designated in writing by the principal may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for the search.

C. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driving, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises subject to subsection F of this section.

D. Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
2. Returned to the parent or guardian of the student from which it was seized.
3. Destroyed if it has no significant value.
4. Turned over to any law enforcement officer in accordance with subsection E.

E. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student, or any motor vehicle on school premises;
2. Identify or dispose of anything found in the course of a search conducted in accordance to this section.

ATHLETIC PHILOSOPHY

It is the philosophy of the Southwest Parke Board of School Trustees that the elementary athletic program consists of organized interscholastic competitions. The Board recognizes that winning should be a goal for any interscholastic

competition, but it will not supersede the central focus of promoting the development of skills, self-discipline, good sportsmanship, and enjoyment of the sport. All students who participate in the programs shall receive approximately equal amounts of playing time over the course of the season. It is the Board's belief that everyone should play and students will only be cut from teams for disciplinary or academic reasons. The principal will have the final say in all disciplinary and academic matters.

At the secondary level (grades 7 through 12), it is the Board's philosophy that the goal of winning takes a more prominent role at this level of competition. However, the Board still believes that the overall emphasis should still focus on the development of skills, self-discipline, good sportsmanship, and enjoyment of the sport. The head coach of each varsity sport shall be given the responsibility for the establishment of the amount of playing time and the determination as to if and when cuts will be made on the various teams within that sports program. The head coach's determination in such matters shall be communicated to the Athletic Director. The building principal shall also have input into the final determination.

OBJECTIVES OF THE ELEMENTARY ATHLETIC PROGRAM

The Southwest Parke Elementary Athletic Program shall consist of an organized interscholastic athletic program in which boys and girls in grades five and six are encouraged to participate. Emphasis of the program will be the development of skills, learning the fundamentals of the game, teamwork, self-discipline, and having fun. Although winning will still be a goal, it will not be a top priority. **All the students who participate in the sport will receive about the same amount of playing time, with the exception of tournament play.** At this young level, it is believed that everyone should play.

Players are representatives of their elementary schools. Therefore, sportsmanship is of the utmost importance at all times. Although practices and games are held after school, school rules are still applicable regarding behavior and conduct.

Practices will start three weeks prior to the team's first game.

Due to the large number of basketball teams in the Southwest Parke school district, the Athletic Director at Riverton Parke Jr.-Sr. High School has the primary responsibility of scheduling practices at all three gyms. Every effort will be made to have the elementary teams practice at their coach's first option.

At the end of the school year all fifth and sixth grade students who participated in any athletic sport; basketball, cheerleading, or football will be recognized at their prospective elementary school.

STUDENT ELIGIBILITY - EXTRA-CURRICULAR ACTIVITIES

The Board of School Trustees of the Southwest Parke Community School Corporation recognizes that extra-curricular activities are important enrichment experiences. However, it is the position of the Board that participation in such activities is a student privilege and not a student right. This policy reflects the belief that academic achievement and responsible behavior must be emphasized over participation in extracurricular activities. Therefore, students must be in good academic standing and have good citizenship before they devote time to extra-curricular activities. The following eligibility requirements must be met before a student can participate in activity clubs, athletics, student council, overnight trips, and/or trips consuming class time with the exception of authorized class field trips.

Extra-curricular activities are defined as those activities that students participate in outside the regular school day that are not mandatory to meet course requirements. The student's grade will not be determined by whether he/she participates in the activity. These activities may or may not be related to a specific course offering.

Co-curricular activities are defined as activities in which students can be involved in order to partially fulfill the requirements of a particular course. The student's grade may be determined by participation in the activity.

In order to participate in the above-mentioned extra-curricular activities, a student must be in good standing with the school in an academic and behavioral sense. This means:

Students in grades K through 6

All students participating in extra-curricular activities will have grades checked on a weekly basis. If students have a failing grade, they will sit out for all ECA activities including practice for that week. Grades will be checked at the beginning of each week and if the student doesn't have any failing grades he/she can participate that week.

Students in Grades K through 6

1. When a student is serving after school detention for any disciplinary reason it is understood that the detention takes precedence over participation in extracurricular activities.
2. In grades K through 6, students receiving in-school suspensions cannot participate in extra-curricular activities the night the in-school suspension is served.
3. Any student who is expelled from school for any disciplinary reason shall not be permitted to participate in extracurricular activities for one (1) grading period following his/her return to school. During this time it is expected that the student will show intent to seriously pursue his/her academic education and fulfill his/her responsibilities as a student to the rules and regulations of the school. Students returning in the fall from a spring semester expulsion will not be permitted to participate in extracurricular activities for the first nine weeks of the new school year.
4. None of the above is seen as a forfeiture of the right and responsibility of the school administration to protect the image of the school by removing a student from participation in any extra-curricular activity at any time that the student's participation is not in the best interest of the School Corporation.
5. None of the above is seen as a forfeiture of the right of coaches or sponsors of extra-curricular activities to set additional approved rules which regulates participation of students in extra-curricular activities.
6. A student who misses more than one-half of the regular school day must receive approval of the principal or his/her designee to participate in extracurricular activities that evening.

EXTRA-CURRICULAR ACTIVITIES

A) ALL SPORTS ACTIVITIES

- 1) Basketball
- 2) Cheerleading

B) ACADEMIC COMPETITIONS

- 1) Math & Spell Bowls
- 2) Runners Club
- 3) Student Council
- 4) Robotics Club
- 5) Mission Possible

NOTICE TO INDIVIDUALS WHO TRANSPORT TO EXTRA-CURRICULAR EVENTS

This notice is to advise those individuals who may transport students at Southwest Parke Community School Corporation to extra-curricular events of the school corporation that the corporation liability insurance coverage will not provide coverage for them should they be involved in an accident.

The insurance coverage purchased by Southwest Parke Community School Corporation will only provide a defense to Southwest Parke if the school is also sued and will not provide any benefits or coverage to the individuals transporting the students to extra-curricular events. The individuals transporting those students are expected, pursuant to state law, to have coverage on their own vehicles that will cover in the event of an accident or injury.

