

# Randolph Central School Corporation

## Elementary

### Student Handbook

**2022-2023**

**A guide for families and students on general information and policies in Randolph Central School Corporation elementary schools.**



#### **Baker Elementary**

600 South Oak Street  
Winchester, IN 47394  
(765) 584-5581  
(800) 210-5581



#### **Deerfield Elementary**

213 West State Road 28  
Ridgeville, IN 47380  
(765) 595-0144  
(800) 850-2554



#### **Willard Elementary**

615 West South Street  
Winchester, IN 47394  
(765) 584-9171  
(800) 681-9171

# RANDOLPH CENTRAL SCHOOL CORPORATION 2022-2023 ELEMENTARY HANDBOOK

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***\*\*\*THE RANDOLPH CENTRAL SCHOOL CORPORATION SUPPORTS A HEALTHY LIFESTYLE FREE FROM BULLYING, VIOLENCE, AND SUBSTANCE ABUSE. IT IS OUR HOPE THAT THE ENTIRE COMMUNITY WILL RALLY AROUND OUR CONTINUING EFFORTS TO SUPPORT A SAFE, DRUG-FREE COMMUNITY\*\*\****

## **FORWARD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

### **RANDOLPH CENTRAL SCHOOLS MISSION STATEMENT**

The mission of the Randolph Central School Corporation is building foundations that prepare students for a lifetime of opportunity.

### **RANDOLPH CENTRAL SCHOOLS VISION STATEMENT**

The vision of the Randolph Central School Corporation as a premier school community is to educate, inspire, and challenge students with an innovative and engaging curriculum. An energetic and professionally growing staff provides college and career-ready opportunities in a safe, nurturing, and student-centered environment. A strong foundation of curricular, co-curricular, and extra-curricular experiences is supported by the responsible management of resources and assets. Fostering community support and engagement are integral to student achievement, responsible citizenship, moral strength, and future vocation.

### **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 (with emphasis added in italics):

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

Sec. 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.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school corporation's compliance officer listed below:

Julie Northcutt  
Director of Curriculum  
103 N East St  
Winchester, IN 47394  
765-584-1401 or 800-305-1401

The complaint will be investigated and a response in writing will be given to the concerned person within 20 (twenty) business days. The compliance officer can provide additional information concerning access to equal education opportunity.

## **STUDENT WELL-BEING**

Randolph Central School Corporation has put into place security systems and crisis management guidelines to create safe and secure learning environments for our children. Student safety is our primary responsibility. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation of accident, s/he must notify any staff person immediately.

Students and parents should be aware that BULLYING is prohibited and any instance of it should be reported to a teacher or principal.

## **SCHOOL COUNSELOR**

A school counselor is on staff at each elementary building on a rotating basis. This individual helps parents and teachers address school related concerns, as well as, serving as a resource in making referrals to community agencies. The elementary guidance program adheres to a very proactive approach. This is primarily achieved through in-class activities. The counselor visits each school two days per every six-day rotation cycle. This provides all students exposure to information and skills, which will enable them to make informed choices and stay safe. The counselor may work with students individually or in small groups. The primary focus is to work with parents and teachers, in a team approach, in order to help children be successful. Students may be referred to the counselor by the principal, teachers or parents.

## **RANDOLPH CENTRAL PRIDE**

At Randolph Central School Corporation, we believe it is imperative that all students learn and master the work ethic skills necessary to succeed in school and in life. As a result, we have adopted a PRIDE program that teaches and positively reinforces Persistence, Respectfulness, Initiative, Dependability, and Efficiency to all of our students on a daily basis from kindergarten through 12th grade. The PRIDE program was developed by Greater Clark County Schools and has been adapted to meet the needs of our schools, students, and community. The goal of PRIDE is to build students of strong character who will not only strengthen our school district, but eventually our entire community.

PRIDE Describes the fundamental expectation of students at all Randolph Central schools.

Persistence - Persevere through challenges, problem solve

Respectfulness - Accept and serve others, possess a positive attitude, communicate clearly

Initiative - Demonstrate the ability to self-start and to think critically

Dependability - Academically ready, reliable, demonstrate responsibility and teamwork

Efficiency - Organized, punctual, self-managed

What is PRIDE?

1. School-wide teaching and reteaching
2. Frequent rewarding of positive behavior
3. Providing consistent consequences for bad behavior
4. Using data to drive decisions
5. More learning; fewer distraction

## **SECTION I- GENERAL INFORMATION**

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has the opportunity to review the announcement or posting. Those requesting that fliers be distributed to students must receive approval of the superintendent prior to disbursement.

### **ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials, and develop, maintain, and update an asbestos management plan. School districts must annually notify parents, teachers, and employee organizations in writing of the availability of the management plan and planned or in-progress inspections, reinspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities.

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Randolph Central School Board Board recognizes its responsibility to:

- A. inspect all Corporation buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriate actions based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the Corporation's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the Corporation is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents/guardians by telephone, radio, television, and social media outlets.

Parents and students are responsible for knowing about emergency closings and delays. Please make arrangements for your child in case of an emergency or early dismissal. Please make sure s/he knows what to do and where to go. Parents are to provide the school with at least three (3) phone numbers that can be called in case of an emergency closing or individual student medical emergency.

### **EMERGENCY PREPAREDNESS DRILLS**

#### Randolph Central School Corporation Crisis Management Guidelines

The Randolph Central School Corporation has crisis management guidelines in place to serve the best interests of our students and staff. The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornados is different from the alarm system for fires.

### **ENROLLING IN THE SCHOOL**

**Students are expected to enroll in the attendance district in which they live.** Each child entering Kindergarten must have attained the age of five (5) on or before August 1<sup>st</sup>. 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 legal birth certificate
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The principal or designee will assist in obtaining the transcript, if not presented at the time of enrollment. Randolph Central recognizes the expulsions from other school corporations and will uphold those expulsions.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day a Randolph Central Elementary School receives a request for access.

Parents or eligible students who have a legitimate educational interest in the information should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The corporation will comply with a legitimate request for access to a student's records **within a reasonable period of time but not more than forty-five (45) days after receiving the request**. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask a Randolph Central Elementary School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. "Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" including but not limited to those officials with legitimate educational interests as defined in Corporation administrative guidelines. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a Randolph Central Elementary School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Randolph Central School Corporation may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Randolph Central School Corporation to include this type of information from your child’s education records in certain school publications.

