



SOUTH VERMILLION COMMUNITY SCHOOL CORPORATION

Elementary Handbook

2020-2021

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Mission Statement: The South Vermillion Community School Corporation provides academic and social experiences that nurture the potential of all students to be productive, creative, and moral citizens.



Dear South Vermillion Community School Families:

Welcome to another exciting year of learning! We are thrilled to have you as part of our family for the 2019- 2020 school year. All three of our elementary schools have been preparing for the start of the year and are excited about the numerous opportunities for your children to develop lifelong skills and we hope that your children participate in all that we have to offer.

The South Vermillion Elementary School Handbook provides a great deal of important information regarding our programs and services, as well as our policies and procedures. Please take time to read the handbook thoroughly and discuss this information with your children. This relationship between home and school helps to promote the well-being of our children and their learning process.

We strive to keep the lines of communication open between home and school. To do this, we will utilize our school website, School Messenger, Canvas pages and other means to get information out to our parents in a timely manner.

Please feel free to contact any member of our school staff if you have any questions or concerns. We encourage a close proactive relationship with our parents and look forward to working with you. The South Vermillion Community School Corporation provides a wonderful environment for developing young minds and we hope to create lasting memories for your children. Please remember that our door is always open for questions, comments or concerns.

Sincerely,

David A. Chapman
Superintendent

This is a listing of all the rules and policies that help to create a positive and safe learning environment. Each student and parent should review the handbook at the beginning of each school year. The student handbook will not address all concerns that may arise and the rules are not all inclusive. The student handbook simply provides guidelines.

***The COVID19 Appendix has been added to the end of the student handbook. Information, policies, and procedures in the COVID19 Appendix will supersede any information, policies, and procedures in the regular student handbook.

General School Policy

Every child should have school opportunities suited to his/her needs and abilities. Every child in South Vermillion should have well-prepared teachers who are interested in understanding his/her needs and giving him/her the opportunities which he/she deserves. The educational program should enable teachers to do this job.

The teacher and students must work together in such a way as to make a difference in the thinking, acting, attitudes, and appreciation of the students. The school must adapt itself to the individual child so that he/she may develop into a personally and socially adjusted American citizen.

We must give to our students the basic skills of writing, speaking, handling mathematics, the ability to read with understanding, and the ability to listen and learn.

We must stimulate the interests of the gifted child to excel so that he/she can and will learn to relate his/her knowledge and learning to life's problems and become a leader in society. Attempts must be made to assist students in becoming well adjusted so that they may develop sound mental attitudes and social control.

Our youth need knowledge suitable to the management of a home, parenting, as well as the planning and purchasing of food and clothing. They need to learn financial management, problems of credit, health, education, recreation, and civic responsibility. In addition, students must learn how to get along with fellow workers, to accept responsibility, and to know the problems of labor and management.

The schools must provide experience and opportunities so that students may develop into knowledgeable citizens, responsible workers, and contributing members of society.

SCHOOL CALENDAR 2020-2021

*August 10, 2020, -First Day of School
September 7, 2020 -Labor Day (no School)
October 7, 2020- eLearning Day for Parent/Teacher Conferences
October 12-16, 2020 -Fall Break
November 25-27, 2020-Thanksgiving Break
December 18, 2020 -End of First Semester
December 21, 2020- January 3, 2021-Winter Break
January 4, 2021 -Second Semester starts
February 12, 2021 -Snow Make-up/Flex Day
February 15, 2021-Presidents' Day
March 18-19, 2021-Snow Make-up Days
March 22-26, 2021-Spring Break
May 26, 2021-Last Student Day*

USE OF ELECTRONIC SIGNATURES

For the purpose of signing and agreeing to terms set forth in school procedures, enrollment changes and acceptance of school policies and procedures, the Board recognizes that a parent may sign such documents electronically, provided that such agreement by the parent is made within, from a secure login provided to that parent.

ATTENDANCE POLICY

A student enrolled in South Vermillion School Corporation is expected to attend school each day. School attendance is compulsory under Indiana Law:

IC 20-33-2-3.2 "Attend" Sec. 3.2.

As used in this chapter, "attend" means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered. As added by P.L.90-2011, SEC.41.

IC 20-33-2-4 Compulsory attendance Sec. 4.

Subject to the specific exceptions under this chapter, a student shall attend either: (1) a public school that the student is entitled to attend under IC 20-26-11; or (2) another school taught in the English language. As added by P.L.1-2005, SEC.17.

IC 20-33-2-5 Days of attendance Sec. 5. A student for whom education is compulsory under this chapter shall attend school each year for the number of days public schools are in session: (1) in the school corporation in which the student is enrolled in Indiana; or (2) where the student is enrolled if the student is enrolled outside Indiana. As added by P.L.1-2005, SEC.17.

IC 20-33-2-6 Students required to attend Sec. 6. A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school or, except as provided in section 8 of this chapter, the beginning of the fall school term for the school year in which the student becomes seven (7) years of age until the date on which the student: (1) graduates; (2) becomes eighteen (18) years of age; or (3) becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever occurs first. As added by P.L.1-2005, SEC.17. Amended by P.L.242-2005, SEC.17.

HABITUAL ABSENCE

Under I.C. 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 30-40."

IC 20-33-2-11 Habitual truants ineligible for operator's license or learner's permit; minimum definition of "habitual truant" Sec. 11.

(1) a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

EXCUSED ABSENCE

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

UNEXCUSED ABSENCE

An unexcused absence is any absence not covered under the definition of excused or exempt, and/or the school is not notified by the family of the absence. After 10 unexcused absences, a student will be classified a habitual truant and the courts will be notified. Their continued enrollment in school may be jeopardized. After 10 parent excused illnesses, a doctor note is required or the absence will count as unexcused. After 10 unexcused absences, the student's ability to progress to the next grade level could be in jeopardy.