COUNSELING DEPARTMENT - Southwest Parke School Corporation has a full-time social worker that presently functions as a school counselor at Rosedale and Montezuma Elementary Schools.

The School Social Worker, throughout the school year, will work with students in the classroom, small groups, and individually. Counseling services will address normal developmental concerns that students are experiencing or may experience which could affect their ability to reach their potential. Classroom topics will range from improving self-concept, school adjustment, and communication skills for younger students to interpersonal relations, effective learning skills, decision-making skills, and conflict resolution for the older students. Small groups may meet to help students develop peer relationships, learning to control their anger, cope with divorce or death, or other similar issues, which may be necessary for students. Students may also be seen alone to prevent problems or find solutions to present difficulties.

Other services provided by the School Social Worker will be to serve as the Case Conference Coordinator for special education services, to work with the Teacher Assistance Teams, and to consult with parents and teachers.

If you have any questions concerning the counseling program or feel that your child has a specific need, please call the School Social Worker at your child's school.

WEATHER & OTHER EMERGENCIES

Student Well-Being - Student safety is a responsibility of the students & staff. All staff members are familiar with emergency procedures, such as evacuation procedures, fire drills, tornado drills, **lockdown drills**, and other safety drills. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

Fire, Tornado, & Other Safety Drills - The school complies with all fire safety laws and will conduct fire drills in accordance with State law (one per month). Tornado drills will be conducted using the procedures prescribed by the State (2 per semester). Safety drills will be conducted at least once per school year. Specific instructions on how to proceed for each type of drill will be provided to students by their teachers.

Weather Emergencies - The State of Indiana requires that all students attend 180 days of school. Current law now states that if school is closed for any reason, students will be required to make up the lost day. Therefore, school closings this year will have more impact on all of our families. Officials will determine as early as possible the necessity to close or delay the start of school for the day based on safety considerations for school bus operations.

If roads are passable, we intend to have school. Should our roads not be passable at the beginning of the school day, we may have to delay the opening of school or close school. If a storm happens during the day and the roads are going to become impassable, we may close school early. With each of these occurrences we need your help. Some things you should know and ways to help are listed below. Please take some time to become familiar with these procedures and retain this for a reference.

TERMS YOU SHOULD KNOW

SCHOOL DELAYED - This term will mean that school will start at a time later than normal. It will usually be for two hours but could be longer. A two-hour delay would mean if your child were to meet the bus at 7:30 a.m. the bus would come at 9:30 a.m. Those students not riding buses should arrive after 9:35 a.m. If we have a two-hour delay, we will not serve breakfast. If we have a one-hour delay, we will serve cereal.

SCHOOL CLOSED - This term will be used if school is closed for the entire day. It also means all events for the day will be canceled and rescheduled. This day will be made up.

EARLY DISMISSAL - This term will be used when a storm or other emergency makes it necessary to close early. Due to the nature of our transportation system, if one school is closed so will the other schools in the corporation.

EMERGENCY ROUTES - This term may be used if special bus routes are developed for transportation of students. You will be notified of such routes either through the media, note from school, or your child's bus driver. Buses will travel and pick up students on passable roads only. When emergency routes are operating, if your child is not picked up by the bus in the morning, then he/she will not be allowed to ride the bus home that evening.

PARENTS' RESPONSIBILITIES

1. Always dress your child properly and warmly. If a bus has a problem, warm clothing will be necessary.
2. Make sure your child can get into the house or knows what to do in case of early dismissal, delayed start, closing, or bus turn around. It is essential that you plan for such occurrences so your child will not be left in a dangerous situation.
3. You are requested NOT to contact the school about whether schools will be opened or closed. Phone lines are important to the schools in assessing the situation and making important announcements to bus drivers and news media. If a true emergency exists, it is understandable that it may be necessary to contact the school; however, you should have made arrangements ahead of time for your child (ren).
4. You should be familiar with your bus driver. If you have questions about the route's alternate pickup points in case certain roads are not passable, you should contact your bus driver. Many drivers will have a phone tree to relay emergency information to the riders.

5. Should conditions become so bad that it is not safe to transport students home they will be retained at school. This will be announced through the news media and the police scanners. Every attempt to notify you by phone will be made by the schools. Your child will be returned home as soon as the roads are passable the next day.
6. No child will be permitted to go home with another student, relative, or family friend without prior written consent to the school by the parent. It is the parent's responsibility to see that such consent is on file with the child's school.
7. On some days, when school is in session, certain roads or sections might be blocked, even though other areas are passable. In such cases, buses will attempt to run those stretches of roads, and students who are thus missed will not be counted absent. Students from such areas brought to school by parents must then be taken home by parents, as buses will not run on roads in the afternoon that they could not run in the morning.
8. You should always assume school is open, unless you are notified otherwise by the media.

NOTIFICATION PROCEDURES

A decision to close school will normally be made in the morning. Only unusual circumstances will require the closing of school the night before. Decisions are usually made before 6:30 a.m., however, changing conditions could delay the announcement to a later time.

Parents will be notified of school closings, delays or other related information through our automated calling system, *ThrillShare*. You will be notified as soon as a decision is reached at the "Alert Numbers" that you have provided at Registration.

HEALTH SERVICES (Continued)

IMMUNIZATIONS (IC 20-34-4-5)

Statement of immunization history; waiver; rules:

Sec. 5. (a) Each school shall require the parent of a student who has enrolled in the school to furnish not later than the first day of school a written statement of the student's immunizations, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school.

(b) The statement must show, except for the student to whom IC 20-34-3-2 or IC20-34-3-3 applies, that the student has been immunized as required under section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization.

(c) A student may not be permitted to attend school beyond the first day of school without first furnishing the written statement unless: 1. The school gives the parent of the student a waiver, or 2. The local health department or a physician determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) days. If subdivision (2) applies the parent of the student shall furnish the written statement and a schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.

SCHOOL ENTRY IMMUNIZATION REQUIREMENTS 2020-2021

Below are the number of doses and each vaccine required for school entry. Additional immunizations are recommended by the CDC for your child's safety, but are currently not required for school entry.