Examples include:

- \*A playbill, showing your student’s role in a drama production;
- \*The annual yearbook;
- \*Honor roll or other recognition lists;
- \*Graduation programs; and
- \*Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

During the course of the school year, information relating to Randolph Central students may be disclosed to individuals or to the media. For example, photographs or videos may be taken by the School Corporation or by the media for use in various publications or for use in local media. This publicity provides the community with information about various school programs and achievements. The School Corporation may also disclose additional directory information relating to students for various reasons to military recruiters, post-secondary educational institutions and potential employers.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within twenty (20) days after receipt of the Corporation's public notice. Randolph Central School Corporation has designated the following information as directory information:

- Student’s name
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Date of graduation
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Scholarships, honor roll listings, and awards received

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are



designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

If you have any questions or would like to request to obtain a copy of the corporation's policy and administrative guidelines on student records, please contact the school's principal.

### **HOMELESS STUDENT INFORMATION**

The McKinney-Vento Homeless Assistance Act requires homeless student liaisons to provide public notice of the education rights of homeless students. 42 U.S.C. § 11432(e)(3)(C)(i). Such notice is to be disseminated in places where homeless students receive services under this Act, including schools, family shelters, and soup kitchens. The notice must be in a "manner and form" understandable to homeless students and their parents/guardians, "including, if necessary and to the extent feasible," in their native language. 42 U.S.C. § 11432(e)(3)(C)(iii).

The McKinney-Vento Act provides certain rights for homeless students. They include waiving certain requirements such as proof of residency when students are enrolling and allowing categorical eligibility for certain services, such as free textbooks. The Act also states:

- Homeless students may attend their school of origin or the school where they are temporarily residing;
- Homeless students must be provided a written statement of their rights when they enroll and at least two times per year;
- Homeless students may enroll without school, medical, or similar records;
- Homeless students have a right to transportation to school;
- Students must be provided a statement explaining why they are denied any service or enrollment;
- Students must receive services, such as transportation, while disputes are being settled;
- Students are automatically eligible for Title I services;
- School districts must reserve a portion of Title IA funds to serve homeless students;
- School districts must review and revise policies that provide barriers to homeless students;
- Schools must post information in the community regarding the rights of homeless students, in schools and other places that homeless families may frequent; and
- School districts must identify a McKinney-Vento Liaison to assist students.

For more information about the McKinney-Vento Homeless Assistance Act and how it affects Indiana schools, you may visit <http://www.doe.in.gov/student-services/mckinney-vento-homeless>.

If your child does not have a fixed, regular, nighttime residence, please notify your child's principal or the McKinney-Vento contact at 765-584-1401 ext. 1600.

### **LOST AND FOUND**

There is a lost and found area in every school. Parents of students who have lost items should check there for their items.

### **MEAL SERVICE**

Randolph Central Elementary Schools offer both breakfast and lunch to its students. Teachers will not handle money; this is the student's responsibility. All students have the option to bring their own lunch. We encourage each student who packs to bring a nutritious meal. According to the Randolph Central Wellness Policy no fast food or soda pop is allowed in the school's cafeteria. We encourage any parent that wants to eat lunch with their child to buy a school lunch from the cafeteria.

Proper forms/applications for free and reduced price lunch/textbooks shall be made available to all students and/or parents/guardians at the time of registration or enrollment. Students who qualify for free/reduced price lunch under federal guidelines shall not be identified in any way when being served in school cafeterias. Students who have not qualified for free or reduced price lunches are expected to pay for the meals at the time of being served. In the event that students who have not qualified for free or reduced price lunches do not have sufficient funds to pay for meals, they shall inform cafeteria personnel, who shall permit them to eat and shall maintain a careful record of accumulated charges by each student. When a student has accumulated twenty (\$20) dollars of unpaid charges, the cafeteria manager shall inform the principal, who shall contact the parent/guardian via letter, informing them of the accumulated charges and the expectation of immediate payment. In the event that prompt payment, within one week of notification, is not made for unpaid charges of twenty (\$20) dollars or more, the school may use a collection agency or other means to recover the unpaid charges. Elementary students shall be served the regular meal until charges reach thirty (\$30) dollars, at which time they shall be served an alternative meal in lieu of charging for a regular lunch.

At no time should students be made to wait until others have been served because of inability to pay. Students on paid lunch who wish to charge may charge for full regular lunches only and may not charge for *a la carte* or specialty food items or drinks other than the regular drink, nor shall they be permitted to charge for more than one lunch per day.

If community groups or individuals have provided funds for students to draw upon in the event of inability to pay, these funds shall be used until exhausted before charges shall be applied to any qualified student's account under this guideline.

### **PARTIES, SNACKS AND CELEBRATIONS**

Please send only pre-packaged food items for parties, snacks and celebrations. No homemade treats or snacks may be brought into the school to share with other students for parties, snacks and celebrations. We have an increasing number of students with food allergies (peanut and peanut butter oil, preservatives and food dyes) and other food related health concerns (diabetes), etc. For the safety of all of our students it is important that we are able to read the food labels to determine which treats our students with health concerns can safely consume. Food items for classroom celebration, snacks, and parties shall comply with federal nutrition standards. Classroom celebrations will focus on activities (e.g., giving free time, extra recess, music and reading time) rather than on food. Classroom celebrations that include food will be limited to one per month. A copy of the Randolph Central Wellness Policy is available on the Randolph Central website and through each elementary school office.

### **PESTICIDE NOTIFICATION REGISTRY**

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

A registry is being established of persons who wish to be notified 48 hours prior to pesticides application. To be included in this registry, a form is available in each elementary office. This form should be completed and returned to the corporation office.

### **PICTURES**

Individual school pictures will be taken in the fall and may be taken in the spring. Student photographs taken in the fall are generally used in the school yearbook.

### **SCHEDULING AND ASSIGNMENTS**

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal. Placement of a child in a class is the principal's decision.