EXEMPT

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15); when subpoenaed to testify in court (IC 20-33-2-16); serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the 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 writing by the school principal. (IC 20-33-2-17.5) Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers.

All students, including those in kindergarten, enrolled in South Vermillion Schools are subject to compulsory attendance laws. (IC 20-33-2-6) Parents will be held accountable for student attendance. (IC 20-33-2-27) It is unlawful for a parent to fail to ensure that the child attends school as required under this chapter.

The administration recognizes the fact that serious illnesses can prevent attendance, and this fact will be considered in individual cases. A conference will be held with the student and his/her parents in order to resolve any problems.

If the school administration feels it is necessary to take measures to insure a student's attendance, the following authorities will be notified: Vermillion

County Welfare Department, Vermillion County Juvenile Officer, and Vermillion County Prosecutor.

ATTENDANCE PROCEDURE

1. ON THE DAY A STUDENT IS GOING TO BE ABSENT, it is the responsibility of the home to contact the school. A parent or guardian should call the school before 9:00 a.m. We are required by law to know where all students are and why they are not in school.

2. A NOTE will be required the next day, if there is no call/contact on the day of the absence. If no call is made and/or no note received, the absence will be UNEXCUSED.

3. If the student is absent from school for more than a 1/2 day, the student may not attend after-school activities.

4. Any student leaving school grounds must be signed out in the front office by the parent/designee.

5. If you leave something at home, you will have to bring it the next day or parents may be called to make arrangements.

6. Students are required to get a tardy slip from the main office if they are late arriving to school. Students arriving to school after the designated start time will be considered tardy to school with 10:00 AM being the cut-off. More than ten tardies will result in notification of the appropriate officials. This would include the Department of Child Services as well as the prosecutor.

a. It is the parent's responsibility to ensure their child arrives to school on time. The corporation provides transportation to insure this. Failure by the parent to have their child in school before 8:00 does not waive the consequence for the student's tardiness.

9. Absences -

a. Excused - The student may make up all missed work: 1 day for each day missed.

b. Unexcused - The student may make up all missed work.

c. Out of School Suspension - Students may make up all missed work and have it graded.
10. Attendance letters will be sent home when a student accumulates 5 absences and 10 absences respectively. These letters will be sent regardless if they are excused or unexcused absences. DCS will be contacted on the 11th unexcused absence.

DEFINITION OF PERFECT ATTENDANCE

A student will maintain their **perfect attendance** if they are here the entire school day for the duration of the school year. **Commendable attendance** will be awarded for students who have accumulated no more than one absence, tardy, or early release from school

SCHOOL-SPONSORED FIELD TRIPS

School-sponsored field trips are an extension of the school curriculum. In addition, they also enhance the student's academic and social well-being. Field trips during the school day are not optional and students who are unable to participate due to circumstances beyond their control will still need to be in attendance at school. Students are not allowed to leave field trips with parents unless written permission is obtained from the principal/office. The teacher will assign work related to the field trip experience. The parents' approval of all school-related field trips will be in effect with their signature upon registering their child for school.

If parents are invited to attend field trips, we ask that parents not bring younger siblings on the trip. Limited Criminal and/or Extended Criminal history background checks which must be completed prior to the event you wish to attend. If a parent or volunteer will be with students without the direct supervision of a staff member, they will be required to complete an Extended Criminal background check. The extended background checks require a fee. The application can be filled out at:

<https://bib.com/SECUREVOLUNTEER/SOUTH-VERMILLION-COMMUNITY-SCHOOL-CORPORATION-VOL/>

This process can take up to two weeks.

TRANSPORTATION

School Bus Rules

1. Students must be at their bus stop 10 minutes prior to the bus stop time. The bus will not wait for students.
2. Students will be allowed one stop. (exceptions: daycare, co-parenting households.) Students must have a written note from a parent/guardian to ride another bus (other than their assigned bus). This note must be approved from the office and a bus pass will be issued to the student.
3. The bus driver may assign seats.
4. Be courteous to the bus driver and other riders.
5. Use no profanity.
6. Do not eat, drink, or chew gum on the bus.
7. Keep the bus clean. Please use proper trash cans for any trash.
8. Fighting, pushing, or shoving is prohibited.
9. Students must remain in their seat until the bus comes to a full stop.
10. Students are to cross the road ONLY when the driver instructs them to cross. Do not cross in front of the bus without the driver's permission.
11. Students must SIT in their seat at all times. No standing up, sitting on knees, reaching over other students, or getting in the aisle.
12. Smoking and the use of tobacco products are not allowed on the bus.
13. Keep all body parts, including arms and head, inside the bus at all times.
14. Students must ask the driver for permission to open windows.
15. Balloons, banners and other materials that could block the driver's vision are not allowed.

Students, who do not wish to follow these rules, may be denied bus privileges. The decision will be made by the Bus Driver, Principal, Superintendent, or the Director of Transportation. South Vermillion Community School Corporation takes School Bus Safety seriously. We expect all of the students who ride school buses to and from school to follow all of the above rules.

Bus Passes

South Vermillion prides itself on safe transportation to and from school daily. To help ensure your child is accounted for and is delivered safe from school, bus passes will be limited to the following criteria:

1. Students can have one permanent bus stop in the AM and one permanent bus stop in the PM.

2. If changes are needed during the day, the parent/guardian must email/fax the office with changes by 2:00 PM.
3. If an after school arrangement must be made, a parent/guardian must meet the child at his/her permanent bus stop or pick the student up from school, if the circumstance is not outlined here.
 - Bus passes will be given for court orders-and elementary students that are shuttled to the middle school and high school for school related activities.
 - For student drop offs at any non-permanent bus stop, a note is required EACH time. **If no note is presented, the student will default back to his/her permanent bus stop.**

DROP OFF AND PICK UP OF STUDENTS

Parents are requested to drop their child off at the designated area for each school building. The doors to the building will remain locked until 7:30 am, and students should not arrive before that time.