Immunization requirements for the 2020-2021 school year per Indiana State Department of Health

Immunization requirements for students in Preschool through 6th grade per
Indiana Department of Health for the 2020-2021 School Year

Preschool:

Hepatitis B	three (3) doses	Dtap	four (4) doses
Polio	three (3) doses	MMR	one (1) dose
Varicella	one (1) dose		
*Hepatitis A	two (2) doses		

*This is a new requirement for this school year. If your child has not had any doses of Hepatitis A, one will be required to start school, and then we will send notification when the second dose is due. This is a two dose series with the second dose not given until after six (6) months of the first dose.

Grades Kindergarten through 5th grade:

Hepatitis B	three (3) doses	Dtap	five (5) doses
Polio	four (4) doses	MMR	two (2) doses
Varicella	two (2) doses	Hepatitis A	two (2) doses

6th Grade:

Hepatitis B	three (3) doses	Dtap	five (5) doses
Polio	four (4) doses	MMR	two (2) doses
Varicella	two (2) doses	Hepatitis A	two (2) doses
Tdap	one (1) dose		
Meningitis	one (1) dose		

Recommended vaccines (but not required):

Annual influenza vaccine

HPV vaccine after age 11

Please note:

For the Dtap vaccine: four doses are acceptable if the fourth dose was given on or after the child's 4th birthday.

Polio: three doses are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least six months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is needed for proof of immunity for children from preschool through 10th grade. Parental report of disease history is acceptable for grades 11 and 12.

Hepatitis A: The minimal interval requirement between the first and second doses is six (6) calendar months. Two doses of this vaccine are required for ALL grade level students.

The State of Indiana does allow a 20 day grace period from the start of school to have all required immunizations completed. If immunizations are NOT completed by the end of this grace period, students CAN BE EXCLUDED from school until proof of completed immunizations is given to the school nurse.

*Must be age guidelines

Hepatitis B-the minimum age for the 3rd dose is 24 weeks of age (6 months old)

DTaP-4 doses are acceptable if the fourth dose was given on or after child's 4th birthday

Polio-3 doses are acceptable if the third dose was given after 4th birthday and if given 6 months after the previous dose.

Varicella-if your child has had chicken pox then you are required to turn in documentation from your family doctor stating when your child was diagnosed with the disease.

For further information you may go to <http://www.cdc.gov/vaccines/schedules/>

For children who have delayed immunizations, please refer to the 2013 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2013 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at www.cdc.gov/vaccines/recs/schedules/default.htm.

Indiana State Department of Health, Immunization Division, (800) 701-0704

SELF-ADMINISTRATION OF MEDICATION FOR ACUTE OR CHRONIC DISEASE OR MEDICAL CONDITION: SECTION 3. IC 20-33-8-13

A student who has a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if:

- The parent/guardian of the student files a written statement with the student's principal granting permission for the student to possess and self-administer the medication, and
- Along with the parent's/guardian's written statement, the parent must also provide written authorization from a physician stating:
 - a. that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - b. a statement that the student has been instructed in how to self-administer the medication;
 - c. the nature of the disease or medical condition requiring the emergency administration of the medication.

NOTE: Asthmatic children in Indiana can carry their medications (i.e. inhalers) with them at all times, including all transportation to and from, and all school activities on or off school grounds. This is in response to Senate Bill 376 and is now law. The parent's/guardian's written authorization and the written physician's statement must be filed with the student's principal annually.

TRANSPORTATION

Please note that all school rules apply at any time that a student is riding a school bus.

- A. NO high school student will be allowed to park a vehicle at either Elementary School building during the school day.
- B. Bus transportation is a service provided by the School Board of Trustees as a convenience to those who live in rural areas beyond a reasonable walking distance from school. Students who use this service come under the supervisory jurisdiction of the schools from the time they board the bus on their way to school until they depart from the bus on their return home. **STUDENTS AND PARENTS ARE REMINDED THAT BUS TRANSPORTATION TO AND FROM SCHOOL IS A PRIVILEGE AND NOT A LEGAL RIGHT.**
- C. Students are expected to maintain a level of behavior at least equal to that expected of them while at school. Those students who cannot maintain a reasonable level of self-discipline while riding as a passenger on a bus can and will be disciplined for unacceptable behavior. Those not responding to reasonable corrective action from the bus driver may be initially excluded for (1) day by the bus driver. If this exclusion and parent-driver conference does not solve the problem, school officials can and may exclude students from riding the bus for a period of time up to one semester through the normal Student Due Process procedures. This does not exclude the student from school attendance; however, it does shift the responsibility for transportation to and from school to the student and/or parents, totally.
- D. Exclusion from one bus is considered to be exclusion from all school and/or contracted buses for the period of the time

specified.

E. Any student absences resulting from bus exclusion will be deemed unexcused.

F. Students must board and depart from their assigned school bus only at pre-designation stops as assigned by the Superintendent's Office or bus driver. Any variation from the procedure must be cleared in advance with the assigned driver and supported in writing to the assigned driver and approved by the main office in writing within 24 hours of the variation.

G. The bus drivers are responsible for the transportation of those assigned students from their home to their school and return in the evening.

H. No child shall ride with a student driver other than immediate family or a parent-designated adult.

I. If there is to be a bus change, parents must send a note with the child to be shown to the driver and the classroom teacher or office one day in advance.

J. General Education students must be able to get on & off the bus on their own, i.e. with crutches, etc.

VIDEOTAPES ON SCHOOL BUSES

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

BUS RULES FOR STUDENTS - Riding the school bus is a privilege extended to students that can be taken away for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his/her requests.

- Each student shall be located immediately, upon entering the bus, in the place assigned by the driver.
- No student shall stand or move from place to place during the trip.
- Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- No windows or doors will be opened or closed except by permission of the driver. Students are responsible for closing windows before exiting the bus.
- Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
- No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
- The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his/her station, the bus driver will be required to stop and make a reasonable attempt by looking for the student approaching the bus without causing the route to be delayed.
- Upon recommendation of the bus driver, school authorities may deny the privileges of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or ladylike manner.
- A student who boards a bus in the morning will ride the full route to school. This holds true en route from the school to his/her home.
- A driver may dismiss a student to another scheduled stop ONLY with the written request of a child's parent or guardian, AND consent from the school.
- Students experiencing problems should report them to the bus driver.
- All school rules apply to bus pick-up and drop-off points, and while riding on the bus.
- The bus driver shall be responsible for issuing verbal warnings to students as well as documentation of a disciplinary report if unacceptable behaviors continue. The driver will also verbally notify a student if a disciplinary report will be submitted to the school.
- Other violations as determined by driver, owner, principal, and Indiana Law.