### **STUDENT FEES, FINES, AND CHARGES**

Students using school property and equipment can be fined for excessive wear and abuse or loss of the property and equipment. The fine is used to pay for the damage, not to make profit. In some cases, when materials, such as books, are damaged beyond repair, replacement cost will be billed to the parents. Late fines can be avoided when students return borrowed materials promptly.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

### **TRANSFER OUT OF THE CORPORATION**

If a parent intends to transfer a student to another school, the parent should notify the principal. School records shall be transferred upon receipt of a records request from the new school. Parents are encouraged to contact the principal for specific details about the transfer process.

### **USE OF CHROMEBOOKS, INTERNET, AND OTHER TECHNOLOGY**

Randolph Central Elementary students are provided Chromebooks for academic use at school and home. Additionally, students have access to other school-owned devices and the Internet while on school property using school-issued devices. Access to such devices and the Internet through the Randolph Central School Corporation computer network comes with the responsibility to use this technology in a productive and ethical manner. Students are expected to abide by the rules and regulations outlined in the “Randolph Central School Corporation Network/Internet/Chromebook Acceptable Usage Student Agreement”. Students in violation may have their use privileges suspended or revoked, and disciplinary action taken against them.

### **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. If a student needs the use of a cell phone after school, the cell phone will be stored in the school’s office, or turned off and in the student’s book bag. *If not, the phone may be confiscated and turned into the school’s office.*

### **VISITORS**

Visitors, particularly parents, are welcome at the school, and should contact the school office to make arrangements prior to visiting. Visits to classrooms may be restricted at times. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. In order to properly monitor the safety of students and staff, **EACH VISITOR MUST REPORT TO THE OFFICE** upon entering the school to sign in and receive a visitor’s pass. Any visitor found in the building without signing in and wearing a visitor’s pass shall be reported to the principal.

## **SECTION II- MEDICAL**

### **ADMINISTRATION OF MEDICATION**

Any student needing to take medication at school must have a form filed in the office with the direction for giving the medication. The proper form may be picked up at the school. The medicine must be kept in the office and must be in the original prescription bottle bearing the pharmacy label and the student's name. School personnel cannot be expected to administer medication that requires skill beyond their qualification. Parents may come to school to administer medication instead of having the forms filled out. Any changes in medication shall be documented by written authorization from the physician.

If at all possible, please try to avoid sending medications to school. For example, medicine that is to be given three times a day can be given before school, after school, and at bedtime. **Scheduled morning medication is the parent's responsibility and must be given at home unless otherwise specified by a physician.** Parents of students with severe asthma, or other emergency medications, should contact the office to discuss administration of medication and use of inhalers. Certain over the counter medications (OTC) will be stocked in the school clinic and can be dispensed to a student according to policy. The OTC permission form must be signed and on file before OTC meds will be given. If you wish for your child to have any OTC meds other than what is stocked or your student tends to have a need to take OTC meds on a frequent basis, please contact the office to fill out appropriate forms. If your child has taken any "as needed" medication at home in the morning, we need a note stating when the child last had the medicine and when s/he may have it again. All medication must be brought in the original container.

### **AMERICANS WITH DISABILITIES ACT- SECTION 504**

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the corporation's programs and facilities. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the principal.

### **CHRONIC MEDICAL CONDITIONS**

A student is considered to have a "Chronic Medical Condition" if s/he accumulates ten (10) or more days of doctors' excused absences in a semester. In order for Randolph Central Elementary Schools to honor physician statements beyond the ten (10) day limit we must have a "Chronic Medical Condition" form on file. This form may be secured from the school office and must be completed and signed by a medical doctor or a person licensed to practice osteopathic medicine or chiropractic medicine. A "Chronic Medical Condition" form is valid for one (1) semester of school.

In order for Randolph Central Elementary Schools to honor physicians' statements regarding chronic medical conditions resulting in absence from school, the following conditions must be met:

1. The statement must appear on a letterhead of a physician or medical practice.
2. Excuse slips or scripts will not be accepted.
3. The statement must be written and signed by a medical doctor or a person licensed to practice osteopathic medicine or chiropractic medicine. Excuses from counselors, psychologists, nurses or other persons are not acceptable excuses under Indiana law.
4. The statement should detail the nature of the condition resulting in chronic absence, as well as state specifically how the condition adversely impacts the student's ability to attend school. In addition, steps of treatment to improve the condition and student attendance should be addressed.
5. The statement should acknowledge that the physician is aware of the number of absences that the student has accumulated and that such absences should be expected with a condition of the nature being described. In addition to the submission of the medical statement, the parent or guardian of the student must call the school each day of the student's absence to advise school officials of the student's absence and the reason for it.
6. The statement will not be valid for more than one year.

Excuse forms written on scripts, as well as those written by officials other than doctors, will continue to be accepted as excuses for short-term absences. Absences excused with these excuses do not count toward the unexcused absences defined in the school attendance policy.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Any removal will be only for the contagious period as specified in the school's administrative guidelines. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

To prevent disease transmission to other students, please do not send students to school with a fever, diarrhea, vomiting, or other contagious illness symptoms. Students may return to school after these symptoms have resolved, the child is fever free without the use of OTC meds for 24 hours, or at the recommendation of your family physician. If you have any questions about whether or not your child is permitted to return to school, please feel free to contact the clinic staff.

Randolph Central School Corporation has a lice policy established with regard to the most current information about the lifecycle and treatment of lice. If live lice are confirmed by an approved examiner, the student's parent/guardian will be contacted that day by phone (or a note sent with the child if there is no phone or no one is reached), informing about the lice and treatment options. If a parent wishes to take their child from school on the day of notification to perform a treatment, the child's absence will be excused since it is school initiated. The child will be expected to return to school the following day with a treatment option. Any days missed for lice after the notification day, will be considered unexcused for the student. Additional information will be sent home with students periodically, in reference to this policy.

### **CONTROL OF NON-CASUAL COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted disease, AIDS (Acquired Immune Deficiency Syndrome), ARD-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **EMERGENCY MEDICAL AUTHORIZATION**

All students must have an emergency medical authorization form completed, signed by a parent or guardian, and filed in the school office. After school field trips may require an additional medical release form. **A student will be excluded from field trips and may be excluded from school until this requirement has been fulfilled.** The corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization form. In the event emergency medical treatment for a student is necessary, the corporation will adhere to the instructions on the authorization form. This form should be filled out at registration.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision. If a prescribing physician believes it is in the best interest of the student to self-carry emergency medications, such as inhalers and Epipens, additional paperwork is required to comply with state laws. The nurse or principal are available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her knowledge.