Picking up students at the end of the day can be both hectic and possibly dangerous for our students with the amount of traffic between buses and parents. Students will only be released to parents, guardians, or persons listed on their emergency contact list. Please instruct anyone picking up students to bring identification.

BICYCLES

Bicycles are not allowed at the elementary schools. Students should not ride them to school, and South Vermillion Community Schools assumes no liability as to their use or storage.

STUDENT RIGHTS, PROTECTIONS & EXPECTATIONS

In 1975, Congress passed the Family Rights and Privacy Act. The parents' rights under this act extend until the student is 18 years of age or is enrolled in a post-secondary institution even if he has not yet reached his 18th birthday. An eligible student is one who has reached the age of 18 or is enrolled in a postsecondary institution.

The law requires that schools receiving federal funds must:

1. Allow the parent or eligible student to review and inspect the student's record at reasonable times. This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which are not shared with anyone but a substitute for that person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to another person.
4. Notify parents or eligible students of their rights under this law.

Exceptions to Rule 3 are recognized. School personnel may show/turn over records without permission to:

- Other officials of the same school, including teachers.
- Officials of other schools in which the student seeks or intends to enroll.
- Certain federal, state, and local authorities performing functions authorized by law.
- Individuals or organizations in connection with a student's application for receiving financial aid.
- Court of law enforcement officials if the school is given a subpoena or court order.

Also in an emergency, the school may turn over records, if failure to do so would probably result in a threat to health or safety to you or to others.

"Directory type" information such as name, address, and telephone number may be released without permission. However, the school must give public notice of the parts of your records that are classified directory information. The school must also provide a reasonable amount of time to allow the parent or student to notify the school not to reveal that information.

DIRECTORY INFORMATION

The South Vermillion School Corporation designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by September 1 of the current year, those categories or directory information he/she does not wish released about his/her child.

POLICY ON STUDENT STORAGE AREAS

IC 20-33-8-32 Locker searches Sec. 32.

(a) A school corporation must provide each:

- (1) student; and
- (2) student's parent; a copy of the rules of the governing body on searches of students' lockers and locker contents.

(b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in:

- (1) that locker; or
- (2) the locker's contents.

(c) In accordance with the rules of the governing body, a principal may search:

- (1) a student's locker; and*
- (2) the locker's contents; at any time.*

(d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:

- (1) at the request of the school principal; and*
- (2) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents. As added by P.L.1-2005, SEC.17.*

All storage areas, including but not limited to lockers and desks, are the property of the school corporation. These storage areas are made available for student use on school premises. These facilities are for student use in storing school supplies and personal items necessary for use at school but are not to be used to store items which cause, or can reasonably be seen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker or desk does not diminish the school corporation's ownership or control of them. The school corporation retains the right to inspect lockers and desks and their contents to ensure that they are being used in accordance with intended purposes and to eliminate fire and other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen materials and to prevent use of the lockers and desks to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

Student lockers and desks are school property and remain at all times under the control of the school; however, students will assume full responsibility for the security of lockers and desks. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Parents and students of South Vermillion School Corporation are advised that a student using a locker that is the property of the school corporation is presumed to have no expectation of privacy in that locker or its contents, even if the same is locked. Parents and students are also advised that a locker that is the property of the South Vermillion Community School Corporation is subject to search by school officials without notice at any time. This includes a general search of lockers of all students or searches of individual lockers.

LOCKER/CUBBY/DESK RULES

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

1. Locks - Students may not use their own locks to prevent access by school officials. Any unauthorized locks may be removed without notice and destroyed.
2. Use of Lockers/Cubbies/Desks - are to be used to store school supplies and personal items necessary for use at school. They shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or cigarettes. Students will be expected to keep them in a clean and orderly manner. Students should use only the locker issued to them.
3. Authority to Inspect - The school corporation retains the right to inspect lockers under I.C. 20-33-8-32 (b) (c) (d) to insure they are being maintained in accordance with the conditions of Rule No. 2 above. All inspections of student lockers shall be conducted by the professional staff with the approval of administration.
4. Inspection of Individual Student's Locker/Desk:

Lockers/Desks:

- A. The inspection of a particular student's locker is at the discretion of the principal or designee.
- B. When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself disruptive, or being used to conceal contraband.
- C. Disposal of Confiscated Contraband - All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under I.C. 20-33-8-32 (b) (c) (d); (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (d) destruction.
- D. Involvement of Law Enforcement Officials
 1. The principal, assistant principal, superintendent, or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents.
 - a. To identify substances which may be found in the lockers.
 - b. To protect the health and safety of persons or property.

2. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such an official to inspect.
 3. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials give rise to a reasonable suspicion that a locker contains contraband.
- E. Locker Cleaning - Nothing in these rules shall affect members of the custodial staff who, at the directions of the principal, clean out
- (a) lockers from time to time in accordance with a general housekeeping schedule or
 - (b) the locker of a student no longer enrolled in the school, or
 - (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, and the like.

STUDENT SEARCHES

The administration, when having reasonable suspicion that a student or students may have on their person an item or items which may be considered by school personnel or other students to be of a potentially disruptive nature or stolen items, require the student or students to be searched. The search may include purses, bags, pants, shoes, or other personal items. Refusal to comply may result in the notification of law enforcement personnel and will result in immediate suspension.

RECESS

Students will play in designated areas and use equipment properly. Students must be the age of five or older in order to use the playground equipment. Students may not bring their own playground items or toys from home for recess play.