MINOR BUS INFRACTIONS

- Chewing gum (Driver Discretion)
- Food and beverages (Driver Discretion)
- Loud, boisterous, distracting voices and behavior

- Opening windows or doors
- Not staying seated, or in assigned seats
- Annoying and teasing of other riders
- Inappropriate behavior
- No Electronics (Driver Discretion)
- Arrival at bus stop at appropriate time.
- Proper exit procedures (As directed by bus driver)
- Not following instructions (As directed by bus driver)
- Other violations as determined by driver, owner, principal, and Indiana Law.

DISCIPLINE PROCEDURES FOR MINOR INFRACTIONS

*Discipline reports shall be cumulative each semester.

1st – School Disciplinary Plan

2nd - School Disciplinary Plan

3rd – School Disciplinary Plan

4th – 1 Day Off Bus

5th - 3 Days Off Bus + Meeting with Driver, Parent, Child, Administrator

6th – 5 Days Off Bus

7th – Semester Suspension (Dec. & May = next semester)

MAJOR BUS INFRACTIONS

- Profanity and obscene gestures
- Bullying/Harassment
- Throwing objects
- Disrespecting the driver
- Fighting
- Vandalism
- Inappropriate display of affection
- Weapons
- Possession/simulation of drugs, alcohol, tobacco, weapons
- Head/Hands out of the windows/doors
- Defiance
- Other violations as determined by driver, owner, principal, and Indiana Law.

DISCIPLINE PROCEDURES FOR MAJOR INFRACTIONS

*Discipline reports shall be cumulative each semester.

1st – 1 Day Off Bus

2nd - 3 Days Off Bus + Meeting with Driver, Parent, Child, Administrator

3rd – 5 Days Off Bus

4th – Semester Suspension (Dec. & May = next semester)



SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION RESPONSIBLE USAGE POLICY

The corporation may modify these rules and guidelines at any time by publishing modified rules on the website. The signatures on the Responsible Use Policy at the end of this document are legally binding and indicate that

the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Southwest Parke Community School Corporation (SWPCSC) is pleased to be able to offer our students access to computer technology, including access to the Internet as well as SWPCSC applications and information technology network. The computer system is the property of the corporation, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet, e-mail, school accounts on both Google Application for Education and other curriculum providers, computers, and network. The system is designed to keep a record of all activity on and off the Internet, and this information is also corporation property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private, even if it is not owned by SWPCSC. For the purposes of this program/policy, the term “device” also includes any similar product owned by SWPCSC and provided for student use as well as any technology equipment that accesses our network.

General Guidelines:

1. In order to utilize the SWPCSC network (specifically school provided devices, Internet access and related applications), students and a parent or legal guardian must review and sign the Responsible Use Policy.
2. The student is responsible for the condition of any school-provided device, including being charged and ready for the school day.
3. Devices may only be used in certain approved areas of the school. Students may not use any device in parts of the school designated as no technology zones or any other areas where devices are not permitted.
4. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by a school administrator or teacher.
5. Students must use the SWPCSC’s network when at school. Students may not use a cell phone or service provider’s data network (3G, 4G, LTE, etc.) or any other wired or wireless network other than the corporation’s network.
6. SWPCSC is not responsible for any data charges that a student may incur from a service provider as a result of not following our policy of only using the SWPCSC network while at school.
7. SWPCSC is not responsible for any data charges that a student may incur from a service provider as a result of using the school provided device while outside of our network.
8. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from SWPCSC, except for approved projects with the express permission of the teacher.
9. If an administrator has credible, specific, and reasonable suspicion that evidence exists of a violation of this agreement, SWPCSC policy and/or law may have occurred, or is about to occur, the student’s device may be inspected and/or confiscated. This also applies to situations in which there is a reasonable, credible, and specific belief that a student’s safety and/or well-being may be at risk. The search itself must be reasonable in scope and not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction.
10. Disciplinary action that may arise from a credible, specific, and reasonable search involving a handheld or other device and/or the misuse of technology may lead to the loss of technology privileges or any other action deemed appropriate by the Corporation under the circumstances related to any such disciplinary action taken.
11. These guidelines are consistent with the provision set forth in the Code of Conduct found in the Student Handbook.

School Curriculum - Students will be accessing several online programs/software, including, but not limited to the following: McGraw-Hill software, Clever, iReady, SAS Curriculum Pathways, Studies Weekly, BrainPOP, Google Apps for Education (GSuite products). This list is not an exhaustive list and may include any additional software/program deemed

necessary by a teacher and approved by an administrator. Software and programs may change as curriculum needs change and by agreeing to this policy, you are agreeing to changes throughout the school year. This signed policy is also considered a waiver in order to allow student use of apps that require a waiver for students under age 18.

School-Owned Devices - Students will be held responsible for maintaining devices and keeping them in good working order while used in the classroom, on loan from the school library, or off of school premises if applicable. Devices that malfunction or are damaged must be reported to the appropriate staff designated by administrators at Riverton Parke Jr./Sr. High School and to a teacher or administrator at the elementary schools. The school corporation will be responsible for repairing the devices that malfunction. Punishment for devices that have been damaged from student misuse or neglect will be as follows:

1. first offense – \$50 or the cost of the repair (if cost to repair the device is less than \$50);
2. second offense - \$100 or total cost of the repair if it exceeds \$100;
3. third offense or if it is intentionally damaged – total cost of the device; student forfeits technology privileges for an amount of time determined by the Administrator and Director of Instructional Technology

Internet Safety - Children's Internet Protection Act (CIPA) - Southwest Parke Community School Corporation (SWPCSC) is in compliance with the Children's Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation in order to aid in restricting access to materials that are harmful for minors. School personnel will monitor online activities of students and will educate them on safety/security measures when using e-mail, chat rooms, and other direct electronic communications. School personnel will also provide education about appropriate online behavior, including interacting with individuals on social networking sites and cyberbullying awareness and response.