### **HEARING/SPEECH/VISION SCREENING**

- Hearing-Students are screened in kindergarten, first, fourth, seventh and tenth grade.
- Speech-Students are screened in kindergarten and first grade. Other students are screened upon teacher referral. All new students to the corporation receive both hearing and speech screening.
- Vision-Students are screened in first, third, fifth and eighth grade.

### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers PRIOR to attending each grade level, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

#### **Immunization Requirements**

- A. 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) or 4 doses are acceptable if the fourth dose was administered on or after the fourth birthday;
- B. 4 doses of either polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination or 3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday. The fourth dose must be administered on or after the fourth birthday, and at least six months after the previous dose;
- C. 2 doses of measles (rubeola) vaccine, on or after the first birthday;
- D. 2 dose of rubella (German measles) vaccine, on or after the first birthday;
- E. 2 doses of mumps vaccine, on or after first birthday;

- F. 2 doses of Varicella (Chickenpox) on or after their first birthday and separated by three months or have physician-written documentation of history of Chickenpox Disease.
- G. 2 doses of Hepatitis A vaccine (Hep A) are required for all students entering Kindergarten through fifth grade.
- H. Hepatitis B- All students must have completed or be on schedule for the three-dose series as a prerequisite to entering school.

2020-2021 ISDH School Immunization Requirements (minimum)

|                         | <u>3-5yr</u><br><u>s</u> | <u>Kdg</u> | <u>1<sup>st</sup></u> | <u>2nd</u> | <u>3rd</u> | <u>4<sup>t</sup></u><br><u>h</u> | <u>5<sup>t</sup></u><br><u>h</u> | <u>6<sup>t</sup></u><br><u>h</u> | <u>7<sup>t</sup></u><br><u>h</u> | <u>8<sup>t</sup></u><br><u>h</u> | <u>9<sup>t</sup></u><br><u>h</u> | <u>10<sup>th</sup></u> | <u>11<sup>th</sup></u> | <u>12<sup>th</sup></u> |
|-------------------------|--------------------------|------------|-----------------------|------------|------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------|------------------------|------------------------|
| <u>DTaP/DTP/DT/Td</u>   | 4                        | 5          | 5                     | 5          | 5          | 5                                | 5                                | 5                                | 5                                | 5                                | 5                                | 5                      | 5                      | 5                      |
| <u>Polio</u>            | 3                        | 4          | 4                     | 4          | 4          | 4                                | 4                                | 4                                | 4                                | 4                                | 4                                | 4                      | 4                      | 4                      |
| <u>Hepatitis B</u>      | 3                        | 3          | 3                     | 3          | 3          | 3                                | 3                                | 3                                | 3                                | 3                                | 3                                | 3                      | 3                      | 3                      |
| <u>MMR</u>              | 1                        | 2          | 2                     | 2          | 2          | 2                                | 2                                | 2                                | 2                                | 2                                | 2                                | 2                      | 2                      | 2                      |
| <u>Varicella</u>        | 1                        | 2          | 2                     | 2          | 2          | 2                                | 2                                | 2                                | 2                                | 2                                | 2                                | 2                      | 2                      | 2                      |
| <u>Hepatitis A</u>      | 2                        | 2          | 2                     | 2          | 2          | 2                                | 2                                | 2                                | 2                                | 2                                | 2                                | 2                      | 2                      | 2                      |
| <u>TDaP</u>             | =                        | =          | =                     | =          | =          | =                                | =                                | 1                                | 1                                | 1                                | 1                                | 1                      | 1                      | 1                      |
| <u>Meningitis(MCV4)</u> | =                        | =          | =                     | =          | =          | =                                | =                                | 1                                | 1                                | 1                                | 1                                | 1                      | 1                      | 2                      |

\*If needed, please contact the Randolph County Health Department, or your physician, to administer these for you.

**INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school’s emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**MENINGOCOCCAL DISEASE**

Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine.” (IC 20-30-5-18) 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 lost hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, 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 school entry and incoming college freshman. Please talk with your child’s health care provider about meningococcal disease and vaccination.

**NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

The corporation is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the corporation is committed to taking the necessary precautions to protect both students and staff from the spread in the school environment.

Part of the mandated procedures includes a requirement that the corporation request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child’s blood, but it does require the corporation to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Mrs. Lacey Hummel, Randolph Central School Nurse, at 584-4671.

## **STUDENT SUICIDE AWARENESS AND PREVENTION**

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in other students, using coping skills, using support systems, and seeking help for themselves and other students. This will occur in all health classes.
2. Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
  - The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - The Trevor Lifeline – 1.866.488.7386, [www.thetrevorproject.org](http://www.thetrevorproject.org)
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or other students. Students are encouraged to tell any staff member if they or another student, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the district's full suicide prevention policy.

## **SECTION III- ACADEMICS**

### **CONVOCATIONS**

Convocations will be planned for various times throughout the school year for our students. These programs are an extension of the academic program and provide well-rounded education for the students. Again, convocations are considered privileges, and those students who cannot conduct themselves in an appropriate manner may be asked to spend time in the office, with alternate academic activities.

### **FIELD TRIPS**

Field trips are academic activities that are held off of school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent forms completed and emergency medical forms on file at the school. Attendance and behavior rules apply to all field trips. Field trips are considered privileges. Alternate academic activities may be given the student, who has not been able to conduct him/herself in an appropriate manner.

### **GRADES**

Randolph Central Elementary Schools have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning based on state proficiencies and essential skills. In general, students are assigned grades determined by test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

### **GRADING SCALE**

Due to the fact that the elementary years are ones of developing basic skills and learning strategies that will affect the child's education for life, the teachers and administration believe that high standards must be expected of all students. The goal is for all elementary students to reach the mastery level (80%). K-1 students will be assessed using developmentally appropriate means and students in grades 2-5 will be given percentage grades with the following scale being applied:

- 90-100 Exceptional Progress
- 80-89 Mastery Level
- 70-79 Practice Needed
- 60-69 Below Grade Level-Continuation at this level would indicate retention is possible
- 59 or below Student has failed to meet the standards.