ELECTRONIC DEVICES

Students are not allowed to carry personal electronic devices on their person. Cell phones must be kept turned off and in bags/lockers. If a student is found to have a personal electronic device on their person during the school day, it will be taken away and the student's guardian will need to make arrangements to pick it up; this also includes the bus. The student will also be assigned lunch isolation for the infraction. South Vermillion Community Schools assumes no liability as to their use or storage.

PERSONAL PROPERTY

Students and their families should be aware that South Vermillion Community Schools do NOT provide insurance for student injuries or damage/loss to personal property. A homeowner's policy may cover property damaged or lost from the school premises.

DISPLAY OF THE UNITED STATES FLAG and PLEDGE OF ALLEGIANCE POLICY

IC 20-30-5-0.5 and IC 20-30-5-4.5 Requires a United States flag to be displayed in each classroom of a school corporation. This code requires a school corporation to provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance, and provides an exemption for students who choose (or whose parents choose for them) not to participate in the Pledge.

MOMENT OF SILENCE POLICY

IC20-30-5-4.5 In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray or engage in any other silent activity that does to interfere with distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. No student should be forced to engage in or refrain from prayer or any other permitted activity under this policy.

It requires a school corporation to establish a daily moment of silence in each classroom, and repeals a law allowing an optional brief period of silent pray or meditation. This law requires the attorney general to defend a school corporation in a civil suit based on an act authorized under these provisions.

ANNUAL AHERA NOTIFICATION

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, South Vermillion Community School Corporation is required to annually notify all school building employees, building occupants or their legal guardians, of the availability and location of the Asbestos Management Plans and of any post response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. In the past year, the AHERA related activities conducted have been the Periodic/6-Month Surveillance to maintain current information on the condition of materials in our buildings, and response actions for

maintenance, renovation, and demolition of affected buildings. The reports for these activities are available at the Administration Office.

Each year, the planned activities under the AHERA Standard are routine maintenance of building materials and the Periodic/6-Month Surveillance of all building materials. The Periodic/6-Month Surveillance is scheduled for September and March. Maintenance and renovation response actions will be conducted as needed to maintain materials in an acceptable state.

The AHERA Management Plans are available for public review at the Superintendent's Office during normal working hours. A reasonable charge will be made for requested copies of the Management Plan(s).

STUDENT DRESS

Please consider that dress guidelines are not devised to infringe on individual tastes or preferences, but that they are necessary to provide a sound educational process. Ultimately, we ask that students exercise reasonable judgment as spelled out in the following guidelines:

1. Students' physical appearance must be deemed appropriate at all times by administration.
2. Shoes or sandals are to be worn at all times during the school day.
 - Shoes are encouraged to prevent injury or breakage of sandal as students are very active at recess, throughout the school, and/ or entering and exiting the school bus.
3. Pants, trousers, shorts, or skirts must be no higher than fingertip length when standing. They must be kept from under your feet at all times. Jeans or clothes with tears or holes above the knee level are not acceptable. Wearing leggings does not excuse shorts or skirts from being too short. Pants that are too tight or too loose to the point that students' undergarments are revealed are not acceptable.
4. No skin is to be exposed between the waist of pants, shorts, or skirts and the bottom of the upper garment (shirt, blouse, sweater, and the like).
There should be NO holes in pants, shorts, or skirts above the knee. Tops that are revealing are not permitted, including spaghetti strap tops.
5. Hats and sunglasses are not to be worn inside the building unless a special school activity has been proclaimed.
6. Offensive or suggestive slogans, groups, individuals, or offensive designs on clothing, including alcohol, tobacco, or other controlled substances, are not permitted. This includes but is not limited to such items as the Confederate flag, swastikas, racial slurs, or any other reference deemed inappropriate by the administration.
7. Chains of any type worn as necklaces, wallet chains, or watch chains are not allowed. Shot bead necklaces of any size with the three-hole clasp that may be cinched tightly are not allowed.
8. Students are not to have body piercings other than pierced ears. Lip, tongue, nose, and eyebrow piercings are NOT acceptable.
9. Hair color is to be a natural shade of blonde, red, brown, or black. Hair is not to be dyed or streaked any unnatural color.
10. Coats, jackets, and book bags are to be placed in lockers during the school day.

Teachers are to send students to the principal if any of the guidelines are violated. There are obviously varied interpretations concerning dress violation.

The final decisions will be made by the school administration. The above are basic guidelines and are not all-inclusive. A student's dress or physical appearance must be deemed appropriate by the administration or will be subject to correction as deemed necessary.

Students who fail to follow these guidelines will have the following options: correct improper dress, call parent to bring proper clothing, or be isolated the rest of the day. Students who create continual disruptions involving dress code violations will face suspension.

DISCIPLINE POLICY

The purpose of our school is to provide the best possible educational environment for the students in our community. The student's prime responsibility is to secure an education, and we feel a proper atmosphere must be maintained within the school to make this learning possible.

There are times when it is necessary for school officials to make a decision concerning the acceptability of a student's behavior in school, and these decisions must be based on the welfare of the total school community and how this behavior problem will affect the learning environment.

Students are to report directly to the principal's office when instructed.

A student will not be subject to restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of time out or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of restraint.

SNOWBALLING

Because of the danger of serious injury, snowballing is forbidden on school property. Consequences will be administered as outlined in the school discipline plan.

EXPULSION AND SUSPENSION

IC 20-33-8-3 "Expulsion" Sec. 3.

(a) As used in this chapter, "expulsion" means a disciplinary or other action whereby a student:

- (1) is separated from school attendance for a period exceeding 10 school days;*
- (2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or*
- (3) is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.*

(b) The term does not include situations when a student is:

- (1) disciplined under section 25 of this chapter;*
- (2) removed from school in accordance with IC 20-34-3-9; or*
- (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5. As added by P.L.1-2005, SEC.17.*

IC 20-33-8-7 "Suspension" Sec. 7.