User Account Passwords - All users, staff and students, are given an account upon their entry into the district. Any person to whom an account is given is the only person to use that account. Each user is responsible for the security of the system. Passwords should not be shared. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable.

Internet Access - The Internet can contain information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. SWPCSC does not condone or permit the use of this material and has a content filter in place to prevent what is reasonably possible from being viewed. The use of technology within the school setting is a privilege, not a right and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Parents and guardians must be aware that while at school, although content filtering is in place the direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

Electronic Mail (E-Mail) - Students will be assigned internal e-mail addresses by the corporation through Gmail through our participation in Google Apps for Education. All e-mail must follow the rules of appropriate use. The only external email students will have access to is from colleges or universities, or programs designed to aid in college or planning for the future at the request of a student and approved by an administrator.

Activities that Are Not Permitted

- searching, viewing, sending or retrieving materials (including social media sites) that are not related to school work, community service, employment or college information (hence, searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials is not permitted);
- plagiarism, copying, saving or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted); Source, author, website source and date accessed, etc. must be present on any printed copy or inclusion in any paper, on the same basis as using quotes from a text book or periodical;
- subscription to any services;
- any use of district computers for financial gain;
- sharing of the user's or another's home address, phone number or other personal information;
- playing games or using other interactive sites such as chats, unless specifically assigned by a teacher;
- unauthorized access, including "hacking", and any activity that violates a school rule or a local, state or federal law;
- offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law;
- forging electronic mail messages or using an account owned by others;
- gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user;
- invading the privacy of others;
- posting anonymous messages.

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Student Rights - Students' right to free speech applies to communication on the Internet. SWPCSC's electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process - The district will cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network. In the event there is an allegation that a student has violated the district responsible use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before an administrator.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the responsible use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account. Users granted access to the Internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying procedures.

Limitation of Liability - The corporation makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage

suffered, including but not limited to, loss of data or interruptions of service. The corporation is not responsible for the accuracy or quality of the information obtained through or stored on the network. The corporation will not be responsible for financial obligations arising through the unauthorized use of the network.

PARENT OR GUARDIAN - By signing below I certify that: I have read the Responsible Use Policy for School Technology and I understand its significance. I have discussed the rules for technology use with my child. I understand that access to technology is designed for educational purposes and it is the student's obligation to use the resources in a responsible manner. I recognize it is impossible for the school district to totally restrict access to controversial materials and I will not hold them responsible for materials my child may acquire on the network. I accept full responsibility for supervision of my child's technology and internet use outside of school. I hereby give my permission for my child to use school technology and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): _____

Parent or Guardian Signature _____

Date: _____

SOUTHWEST PARKE COMMUNITY SCHOOLS

INFORMATION & POLICY SECTION

NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

The 1987 Asbestos Hazard Emergency Response Act (AHERA) required asbestos inspections of all public and private schools (K - 12 grades) to identify asbestos containing building materials. After the inspection, an Asbestos Management Plan was developed to safely manage the identified asbestos in each school facility.

To ensure that the identified asbestos containing materials are maintained in a safe condition, AHERA also requires that the asbestos materials be checked every six months by trained school personnel and that these materials be re-inspected by an IDEM accredited inspector every three (3) years for as long as the materials remain in the building.

The six-month periodic surveillance inspections are routinely being conducted and the second triennial asbestos re-inspection of all school facilities has just been completed. The surveillance and re-inspection reports can be found in the Record keeping Section of the Asbestos Management Plan.

Anyone wishing to view a copy of the Management Plan for an individual school will find it available in the Principal's office of each school. The Management Plan for all of the schools in the School Corporation is available for your viewing in the Superintendent's Office. The Management Plan may be copied at a nominal fee of \$.10 per page, during regular business hours by notifying the school in advance to prevent scheduling difficulties.

If you have any questions concerning the AHERA Program please contact your building Principal.

CITIZEN COMPLAINTS CHAIN OF COMMAND

Patrons are advised to follow through the logical communications channel, i.e., teacher/coach, building principal, superintendent, prior to proceeding to the Southwest Parke Citizen Complaint Policy.

It shall be the policy of the Board to direct citizens' complaints to the Superintendent's office. Any complaints that the Superintendent cannot settle satisfactorily shall be submitted to the entire Board.

Any complaints or suggestions by a citizen or group of citizens appearing before the Board shall be in writing, and no action will be taken at the meeting in which they are made.

CIVIL RIGHTS NON-DISCRIMINATION GRIEVANCE PROCEDURE

This nondiscrimination grievance procedure applies to civil rights regulatory TITLE VI (race, color, national origin including limited English proficiency), TITLE IX (sex/gender), SECTION 504 of the REHABILITATION ACT OF 1973 (handicapping condition), and the Americans With Disabilities Act.

Interested parties include school corporation officers, employees, students and patrons. The nondiscrimination procedure applies to acts or omissions relating to protected rights based upon age, race, color, and religion, sex, handicapping condition, and national origin including limited English proficiency.

The civil rights regulations require the identification and notification of employees, students, and patrons of the corporation's Civil Rights Coordinator(s).

1. The building principal or designee serves as the compliance coordinator for allegations of building level violations affecting students, employees, or building patrons.
2. The superintendent or designee serves as the compliance coordinator for violations at the corporate level such as policy or practice.

A CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE PROCEDURE IS TO INCLUDE THE FOLLOWING:

1. THE PROCESS

A. Level One

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described above (building level or corporation level). The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.

B. Level Two

1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent shall review all materials and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

NOTE: By mutual agreement, circumstances of calendar variability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties. If the alleged violation, interpretation or application is of a corporate nature such as a written rule, regulation, or policy. Then Level Two is initiated immediately.

CORPORATION POLICY HANDBOOK

The Southwest Parke Community School Corporation Policy Handbook is available for patron review in the school office and library.