### **GUIDELINES FOR POSSIBLE RETENTION**

Retention in present grade placement will be considered when any of the following occur:

1. A student has an average of below 70% in language arts and math.
2. A student accumulates more than 12 non-exempt absences a semester.
3. A student fails to meet the cut off on the state wide testing program.
4. A student fails to meet the cut off on the state wide testing program, and the parents refuse the school remediation. (The school corporation policy and state laws will determine retention or placement decisions.)
5. A student fails to master the minimal competencies set by Randolph Central School Corporation.

Parents will be notified by the end of the third grading period. The Teacher Assistance Team will convene regarding this student. When a child is being considered for retention, a meeting that includes, at minimum, the parent, teacher, principal and the next grade level representative will be held to determine final placement. The final decision will always rest with the building principal.

If a student is in danger of retention, but the committee decides that the student should be given a chance to proceed to the next grade level, the student will be "placed" in the next grade level, with the evaluation team meeting by the end of the first grading period to assess progress and determine whether placement was in the best interest of the child.

Special Education students' retention and placement will always be determined by the Case Conference committee.

### **HOMEWORK POLICY**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning. However, discipline action may result when students establish a pattern of not completing homework. Students may be required to stay after school if work for the preceding week has not been completed. Parents will be notified in advance if their child will be required to stay after school to complete work.



### **Homework serves valid purpose when it:**

1. has a specific purpose related to learning objectives
2. is appropriate to the grade level involved
3. involves application of knowledge, communication, research, skills, positive attitudes, and creativity
4. is never part of discipline
5. is clear, corrected when returned, with strengths and weaknesses communicated in ways which provide for improved performance
6. involves students in examining their own work
7. has reasonable time limits with make-up opportunities

### **Homework is:**

1. two way communication between school and home and between child and parent
2. to reinforce something already learned by the child
3. to develop student responsibility
4. purposeful or meaningful work with a goal in mind-not busy work
5. to develop good study skills and habits
6. to encourage independent reading.
7. to work on enrichment skills
8. completion of regular classroom work not done at school
9. to provide a child with a head start
10. to provide a teacher with feedback as to what needs to be retaught
11. not always for a grade
12. being responsible for the completing and signing of the daily assignment book

Parents have the responsibility to provide a daily time and place for homework to show that school is a priority. Encourage your children to present questions they have about homework BEFORE they leave school for the day. Teachers have the responsibility to check or grade homework in a timely manner to show children that it is important. If there is consistently more than  $\frac{1}{2}$  to  $\frac{3}{4}$  hours of homework per night, parents should notify the teacher. We want children to have time to be involved in other activities.

### **HOW PARENTS CAN HELP TO FOSTER A POSITIVE ATTITUDE TOWARD SCHOOL**

- Speak of school as an exciting place and of the teachers and principals as friends.
- Show interest in your child's work and praise his/her accomplishments.
- Encouragement and praise help every child.
- Encourage your child to look at good books, read books to him/her, and take him/her to the library to get interesting materials.
- Teach your child to be courteous towards others and give him/her a basic knowledge of good manners.
- Discipline your child with firmness and affection.
- Take your child to places like the airport, farm, museum, beach and picnic spots. Reading ability is based partly upon experiences a child has had.
- Teach your child to be on time.
- Help your child develop self-reliance by giving her responsibilities suitable for his/her age.
- Encourage him/her to do many things for him/herself.
- If your child has any handicap that may interfere with his schoolwork, please let the teacher know.
- Monitor your child's forms of entertainment, such as television viewing, video games, and music choices.
- Engage your child in stimulating activities that promote physical activity and/or academic growth.

### **REMEDIATION**

Presently the Randolph Central Elementary Schools offer several remediation opportunities for students who are in need of academic assistance. They are as follows:

1. **After-School Remediation:** Randolph Central may offer an after-school remediation program for students who have failed to pass one or both sections of ILEARN (Language Arts or Math) or IREAD-3.
2. **Summer School Program:** If funding is available this program will be offered about two (2) weeks prior to the start of the regular school year. Classes are offered based on enrollment and fund availability. One purpose of these classes is to prepare students for the upcoming year.

This is the expected form of remediation adopted by the Randolph Central School Corporation for students who do not meet the statewide testing standards. Choosing not to attend may result in retention.

## **REPORTING SCHOOL PROGRESS**

We believe the cooperation of the school and home is a vital ingredient to the growth and education of the student. We recognize our responsibility to keep parents informed of student welfare and progress in school. Students shall receive a mid-term report in the middle of each grading period. Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. The report card will be sent home a total of four times following each nine weeks grading period. The report card shows whether your child practices good habits, works up to full ability, has mastered subject area benchmarks, and the extent of his progress. Your cooperation in helping your child improve is expected for your child's successful completion of the school year.

Parent expectations help to determine student achievement. A parent-teacher conference is scheduled in the fall following the first nine weeks grading period. ILEARN results, along with other standardized test data, are sent home for parent review. Conferences will be requested for those students who are experiencing academic difficulty. Other conferences may be arranged by you or by the school if needed. Conferences are designed to promote teamwork between the parents and teacher in providing optimal educational experiences for children. The conference helps us do more for your child because you can help us understand your child better and we can do most for the child we understand. You can help by telling us about any problems your child may have at home and anything we should know about his health, attitude toward school, ability to get along with others, or unusual problems or situations. Please come to the conference prepared to ask questions and to tell us about your child.

Additional parent-teacher conferences during the school year should be requested through the elementary school office. At that time, the principal will discuss with you the nature of the concern. The principal will speak with the teacher and schedule a time for the parent and teacher to conference. The teacher or principal may choose to invite a school representative to attend the conference.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with the state standards and corporation policy. Results of these assessments may be used as data points for decisions for promotion, placement, and retention. **Make-up dates are scheduled, but unnecessary absences should be avoided.**

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Randolph Central will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION IV- STUDENT ACTIVITIES**

### **LATCHKEY PROGRAM (KIDS CLUB)**

Randolph Central offers after school care programs daily in conjunction with the Randolph County YMCA. Anyone interested in additional information should contact the Randolph County YMCA at 765-584-YMCA.

### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, and that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Randolph Central Elementary Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required of a particular course, and/or contain school subject matter. The school has many student groups that are authorized by the school. It is the corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as girls and boys basketball. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements for grades and behavior.