(a) As used in this chapter, "suspension" means any disciplinary action that does not constitute an expulsion under section 3 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days.

(b) The term does not include a situation in which a student is:

- (1) disciplined under section 25 of this chapter;*
- (2) removed from school in accordance with IC 20-34-3-9; or*
- (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5. As added by P.L.1-2005, SEC.17.*

IC 20-33-8-14 Grounds for suspension or expulsion Sec. 14.

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

(1) Student misconduct.

(2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;*
- (2) off school grounds at a school activity, function, or event; or*
- (3) traveling to or from school or a school activity, function, or event. As added by P.L.1-2005, SEC.17.*

SPECIFIC OFFENSES RESULTING IN SUSPENSION AND OR EXPULSION

1. Engaging in conduct that disrupts or interferes with school purposes. For example--the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct.
2. Trespassing, vandalizing school property, breaking and entering a school building or facility, attempting to set fire or setting fire or intentionally damaging any school property.
3. Causing or attempting to cause substantial damage to school or private property; stealing or attempting to steal school property or private property on school grounds.
4. Assaulting or attempting to assault a school employee, or engaging in conduct in such a way that reasonably could cause injury to school employees.
5. Intentionally causing or attempting to cause physical injury to a student or person not employed by the school corporation.
6. Using force or the threat of force to take money or something of value from another person, engaging in blackmail, or using coercion to gain something of value or an advantage.
7. Possessing, handling, using, transmitting, or selling weapons, dangerous instruments, or explosives.
8. Repeatedly refusing to follow the directions of supervising school employees; engaging in acts of serious disrespect to school employees.
9. Engaging in any activity forbidden by the laws of the State of Indiana that constitutes an interference with school employees.
10. Willfully truant from school. If a student is truant three or more times, the principal may recommend expulsion. Every effort will be made to work with the child and family in coordination with the school, prosecutor's office and Department of Child and Family Services. Students will make up missed time from school in an in-school classroom setting.
11. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - a. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or

from, or use of the building, corridor or room.

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

13. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property.

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

a. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.

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

16. Engaging in the unlawful selling of a controlled substance of engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

17. Causing or threatening bodily harm or property damage. The Vermillion County Sheriff's Department will be contacted upon report of such activities and an investigation will be conducted immediately.

a. Setting fire to or substantially damaging any school building or property.

18. False Reporting - Reporting unverified information (rumors). The Vermillion County Sheriff's Department will be contacted and a record of those reporting will be placed on file. If no truth is found in the accusation, those falsely reporting will be charged accordingly.

IC 20-33-8-15 Unlawful activity by student Sec. 15.

In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

(1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

(2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. As added by P.L.1-2005, SEC.17.

SECLUSION AND RESTRAINT

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

SMOKING/TOBACCO

Students are not permitted to smoke while under the school's jurisdiction. The penalties for smoking and/or possession of any type of tobacco product are as follows:

- 1ST OFFENSE: 2 day out of school suspension- reported to prosecutor
- 2ND OFFENSE: 3 days out of school suspension - reported to prosecutor
- 3RD OFFENSE: 10 days out of school suspension - reported to prosecutor; recommended for expulsion

Possession of tobacco products by a person under the age of 18 is prohibited by Indiana code. Offenders will be reported to law enforcement officials.

DRUGS AND ALCOHOL

Drug and alcohol infractions are seen as very serious disruptions of the educational process at South Vermillion Community Schools, and as such, have been dealt with severely. The following are violations of the disciplinary code of South Vermillion, when they occur within the school's jurisdiction:

A. No student may possess, use, or be under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

B. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

C. No student may possess or use any substance which the student has reason to believe is, or which has been represented to her/him as a narcotic drug, stimulant, depressant, or intoxicant of any kind.

D. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing

phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

E. Any substance for which a student has a prescription or written permission from a parent allowing use should be brought to the school health assistant or school office by the parent and administered or taken there.

F. The possession of look-alike alcoholic beverages (example--near beer) or look-alike tobacco products (example--candy Skoal) is not permitted on school grounds.

G. Paraphernalia - 10 day suspension - Drug Offense

ALL STUDENTS WHO VIOLATE THIS POLICY ARE SUBJECT TO THE FOLLOWING CORPORATION POLICY:

A. A range of action from suspension to expulsion.

B. First Offenders:

1. Parent and student conference with administrator.
2. Barred from participating or attending extra-curricular activities during the period of out of school suspension (see #4).
3. Reporting to proper law enforcement authorities.
4. Suspension from school. Counseling will be required from a state recognized individual or facility.
5. Possible expulsion.

WEAPONS

IC 20-33-8-16 Possession of firearms, deadly weapons, or destructive devices Sec. 16.

(a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.

(c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.

(d) Notwithstanding section 20 of this chapter, a student who is:

(1) identified as bringing a firearm or destructive device to school or on school property; or

(2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

(e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.

(f) Notwithstanding section 20 of this chapter, a student who is:

(1) identified as bringing a deadly weapon to school or on school property; or

(2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.

(g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection

(f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

(h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415. As added by P.L.1-2005, SEC.17.

IC 20-33-8-25 Additional disciplinary actions authorized Sec. 25.

(a) This section applies to an individual who:

(1) is a member of the administrative staff, a teacher, or other school staff member; and

(2) has students under the individual's charge.

(b) An individual may take disciplinary action instead of or in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

(1) Counseling with a student or group of students.

(2) Conferences with a parent or group of parents.

(3) Assigning additional work.

(4) Rearranging class schedules.