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

BOARD OF SCHOOL TRUSTEES

SOUTHWEST PARKE COMMUNITY STUDENTS

SCHOOL CORPORATION 5111
REVISED JUNE 12, 2013

The School Board establishes the following residency policy for determining eligibility to attend the schools of this Corporation:

A. The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled in the Public Elementary and Secondary Schools Transfer Program according to the requirements of I.C. 20-26-11.

B. Where the legal settlement of a student cannot reasonably be determined and the student is being supported by and living with a person whose residence is within the School Corporation, the student may be enrolled.

C. Foreign students participating in a foreign-exchange program approved by the State School Board and living with a resident host family will be admitted.

D. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01).

E. Students who have completed the eleventh grade and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.

F. A married student living with a spouse or an emancipated minor is eligible to attend school.

G. Children of Divorced Parents - Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent has legal settlement in this Corporation and a timely election is made. Not later than fourteen (14) days before the first student day of the school year for which the parent seeks enrollment, the parent with physical custody must notify the Superintendent of the school corporation in which the parent seeks to have the student enrolled of the election. The election may be made only once a year.

H. Students who do not have legal settlement may be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement.

I. Nonresident students may be accepted into the Summer School Program provided by this Corporation.

J. Non-Resident Student Admission

Requests by parents, guardians, or custodians of Indiana students who do not reside in the School Corporation but who wish to enroll their child in the school system will be considered for enrollment provided they are in good standing from their previous school at the time of request. Should the School Board approve the request, the parents, guardians, or custodians will agree to provide transportation to and from school.

Students transferring to the Corporation from other schools or school systems shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing or investigation.

SWP DISCRIMINATION POLICY-POLICY NOTIFICATION STATEMENT

It is the policy of the Southwest Parke Community School Corporation not to discriminate on the basis of race, color, religion, sex, and national origin including limited English proficiency, age, or 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 of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Southwest Parke Community School Corporation has a policy of providing equal opportunity. All Courses are open to all students regardless of race, color, sex, handicapping conditions, or national origin including limited English proficiency. Inquiries regarding compliance with Title IX, Section 504, or the Americans with disabilities Act should be directed to the coordinator of these programs. Southwest Parke Community School Superintendent, Philip Harrison, Ph.D., 4851 S. Coxville Rd., Montezuma, IN 47862. (765)569-2073.

Pest Control Regulations (SECTION 5.5-SWP Policy Manual)

(Request Notification of Pest Control application is located at the end of the handbook.)

In an attempt to assure proper control of any pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, an herbicide, or a rodenticide.

The intent of this regulation is to prevent exposure of students and staff members to pesticides.

- 1) Pesticides will be applied only by pesticide applicators or corporation staff operating under the direct supervision of the Superintendent of schools or his designee. The following guidelines shall always be observed:
 - (a) A review of the corporation's pest control policy;
 - (b) A review of the label instructions for the pesticides to be used;
 - (c) Methods to determine when an application of a pesticide is necessary;
 - (d) How to minimize potential pesticide exposure to students, teachers, and staff;
 - (e) What activities are prohibited;
- 2) When possible, pesticide application will be done during non-instructional time or during vacation periods.
- 3) When an independent applicator or corporation staff does inspections, the building administration shall be contacted no later than 48 hours prior to the scheduled application. The building administration will then implement the notification requirements of the pest control policy and its regulations.
- 4) An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to follow the 48-hour guideline. As long as a restricted use pesticide is not being used, the application may proceed following all guidelines presented in paragraph (1) above.
- 5) At the time of Registration for each school year, the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.
- 6) Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two (2) school days prior to the application when students or staff members will be present during the pesticide application. The school nurse will receive prior notice of all pesticide applications.

The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine service, (2) location of the application, (3) date of application, (4) approximate time and length of the application and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.

- 7) Any pesticide application is prohibited when children are in the room or on school grounds in or near the treated area as it applies to the label directions of that particular pesticide.
- 8) If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
- 9) In cases of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide application as soon as possible after such application.

- 10) A copy of the records of each pesticide application at a school site shall be maintained for at least 90 days. The records will contain the following information:
- (a) Date and time of the inspection and pesticide application;
 - (b) Pest found during the inspection;
 - (c) Brand name and active ingredient of pesticide(s);
 - (d) EPA registration number of pesticide(s);
 - (e) Areas treated;
 - (f) Name of applicator; and
 - (g) Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.

The school principal upon request will make available the pesticide application information listed above for at least 90 days from the date of application.

- 11) Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.
- 12) Storage of pesticides will be kept to a minimum. All pesticides label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupy rooms in a locked area clearly marked as containing pesticides.
- 13) All pesticide products will have complete label instructions, will remain in the original container and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.
- 14) All applications of pesticides will be made in strict compliance with label instructions.
- 15) School corporation employees responsible for handling and applying pesticides shall have specific pesticide training.
- 16) Training for school employees to become certified pest control applicators is available. The corporation may provide for financial support of such training for employees designated by the Superintendent, or his/her designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and approved by the Board.
- 17) The disposal of outdated pesticides or pesticides that become illegal to use will be done in accordance with specified label instructions or upon the advise of the EPA.
- 18) The following shall be noted as exemptions to this policy:
 - (a) Germicides, disinfectants, bactericides, sanitizing agents, water purifiers and swimming pool chemicals used in normal cleaning activities;
 - (b) Personal insect repellants applied to the person with parental consent; and
 - (c) Gel bait or manufactured enclosed insecticides where children do not have access to the bait.**(Granular baits and rodent baits are not exempt.)**

The Superintendent or his/her designee shall be the contact person for providing information regarding pesticide application activities at the school site, including but not limited to giving oral and written notification, supervising the sending of notification as required by Board policy and regulations and maintaining records of pesticide applications.

ADOPTED: March 21, 2001

REVISED: April 28, 2004

REGISTERED SEX OFFENDERS POLICY - Recognizing that the safety and welfare of students is of paramount importance, the Southwest Parke Community School Board hereby declares that, except in limited circumstances as defined below. The Southwest Parke Community School Board will not permit registered sex offenders to be on school property.