## **SECTION V- ATTENDANCE**

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Randolph Central Elementary Schools have an attendance policy to avoid these negative consequences.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

### **ABSENCE TYPES**

#### **EXEMPT ABSENCES**

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- A. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- B. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- C. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- D. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- E. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the Principal, and it may not exceed five (5) days.
- F. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

In each of these circumstances, the student is excused from school, will **not** be recorded as absent, and will **not** be penalized in any way by the school.

#### **EXCUSED ABSENCES**

The following absences are excused (with proper documentation), carry no penalties and, therefore, do not count toward the 5, 8, and 10 day limits.

- A. illness verified by a note from a physician
- B. illness verified from a note from the parent/guardian. The parent/guardian must call the school to verify the absence on the date of the absence, and the note must be sent with the student upon the student's return to school. Students may have no more than (five) 5 excused absences with parent/guardian notes.
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- H. maternity
- I. military-connected families' absences related to deployment and return
- J. such other good cause as may be acceptable to the Superintendent or permitted by law
- K. prearranged absences approved by the principal

#### **UNEXCUSED ABSENCES**

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student. Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

### **HABITUAL TRUANCY**

A student will be considered a habitual truant if they accumulate 10 or more unexcused absences (as defined in prior section) from school during the school year. Letters should be sent by the school office once a student has missed the following: 5, 8, and 10 unexcused absences for the school year. Under IC 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.”

### **CHRONIC ABSENTEEISM**

Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason. If the absences are due to a Chronic Medical Condition, the school may request a Chronic Medical Condition form (see below “Students with Chronic Medical Conditions” section).

### **MAKE-UP WORK**

**ANY SCHOOL WORK MISSED DUE TO ABSENCE CAN AND SHOULD BE MADE UP!** School policy states that students are allowed one school day for each day of absence to complete make-up work after returning to school. A student absent one day will have one day for make-up, two days for two absences, and so on, up to a maximum of five days. Exceptions may be made to this by the administration due to long periods of serious illness. Students are encouraged to take work home and complete assignments while absent. It is the **student’s responsibility** to see the teacher, concerning make-up work, the first day back in class. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade.

### **STUDENTS WITH CHRONIC MEDICAL CONDITIONS**

A student is considered to have a “Chronic Medical Condition” if he/she accumulates ten (10) or more days of doctors’ excused absences in a semester. In order for Randolph Central Elementary Schools to honor physician statements beyond the ten (10) day limit we must have a “Chronic Medical Condition” form on file. This form may be secured from the school office and must be completed and signed by a medical doctor or a person licensed to practice osteopathic medicine or chiropractic medicine. A “Chronic Medical Condition” form is valid for one (1) semester of school.

### **TARDINESS**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, he/she is to report to the office before going to his/her first assigned location. Students who are late will be considered tardy or truant to school. These tardies will result in school disciplinary action and will be recorded on a student’s report card.

### **TRUANCY**

Truancy is when a student is absent without the consent and/or knowledge of the school and/or parents. Severe disciplinary action will result when students “skip school” and intentionally violate the state law of compulsory school attendance. The skipping of any part of the school day is considered a truancy.

Randolph Central Schools are considered CLOSED CAMPUSES. No student will be allowed to leave the school grounds while school is in session without permission from the administration. Leaving school or class without permission is truancy.

**In case of accident or illness, the student should report to the office before calling home.** All students are to sign out in the office before leaving school. When returning to school, the student is to once again sign in at the office before going to class.

### **VERIFICATION OF ABSENCES**

**If a student is going to be absent, the parents should verify the absence by contacting the school office by 8:30 a.m., and providing an explanation.** If prior contact is not possible, the parents should provide a written excuse within two school days after the student’s absence. Verified unexcused absences do not count toward the habitual truancy rule. ***Failure to notify the school*** will result in an unverified unexcused absence. Ten unverified unexcused absences within a school year may result in a student being considered a habitual truant (see habitual truancy).

### **WARNING LETTERS / ABSENTEEISM**

1. 5 Day Letter – After a student misses 5 unexcused days in a school year, a letter will be sent notifying the family of these absences.
2. 8 Day Letter – After a student misses 8 unexcused days in a school year, a letter will be sent requesting that the parent contact the school to discuss their child’s attendance record.
3. 10 Day Letter – After a student has missed 10 unexcused days in the school year, the school will consider retention for that student. Legal authorities or the Department of Children’s Services shall also be contacted. The school will send a letter requesting a conference to discuss the child’s attendance record.

## **SECTION VI – STUDENT CONDUCT**

### **BULLYING**

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

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

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

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

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or district Harassment Officer, or the Superintendent. The student also may report concerns to a teacher or

counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Randolph Central Board Policy 5517 - Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Randolph Central Board Policy 5516.

The Corporation shall maintain a link on its internet website to the internet website resource page maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.

### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Students are asked not to bring personal items including electronic devices, toys, games or trading cards to school. The school may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

### **CELL PHONES & OTHER PERSONAL COMMUNICATION DEVICES**

Personal communication devices (PCDs) are defined as computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Students may use the previously mentioned electronic equipment/devices during instructional time for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

Use of PCDs, except those approved by the school handbook, teacher, or administrator, at any other time is prohibited, and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Violations of this policy may result in disciplinary action and/or confiscation of the personal communication device. If the personal communication device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed unless the violation involves potentially illegal activity, in which case, the personal communication device may be turned over to law enforcement. Students are personally and solely responsible for the care and security of their PCDs.

### **CODE OF CONDUCT**

A major component of the educational program at the Randolph Central Elementary Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### **Expected Behaviors**

Each student shall be expected to:

1. abide by the national, state, and local laws as well as the rules of the school
2. respect the civil rights of others
3. act courteously to adults and fellow students
4. be prompt to school and attentive in class
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
6. complete assigned tasks on time and as directed
7. help maintain a school environment that is safe, friendly, and productive

### **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, at bus stops and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

#### **Informal Discipline**

Informal discipline takes place within the school.

It includes:

- Writing assignments
- Change of seating or location
- Lunch-time, recess or after-school detention
- In-school restriction
- Talking with the student
- Loss of privileges

#### **Detentions**

A student may be detained after school or asked to come to school early by a teacher or administrator, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

#### **Formal Discipline**

Formal discipline removes the student from school. It includes suspension for up to ten (10) school days, exclusion, and expulsion.