(5) Requiring a student to remain in school after regular school hours:

(A) to do additional school work; or

(B) for counseling.

(6) Restricting extracurricular activities.

(7) Removal of a student by a teacher from that teacher's class for a period not to exceed:

(A) five (5) class periods for middle, junior high, or high school students; or

(B) one (1) school day for elementary school students;

if the student is assigned regular or additional school work to complete in another school setting.

(8) Assignment by the principal of:

(A) a special course of study;

(B) an alternative educational program; or

(C) an alternative school.

(9) Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:

(A) A principal may not assign a student under this subdivision unless the student's parent approves:

(i) the nonprofit organization where the student is assigned; and

(ii) the plan described in clause (B)(i).

A student's parent may request or suggest that the principal assign the student under this subdivision.

(B) The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:

(i) A plan for the service that the student is expected to perform.

- (ii) A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled.
- (iii) Monitoring of the student's performance of service by the principal or the principal's designee.
- (iv) Periodic reports from the nonprofit organization to the principal and the student's parent or guardian of the student's performance of the service.
- (C) The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.
- (D) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion.
- (10) Removal of a student from school sponsored transportation.
- (11) Referral to the juvenile court having jurisdiction over the student.
- (c) As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall refer the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415. As added by P.L.1-2005, SEC.17. Amended by P.L.66-2009, SEC.4.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

BEHAVIOR AND DISCIPLINE- OFFENSES AND SUGGESTED ACTION

- a) MINOR CLASSROOM INFRACTIONS- Warnings, loss of privileges, parent notification and/or conference
- b) MAJOR CLASSROOM INFRACTIONS- A range of actions- from phone call to parents to suspension/expulsion
- c) PROFANITY/INAPPROPRIATE LANGUAGE (Spoken or written)- A range of actions- from loss of privilege to suspension
- d) POSSESSION OF MATCHES/LIGHTER - loss of privilege to suspension
- e) GAMBLING- A range of actions - from loss of privilege to expulsion
- f) THREATENING/HARASSING OF A STUDENT- A range of actions - from loss of privilege to suspension and expulsion and referred to prosecutor
- g) THREATENING/HARASSING OF STAFF- A range of actions - from suspension to expulsion, referral to legal authorities – prosecutor
- h) PHYSICAL ASSAULT- Isolation, Suspension to expulsion, referral to legal authorities
- i) FAILURE/REFUSAL TO IDENTIFY ONESELF - loss of privilege
- j) THEFT/VANDALISM loss of privilege to a recommendation for expulsion, referral to legal authorities
- k) PRESENCE ON UNAUTHORIZED AREA - loss of privilege
- l) HALLWAY/CLASSROOM INFRACTIONS - loss of privilege to suspension
- m) PHYSICAL CONTACT - A range of action - loss of privilege to suspension
- n) DAMAGE/DESTRUCTION OF PROPERTY - loss of privilege to suspension;
- o) PROPERTY RESTITUTION - Failure to do so in the required time will result in suspension leading to possible expulsion
- p) CHEATING - When a student fraudulently claims work he/she has not properly done, examples: homework, research papers, tests, quizzes, lab project, etc., he/she will be subject to the following:
 - a. First offense - A failing grade for the item in question.
 - b. Second offense - Office Referral
- q) FIGHTING - Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. When in such instances the administration deems the physical injury severe, the student(s) will be suspended and recommended for expulsion on the first occurrence. Charges may be filed with the proper law enforcement agencies.
 - a. First offense – Isolation 1-3 days
 - b. Second offense - 1 to 5 days suspension
 - c. Third offense –10 days suspension/recommendation for expulsion
- r) HABITUAL OFFENDER - When a student has failed on a substantial number of instances to comply with the direction of teachers or other school personnel during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function, the student will be subject to suspension and/or expulsion.
- s) HARASSMENT - Harassment includes any UNWANTED verbal comments or physical advances, which disturb or irritate the victim. This uninvited attention, which includes sexual harassment, may come from peers, the staff, or anyone a student may encounter in the school setting. Complaints should be brought immediately to the attention of the administration. A range of penalties will be implemented from loss of privilege to a recommendation for expulsion. (Refer to corporation harassment policy for additional information.)
- t) INSUBORDINATION - When any student intentionally fails to comply with the direction of teachers, supervisors, or administrators during any period of time when he/she is under the school supervision, the student will be subject to disciplinary actions not limited to the following: loss of privilege, suspension, and expulsion.

- u) PUBLIC DISPLAY OF AFFECTION - Any type of physical contact shall be cause for disciplinary action ranging from loss of privilege to 5 days out of school suspension and a recommendation for expulsion.
- v) TRUANCY - A student is truant when he/she refuses to attend school or a class without the knowledge of school officials and/or parent or guardian. Habitually truant students may be reported to the Prosecutor's office.
- w) VANDALISM - Pupils guilty of defacing or damaging any school property shall be required to restore to the original condition or to pay in full for all damages - A range of action from loss of privilege to suspension and a recommendation for expulsion.

OUT OF SCHOOL SUSPENSION

A student may receive an out-of-school suspension for violation of school policies or for serious misbehavior. Each suspension may be as long as ten days.

During the time of the suspension, the work missed may be made up; however, it is up to the individual teachers whether or not to grade or give full credit for the work. The absence will be unexcused but those days will not accumulate in any attendance total except for teacher records.

When a student receives a 5 or 10 day out of school suspension for a serious discipline violation as determined by the principal or assistant principal, it will be required of the student and parent(s) to meet and discuss expectations of their child prior to reinstatement.