If any school administrator becomes aware that a sex offender is on school property, the administrator/designee shall direct the sex offender to leave the area immediately, except under limited circumstances as directed below. A registered sex offender may not attend school functions that are held on school property. The School Board authorizes a Southwest Parke administrator to request assistance of the appropriate law enforcement authorities to secure the removal of any registered sex offender from school property. Violations of this policy may subject a person to prosecution of the crime of criminal trespass.

A student who is on the sex offender registry may be assigned alternative education as deemed appropriate by

school officials and consistent with State and Federal laws.

This policy shall apply only when principals/designees are aware that the person in question is on the Sex Offender Registry.

The provisions of this policy prohibiting a registered sex offender from coming on school property shall not apply in the event that a sex offender's name has been expunged from the Registry.

Limited Circumstances: Limited circumstances may occur when a registered sex offender has either a right or a legitimate educational need to come upon school property. In such a case, prior to entering school property, the registered sex offender must contact the school to establish a written Individual Access & Child Protection Plan. An IACPP will be established by discussion with the school administrator or his/her designee. The plan and approval will be in writing with signatures of involved parties. Only after there is an approved IACPP may the registered enter school property and may only do so within the restrictions of the IACPP. In the case of an emergency situation involving the welfare of a child, a person who is on the sex offender registry may be invited to school for that particular purpose under monitoring established for that event by the administrator of the school site.

STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS

(Denial of Permission to Release Certain Directory Information Without Prior Written Consent Form is located at the end of this handbook.)

1. Content and custody of records/information

Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations, and reports of serious or recurrent behavior patterns.

Education records do not include records maintained by a law enforcement unit of the school or school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

All requests for inspection and review of student education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provide by law, shall be maintained as a part of each student's record.

The principal is the official custodian of student records in his or her building.

2. Access to records by parent

A parent/guardian ("parent") and any student 18 years old or older, has the right to inspect and review the student's education files. If a student is 18 years old or older ("eligible student"), the parent or guardian may not inspect or review the student records without written permission from the student. However, if an eligible student is a dependent for federal income tax purposes, parents/guardians are entitled along with the student to access to student educational records.

In all cases where access to student records is requested, except as provided in this policy, a written request to see the files must be made by the parent or eligible student. The principal, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no case will the date set be more than three working days after the request has been made.

The parent or eligible student shall examine the student's records in the presence of the principal and/or other person(s) designated by the principal. Only licensed personnel such as the vice principal or counselor may be so designated.

The record itself shall not be taken from the school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student.

3. Requesting records from other school districts

When a student transfers to this school district from another district, the principal of the receiving school shall ask the parent or eligible student to sign a form requesting the other school district to transfer the student's records. This form will be completed by the principal and forwarded to the school of previous attendance. The receiving school shall request the student's records from the transferring district if the records have not already been forwarded to the receiving school.

4. Transferring records to other school districts

Student records, including disciplinary records, may be transferred without consent to officials of another school, school system, or post secondary institution that has requested the records and in which the student seeks or intends to enroll. The district will provide a copy of the record to the eligible student or student's parent if so requested.

5. Requesting and receiving information and records from state agencies

Within the bounds of state law, school district personnel shall seek to obtain such information regarding students as is required to perform their legal duties and responsibilities, including protecting public safety and the safety of the student.

School district personnel receiving such information shall use it only in the performance of their legal duties and responsibilities and shall otherwise maintain the confidentiality of all information obtained.

If such information is shared with another school or school district to which a student may be transferring, it shall only be shared in compliance with the requirements of federal law, including the Family Education Rights and Privacy Act of 1974 ("FERPA").

6. Request to amend education records

A parent or eligible student may ask the district to amend a record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student by writing to the school principal (or appropriate school official) clearly identifying the part of the record they want changed and specifying why it is inaccurate, misleading or otherwise violates the privacy rights of the student. The request to the principal to amend a student's records must be made in writing within 10 school days of the date the records were first examined.

If the principal, after consulting with any other person having relevant information, decides not to amend the record as requested by the parent or eligible student, the principal shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures shall be provided to the parent or eligible student when notified of the right to a hearing.

A request for a formal hearing must be made in writing and addressed to the superintendent of schools. The response to the request shall be mailed within 20 school days. The hearing shall be held in accordance with the following.

- a. The hearing will be held within 15 school days after receipt of the request. Notice of the date, place, and time of the hearing will be forwarded to the parent or eligible student by certified mail.
- b. The hearing will be conducted by a principal or higher administrative official as designated in writing by the superintendent. The official conducting the hearing shall not be the principal who made the initial decision nor shall it be anyone with a direct interest in the outcome of the hearing.
- c. Parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their own choice at their own expense, including an attorney.
- d. The official designated above shall make a decision in writing within 10 school days following the conclusion of the hearing and shall notify the parent or eligible student of the decision by

- certified mail.
- e. The decision of the official shall be based upon the evidence presented at the hearing and shall include a summary of the evidence and the reason for the decision.
 - f. The decision shall include a statement forming the parents or eligible student of their right to place in the student records a statement commenting upon the information in the records and/or setting forth any reason for disagreement. Any explanation placed in the records shall be maintained by the school district. If the student record is disclosed by the school to any other party, the explanation shall also be disclosed to that party.

7. Disclosure with written consent

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information regarding a student, the notice provided to the parent/guardian or eligible student shall contain the following:

- a. The specific records to be released
- b. The specific reasons for such release
- c. The specific identity of any person, agency, or organization requesting such information and the intended uses of the information.
- d. The method or manner by which the records will be released
- e. The right to review or receive a copy of the records to be released

Parental consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, and special education program or in any other school program shall not constitute the specific written consent required. All signed consent forms shall be retained by the school district.

8. Disclosure without written consent

The school district will disclose personally identifiable information from student records without written consent of the parent or eligible student only to those persons or entities allowed under federal or state law to receive such information.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

9. Disclosure of disciplinary information to school personnel

The principal or designee is required to communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. The purpose of this requirement is to keep school personnel apprised of situations that could pose a risk to the safety and welfare of others.