##### **Suspension**

The principal may deny a student the right to attend school or take part in any school function for up to ten (10) school days.

##### **Exclusion**

A student may be excluded from school attendance if:

1. the student's immediate removal is necessary to restore order or to protect persons;
2. the student's legal settlement is not in the attendance area of the school corporation, and no transfer or tuition arrangements have been made.

##### **Alternative Education Placement**

A student may be placed in an alternative education setting for a period of time designated by the principal.

##### **Expulsion**

An expulsion is a denial of the right of a student to take part in any school function for a period greater than five (5) consecutive school days.



## **DRESS AND GROOMING**

While fashion changes, the reason for being in school does not. Students are in school to learn, and their manner of dress should reflect a respect for the learning environment. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. This includes shoes with wheels in them. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug, or gang related or inflammatory messages on my clothing? (no)

Would I interview for a job in this outfit? (yes)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting or asked to change to more appropriate appearance. Any manner of dress or hair color that is disruptive to the educational process is prohibited. Examples include: net clothing, hats, sunglasses, visors, inappropriate logos, including advertisement of illegal products or violent or threatening symbolism on clothing, clothing that is too revealing and/or bares midriff area. Extreme hair dye colors are disruptive to the educational process and are prohibited.

Students who are representing Randolph Central Elementary Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, chorus, and other such groups.

## **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or excluded from school, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspensions of more than one (1) day may be appealed after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

The appeal shall be conducted in a private meeting and the student may be represented by legal counsel, if desired. There is no appeal for the loss of co-curricular and extra-curricular eligibility due to suspension, exclusion, or expulsion. When a student is suspended, s/he may make up work missed after the return to school. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like of any learning that the student chooses not to make up may be reflected in the grades earned.

### **Exclusion from School**

A student may be excluded from school if s/he poses a substantial threat to the health or safety of other students and/or staff, or if the student does not have legal settlement in the corporation. Upon written request to the superintendent, a hearing may be arranged within ten days after the student has been suspended pending the exclusion hearing. A decision to exclude may be appealed to the State Department of Education.

### **Alternative Educational Placement**

A student may be placed in an alternative educational setting if s/he poses a substantial threat to the safety of other students and/or staff, or himself/herself. Alternative educational placement may include education at home with the assistance of parents or guardians. Recommendations of other sites to continue education may be recommended by the principal and would be decided upon in conference with the parents.

### **Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents indicating, among other requirements, their right to request a hearing within ten days after receipt of the hearing examiner's letter. If no request is received within that time period, the right to a hearing has been waived. Students being considered for expulsion may or may not be removed immediately. A requested formal hearing is scheduled with the hearing examiner during which the student may be represented by his/her parents and/or legal counsel. The superintendent shall review the hearing examiner's report and make a decision within two school days after receiving the report. If the student is excluded or expelled the parents may appeal, in writing, to the Board of School Trustees. The appeal can be based only on evidence from the hearing or evidence presented in the appeal. All opportunity to earn grades or credit ends when a student is expelled.

## **ENFORCEMENT OF STANDARDS**

1. The standards will be enforced by school administrators, teachers, paraprofessionals, bus drivers and other adults authorized by the school to supervise students.
2. The objectives of the enforcement of these standards are:
  - a. to protect the physical safety of all persons and prevent damage to property
  - b. to maintain an environment in which the educational objectives of the school can be achieved
  - c. to enforce and instill the core values of the Randolph Central School Corporation and its school community
3. The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:
  - a. the nature and extent of any potential or actual injury, property damage, or disruption
  - b. student's prior disciplinary history and the relative success of any prior corrective efforts
  - c. the willingness and ability of the student and the student's parents to participate in any corrective action
  - d. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards
  - e. any other aggravation or mitigating factor or circumstance that should be considered

## **GANG ACTIVITY OR ASSOCIATION**

It is the policy of the Randolph Central School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

It is the policy of the Randolph Central School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity or similar destructive or illegal group behavior.

A "criminal organization" is defined (per IC 35-45-9-1) as a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang activity" is defined as activity by a person who knowingly or intentionally actively participates in a criminal gang, or an activity by a person who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Model procedures for reporting suspected gang activity are presented as a guide that by no means limits the Corporation from implementing additional procedures for reporting acts of suspected gang activity or similar destructive or illegal group behavior.

Per IC 20-33-9-10.5, a school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one (1) school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall submit the report to the Superintendent of the School Corporation within ten (10) school days of the completion of the investigation. The Superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

Each school within the School Corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The Superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The School Board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the School Corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The Superintendent of the School Corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

#### **Information about the types of services, including family support services, for a student suspected of participating in gang activity.**

The School Corporation, through its principals and school counselors, should provide information about the support and services available for students who are 'at risk' for and/or suspected of participating in gang activity and their families. Information about other available supports and services should be consistent with the policies and procedures of the School Board.

1. Gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that at the least shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

#### **Recommendations concerning the mandated gang prevention and intervention services programs for students that maximize community participation.**

These recommendations are presented as a guide that by no means limits the School Corporation from collaboration with community stakeholders to provide additional services. Schools are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs according to the policies and procedures of their local boards of education. These strategies are based on evidence proven models for gang awareness as outlined by the Office of Juvenile Justice and Delinquency Prevention.

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Integrate School Resource Officer Programs when available.
5. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

**Legal References:** IC 20-26-18  
IC 20-33-9-10.5  
IC 35-45-9-1

### **HARASSMENT**

Randolph Central School Corporation believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. Harassment of other students or members of the staff or any other individuals is not permitted. This includes any speech or action which creates a hostile, intimidating or offensive learning environment. Any student who believes that he/she is the victim of any type of harassment by another student, staff member, or other person associated with the corporation should take the following steps: A. If the alleged harasser is a student, staff member or other person associated with the Corporation other than the student's Principal, the affected student should, as soon as possible after the incident, contact the Principal. B. If it is the student's principal who is the alleged harasser, the affected student should, as soon as possible after the incident, contact Mrs. Julie Northcutt, at 765-584-1401, or at the Randolph Central Superintendent's Office, 103 N. East St., Winchester. More information about harassment can be found in Randolph Central School Board Policy 1662.