BULLYING

Bullying is repetitive acts by a child or group that are intentionally done to hurt another child emotionally or physically with a perceived or evident imbalance of power present. Bullying can be 'Physical', 'Verbal', 'Indirect'(rumors, exclusion) or 'Written/Images'(mean messages or images transmitted electronically in any manner). Four key components must be met to be considered bullying:

- *The issue has happened over and over again.
- *The same child or children are involved each time.
- *What happened was on purpose to hurt the other child's feelings or to hurt the other child physically.
- *There is a perceived or evident imbalance of power.

IC 20-33-8-0.2 "Bullying" Sec. 0.2.

As used in this chapter, "bullying" means overt, repeated acts or gestures, including:

- (1) verbal or written communications transmitted;*
- (2) physical acts committed; or*
- (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. As added by P.L.106-2005, SEC.6.*

IC 20-33-8-13.5 Discipline rules prohibiting bullying required Sec. 13.5.

(a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

- (1) prohibit bullying; and*
- (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.*

(b) The discipline rules described in subsection (a) must apply when a student is:

- (1) 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;*
- (2) off school grounds at a school activity, function, or event;*
- (3) traveling to or from school or a school activity, function, or event; or*
- (4) using property or equipment provided by the school.*

(c) The discipline rules described in subsection (a) must prohibit bullying through the use of data or computer software that is accessed through a:

- (1) computer;*
- (2) computer system; or*
- (3) computer network; of a school corporation.*

(d) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action. As added by P.L.106-2005, SEC.7. Amended by P.L.180-2011, SEC.2.

ANTI-BULLYING PLEDGE/RULES

We, the students and staff of South Vermillion Community Schools agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids", "just teasing", or any other rationalization. This victim is never responsible for being a target of bullying. By affirming this pledge, we the students agree to:

1. Value student differences and treat others with RESPECT.
2. Not become involved in bullying incidents or be a bully.

3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Support students who have been or are subjected to bullying.
6. Talk to teachers and parents about concerns and issues regarding bullying.
7. Work with other students and faculty to help the school deal with bullying effectively.
8. Participate fully and contribute to assemblies and discussions dealing with bullying.
 - A. We will not bully others.
 - B. We help students who are bullied.
 - C. We will include students who are easily left out.
 - D. When we know someone is being bullied, we will tell an adult at school and at home.
 - E. We will be responsible reporters of bullying.

BULLYING DISCIPLINARY PROCEDURES

The following procedures for discipline will take place when an investigation by the building principal or school counselor has confirmed a student has demonstrated bullying behavior in accordance with the Indiana state law's definition of bullying. Depending upon the incident, the disciplinary action may be adjusted at the discretion of the building principal.

- **First Offense:** Office referral that will result in a verbal reprimand and documented under student's name in Harmony as a discipline note for bullying.
- **Second Offense:** Office referral that can include a range of disciplinary actions, such as, loss of privileges, lunch detention, isolation, or after school detention. The bullying offense will be documented in Harmony under the student's profile as a discipline, and the discipline report for bullying will be sent to parents electronically via Harmony.
- **Third Offense:** Office referral that can include a range of disciplinary actions, such as, loss of privileges, lunch detention, isolation, or after school detention. Referral will be made to the school counselor for individual and/or group counseling. The bullying offense will be documented in Harmony under the student's profile as a discipline, so parents can access the discipline electronically. The discipline note will be sent home for a parent to sign and return or phone call to a parent will be made.
- **Fourth Offense:** Office referral that can include a range of disciplinary actions, such as, loss of privileges, lunch detention, isolation, or suspension and or expulsion. Continued individual and/or group counseling services via school counselor.

School may contact parents for a conference to create a Behavior Contract that may include a range of disciplinary actions that could include loss of privileges, lunch detention, after school detention, suspension, and expulsion.

HEALTH POLICY

Procedures are as follows:

- A. Students who become ill at school must report to their teacher to go to the health office.
- B. All students with personal injury, other than of an emergency nature, must be sent by their supervisor/teacher.
- C. No student will be sent home unless the health school office contacts a parent or guardian.
- D. Students reporting to the health office will be limited to thirty minutes. During that time the seriousness and nature of illness will be reviewed, and parents will be notified if further attention is deemed necessary.
- E. An ill student who must go home is the responsibility of the parents. In an emergency situation EMT's will be contacted to transport the student to the emergency room of Union Hospital Clinton unless otherwise stated in writing by the parents. In any case the school will try to contact the parents. A school staff member will accompany the student.
- F. Students who are ill and are to be sent home for the remainder of the school day will not return to classes in order to get assignments.

MEDICATION

The term "medication" is presumably not limited to prescription medication, but would include over-the-counter medication such as Tylenol, Ibuprofen, cough drops, etc. Only employees designated by the school administration qualify to administer medication. All medication is to be brought to school by a parent or an adult 18 years or older with a note from the parents and counted with the nurse/health assistant. All medication is to be brought to the health office at the beginning of the day. All medication must be in the original container, FDA approved, have written permission from a parent, with the student's name, drug name, dose, route, and time. Only the amount on the directions can be given. No aspirin product can be given without a prescription. Prescription medication (excluding antibiotics) must have the Authorization to Dispense Medication at School form completed by the physician.

Medication may be released to a student if the student's parent provides written permission for the student to receive the medication. All medication not picked up at the end of the school year will be disposed of on the last day of school.

Parents/Guardians may sign a consent form for the school to provide Tylenol (acetaminophen) to a student as needed up to a maximum of 10 doses per school year. (Once a student has reached 10 doses, the school will need a physician's statement to continue dispensing Tylenol.) Consents may be picked up on book rental days or in the health office when school is in session. No exceptions will be made to administer medication without a written parental consent.

IMMUNIZATIONS

Indiana Code 20-34-4-2, Sec. 2 (a) every child residing in Indiana shall be immunized. Indiana Code 20-34-4-5, Statement of immunization history; waiver; rules; Sec.5.