For purposes of this policy, "disciplinary information" means confidential records maintained by or in possession of the principal or designee on an individual student which indicate the student has committed an overt and willful act which constitutes a violation of the district's code of student conduct and/or there is reasonable cause to believe, through information provided to the principal from another credible source, that the student could pose a threat to the health and safety of other students and school personnel based on prior misbehavior.

"Disciplinary information" is intended to include only that information of a serious nature that is not otherwise available to teachers and counselors as part of the education records maintained on students or other reports of disciplinary actions. It is appropriate for instructional staff members to request disciplinary information from the principal or designee on students in their classrooms if there is concern that the student poses a threat to the safety of other students or school officials.

Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person. The principal or designee is required to inform the student and the student's parent/guardian when disciplinary information is communicated and to provide a copy of the disciplinary

information. The student and/or the student's parent/guardian may challenge the accuracy of disciplinary information through the administrative regulations.

10. Disclosure to military recruiting officers

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers within 90 days of the request unless a student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

11. Disclosure to criminal justice agencies

The superintendent, or designee, is authorized by law to share disciplinary and attendance information with a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district when necessary to effectively serve the student prior to trial. Such information shall only be shared upon written certification by the criminal justice agency that the information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the student's parent/guardian.

12. Disclosure to other parties

Except as noted in this policy, student records will not be released to other individuals and parties without a written request and authorization of the parent or eligible student. Personal information will only be released to a third party with the assurance it will be kept confidential.

13. Disclosure of directory information

The school district may disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if such refusal is received in writing in the office of the principal of the school where the student is in attendance no later than ten (10) days after the start of each school year. (See Denial of Permission to Release Certain Directory Information at the end of this handbook.)

14. Annual notification of rights

The district will notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. The notice will be in the Parent Student Handbook. For notice to parents or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

LEGAL REFERENCE: 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. 99.1 et seq. (FERPA regulations)

STUDENT WELLNESS POLICY (adopted May 2006)

The Board of School Trustees of Southwest Parke Community School Corporation supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well being of the school corporation's students. Therefore, it is the policy of the Board to:

- Provide student's access to nutritious food and beverages;
- Provide opportunities for physical activity and developmentally appropriate exercise; and
- Require that all meals served by the school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture.

- Vending machines dispensing nutritionally acceptable drinks may be made available throughout the school day.
- Minimally nutritious snacks and drinks may not be sold throughout the school day: (i.e. lunch lines, vending machines, school stores, fundraisers, as special treats and/or as rewards) See “A” List (on file in school office).
- Each school shall incorporate several minutes of physical activity or exercise as determined at each building level in addition to the physical education curriculum.
- Physical education teachers shall develop and implement a curriculum that connects and demonstrates the interrelationship between physical activity, good nutrition, and health.
- Food Service staff will provide ongoing nutritional education information for the teaching staff.
- Food Service staff will provide access to quality nutritious meals in a customer friendly atmosphere in order to enhance and support our students and staff in their quest for academic excellence and forming life long healthy eating habits.
- Meals prepared at school utilize fresh, whole, unpackaged, unprocessed or minimally processed ingredients, to the maximum extent possible, in order to preserve nutritional content and reduce packaging waste.
- School shall develop a “Healthy Snacks” and “Healthy Parties” policy, and provide parents and teachers with a list of healthy, affordable food choices for snacks and parties.
- Foods offered to students of the district during the day as a snack, an incentive, or in school offices shall be consistent with the goals of the policy.
- Foods used during class as part of the learning process, or for at-school parties, will follow the nutrition guidelines for snacks at school, and should be healthy and safe. Pre-packaged items are required.
- Schools shall offer a variety of vegetables and fresh fruits each day.
- Each school shall have a committee to oversee the implementation of the Wellness Policy.
- The school district will not deny student participation in recess or other physical activities as a form of discipline.
- If a child has an in-school detention, 10 minutes will be spent on some form of physical activity.

(Montezuma Elementary’s Acceptable Treats List (meets the guidelines of the “A” list) will be available in the school office, in classrooms, in newsletters, etc.)

SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION

Montezuma Elementary

Rosedale Elementary

Riverton Parke Jr-Sr High School

PEST CONTROL APPLICATION NOTIFICATION REQUEST

Dear Parent,

The Southwest Parke Community School Corporation has implemented a pest control policy. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. When possible, pesticide application will be done during non-instructional time or during vacation periods.

The school corporation is committed to providing students with a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

Realizing that some students have medical conditions that are affected by certain chemicals, the school corporation is offering you the opportunity to register for advance notice of pesticide applications if you feel your child may be susceptible to any side effects generated by the application process.

By signing below, you are indicating that you would like advance notice of any pesticide applications.

Name of student: _____ Grade: _____

School: _____ Date: _____

Medical condition: _____

Current treatment plan: _____

Possible side effects or reactions that could occur due to pesticide application:

Parent Signature: _____

Denial of Permission to Release Certain Directory Information Without Prior Written Consent

Dear Parent (Student):

Certain directory information, may be released to media (newspaper, TV, website-local, state, national) colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music, and drama presentations of this school corporation:

Directory includes the following kinds of information:

1. Name of student
2. Address
3. Parent's/student's home and work telephone number(s) if listed
4. Major field of study
5. Participation in officially recognized activities and sports
6. Height and weight of members of athletic teams
7. Motor vehicle description (including license plate number)
8. Hair and eye color
9. Race and sex
10. Grade level
11. Dates of attendance ("from and to" dates of enrollment)
12. Degrees and awards
13. Most recent previous school attended
14. Date of birth
15. Photograph
16. Video/Audio tapes not used in disciplinary matter
17. Student work for display at the discretion of the teacher (no grade displayed)
18. Handwriting

- 19. Print
- 20. Computer media
- 21. Website

Please circle the specific categories of information, if any, listed above that you do **NOT** wish to be released without your specific prior written permission.

_____ The release of **ALL** Directory information is denied.

Parents/guardians will be notified annually at registration of their rights to restrict directory information (see student handbook). Your signature within this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance in limiting the release of “directory information” of student records for their student(s).

This form must be completed and returned to the school principal within ten (10) days after the start of each school year.

_____	_____	_____
Name of Student	School	Grade
_____	_____	
Parent's Signature	Date	