### **SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of School Trustees prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the corporation will also notify law enforcement officials.

The corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or student government. A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

### **STUDENT BEHAVIOR STANDARDS**

The Board of School Trustees has adopted the following standards for student misconduct. These standards are applicable to students:

1. on school property at any time;
2. during and immediately before and after any school activity at any location including bus stops;
3. traveling to and from school, or to a school activity

#### **Standards**

Students may be disciplined by suspension or expulsion for:

1. knowingly interfering with school purposes or inducing another student to do so
2. stealing or damaging school property or property of another person
3. knowingly causing bodily harm to another person
4. threatening or intimidating any student, staff member, or visitor for any reason, including when the purpose or intent is gaining money or anything of value from the targeted individual.
5. possessing a firearm or any other object that is readily useable as a weapon or is dangerous to others (such as fireworks)
6. possessing or providing a drug except as authorized by prescription
7. possessing or providing any substance represented to be a drug

8. possessing or providing an alcoholic beverage consuming or being under the influence of a drug or alcohol except as authorized by prescription
9. possessing or providing tobacco or any tobacco product and/or drug paraphernalia
10. knowingly failing to report to scheduled assignment without permission or acceptable excuse
11. failing or refusing to comply with directions of an adult supervisor
12. directing unwelcome statements, communications, or conduct of a sexual nature to another person; (see harassment above)
13. materially altering any school document such as a hall pass
14. violating Indiana or Federal law
15. leaving a school activity or school property without prior approval of a teacher or supervising adult
16. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating
17. attempting or conspiring with another person to violate any student behavior standard
18. directing profane or inappropriate language toward students or staff
19. possessing or using electronic cigarettes

The Randolph Central Elementary Schools take pride in the safe, respectful environments we provide for student learning. Inappropriate displays of affection in school are considered disruptive to the learning environment and are cause for disciplinary action by the administration.

### **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government. When concerns or grievances arise, the best way to resolve the issue is through communication.

### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

- A. A material cannot be displayed if it:
  1. is obscene to minors, libelous, indecent or vulgar,
  2. advertises any product or service not permitted to minors by law,
  3. intends to be insulting or harassing
  4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission maybe granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **SECTION VII – TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for all students who live farther than one mile from school. The bus schedule and route is available by contacting the Transportation Director at 584-3801 or 800-772-3801.

#### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. Student behavior standards are upheld at all times, this includes travel to and from bus stops as well as time spent at the bus stops.

The following behaviors are expected of all students:

#### **Previous to loading (on the road and at school)**

Each student shall:

- be on time at the designated loading zone
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### **During the trip**

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, cards, etc;
- not tamper with the bus or any of its equipment.

#### **Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

#### **Student Pick Up and Delivery**

Anyone delivering or picking up students during the school day by automobile should follow the specific guidelines as established in your school's handout. Each school has its own parking regulations.

### **RANDOLPH CENTRAL SCHOOL CORPORATION** **SCHOOL BUS SAFETY RULES**

1. Students will follow directions of the driver.
2. Students will observe classroom conduct.
3. Students will be at the bus stop at least five minutes before the bus arrives, waiting in a safe place, clear of traffic and 10ft in from where the bus stops.
4. Students will wait in an orderly line and avoid playing.
5. Students will cross 10 ft. in front of the bus after the bus has stopped, and they have looked both directions for traffic, left, right, left.
6. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
7. The bus driver has the right to assign seats for discipline reasons or to make the bus route more efficient.
8. Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
9. Students will remain properly seated, back against the back of the seat, bottom against bottom of the seat, and keep hands to themselves.
10. Students will not eat, drink, or chew gum on the bus.

11. Students will not bring tobacco, alcohol, drugs, or any controlled substance on the bus. Students will be subject to school rules regarding tobacco, alcohol and drugs.
12. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only items that can be held on their laps.
13. Drinks brought on the bus shall be in a soft container (preferably resealable), 20 oz. maximum. No glass or aluminum please!
14. Students will refrain from using loud voices, profanity and/or obscene gestures, and must respect the rights of others.
15. Students will not extend their heads, arms, or objects out of bus windows.
16. Students will be totally silent at railroad crossings.
17. Students will stay seated until time to get off the bus. The open door is the signal to get up from their seats.
18. Students must provide a written note, signed by the school administrator, giving permission to ride a different bus, or get off the bus at a different bus stop. The administrator, or designee must have a note from the parent, or be able to confirm the request.
19. Students will keep their bus clean and in a good, safe condition. (No litter on the floor.)
20. Students should not arrive at in-town bus stops any more than fifteen minutes before pick-up times, as there is no supervision, and students will need to stay outside.

#### **POLICY FOR EATING ON THE BUS DURING FIELD TRIPS**

1. Lunch should be non-messy type foods of some kind.
2. Drinks should be water only in soft, resealable containers.

## **SECTION VIII – SCHOOL/PARENT COMPACT**

### **RANDOLPH CENTRAL SCHOOL CORPORATION** **SCHOOL-PARENT COMPACT FOR SAFE EXCELLENT SCHOOLS**

The mission of the Randolph Central School Corporation is to build better minds and hearts. This takes the teamwork of the entire community and especially the partnerships of parents, students, teachers, and administrators.

The purpose of the School-Parent Compact is to remind:

Students to:

1. show respect to staff and other students
2. use complete sentences in writing and speaking
3. become an active learner and use his/her mind well
4. learn to cooperate with others
5. actively participate in and support school programs and activities
6. do his/her personal best
7. attend school regularly
8. follow the lifelong guidelines and life skills
9. read nightly
10. follow school procedures
11. ask questions when s/he does not understand
12. complete the daily assignment book
13. be accountable for academic results

Parents to:

1. show respect to school staff
2. set high, yet reasonable, expectations for your child's work and behavior at school
3. support the school by expecting the child to reach grade level standards
4. read nightly with the child
5. monitor the child's activities and associations to ensure a wholesome lifestyle
6. discuss and sign the daily assignment book, report cards, and other progress reports
7. communicate frequently with the teacher by attending conferences and volunteering
8. limit television time
9. be responsible for the child's attendance
10. make homework a priority