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

(b) The statement must show, except for a student to whom IC 20.34-3-2 or IC 20-34-3-3 applies, that the student has been immunized as required under section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization.

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

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

Students that do not comply with the above Indiana Codes will be excluded from school. The immunization exclusion date for the 2019-2020 school year is September 13th.

BED BUG STUDENT PROCEDURE

When a student is dealing with an infestation at home, it is important to be sensitive to their problem. Although bed bugs have nothing to do with cleanliness or socioeconomic status, there is still a stigma that can come with having bed bugs. As a result, parents may be hesitant to admit to having bed bugs, and students may not want others to know they have an infestation at home. Students living in an infested home may also feel anxious or tired during the school day.

South Vermillion will work with the parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs. If a student is found to have a bed bug on their clothes or belongings, the Bed Bug: School Response Flow Chart will be put in place. Below is a list of actions Health Services will take concerning the student at school with bed bugs.

- Parents will be notified that 2 sets of extra clothing must be brought to school for the student to change into once they arrive at school.
- The student will go immediately to the Health Clinic so that Health Service personnel can examine the student's clothing and other belongings.
- The students' clothing, except for underwear, must be removed. The student will place on a new set of clothes brought in by the parents and washed by the school.
- All belongings such as backpacks, lunch boxes, will also be examined. All belongings will be placed in a plastic bag.
- Any bugs found should be removed and collected for identification (see Bed Bug: School Response Flowchart for address).
- Bed bug bites will be counted on the student daily and a report will be sent to parents if new bites are found.
- After parents have been contacted and new bites still present, Child Protective Services and the Health Department will be notified.
- Students will not be excluded from school unless the student has new bites for 3 consecutive school weeks in a row.
- Upon 2 weeks of new bed bug bites the parent and principal will be notified that if the student continues to come to school with new bites for the next school week they will be excluded until the infestation has been resolved.

STUDENT ACCIDENTS

All student accidents should be reported as soon as possible to the health assistant. If the health assistant is not in the office, report to the main office. If the accident occurs in physical education class, report to the teacher. An accident report must be completed by the classroom teacher and turned in to the office prior to the end of the school day. South Vermillion School Corporation does not provide liability coverage for students who are injured.

HEAD LICE

When a student is dealing with head lice, it is important to be sensitive to their needs. Many people have the impression that a person becomes infected with lice because they are unclean. This is not true. Frequent bathing neither prevents head lice nor eliminates the infestations. South Vermillion Community School Corporation follows the guidelines set forth by the National Association of School Nurses, State Board of Health, Center for Disease Control, and American Academy of Pediatrics. Upon discovering a child has lice, the following protocols will be followed:

- The Indiana State Board of Health and the Center for Disease Control do not recommend sending a student home upon finding lice. The school health assistant will contact the family and let them know that the child must be picked up by the end of the day.
- If there are siblings in any SV building, those buildings will be notified.
- Upon parent contact or pick up, a notification letter will be delivered along with a treatment plan to contain the current outbreak and prevent future outbreaks. Lice shampoo will be provided for that child along with other siblings in the home.
- A parent/guardian must bring the child into school the following day to be checked by the school health assistant. If no live lice are found, they may return to school.

REPORT CARDS- GRADING SYSTEM

Report cards are designed to provide periodic reports of academic progress for parents. In addition to this academic progress report, an evaluation of each student's attendance and conduct is provided. Report cards are sent home every nine (9) weeks. Grade cards go out to parents three (3) school days after the end of the nine (9) weeks.

GRADING SCALE

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

HONOR ROLL

There are three levels of honor roll that include the following (All subjects will count for the Honor Roll):

1. Honor Roll - Any student receiving all A's and B's on their report card.
2. High Honor Roll - students with more A's than B's
3. Distinguished Honor Roll - students receiving all A's

End of the year honor roll awards maintain this system as well. They will be determined by examining all nine week grading periods and not class averages.

RETENTION

The building principal may retain a student when the student:

1. has NOT, in the opinion of the professional staff, achieved the instructional objectives set for the present grade; and/or
2. has NOT demonstrated sufficient proficiency to advance to the educational program of the next grade level; and/or
3. has NOT demonstrated the degree of social, emotional, physical maturation necessary for a successful learning experience in the next grade.
4. has NOT passed iRead 3 (during the school year or after summer school remediation)
5. fails to complete summer school after not passing state standardized tests -(ILEARN/IREAD-3).

A student enrolled in special education shall be promoted or retained based on the opinion of the case conference and the student's I.E.P.

HOMEWORK/DAILY ASSIGNMENTS

We believe in students' completing all work assigned and doing so without argument. Homework and daily assignments are an accepted part of the South

Vermillion educational process, and are to be completed. In the event there is a continuing problem or one that you feel the need for assistance with, please contact either the teacher or guidance counselor for assistance.

CAMPUS POLICIES

VANDALISM

If it is determined that damage has resulted from the student's conduct destructively to mar, damage, deface or destroy school property of any kind or description, including school bus, the parent of the student responsible shall be required to reimburse the school corporation in the amount of the said damage.

CLOSED CAMPUS

The schools are a closed campus. What this means is that once you arrive at school whether by bus, walking, or dropped off, you are NOT allowed to leave the school campus. Upon arrival, students are to enter the building immediately. Students may not go home after books, assignments, etc. during the regular school day.

CAFETERIA

The cafeteria offers a well-balanced lunch and breakfast at a reasonable price. In order to keep the cafeteria clean and attractive, students should observe the following:

1. Empty all debris into proper containers.
2. Return all dirty dishes, trays, and utensils to the dishwashing window.
3. Keep tables, chairs, and floors clean.
4. Keep cafeteria lines orderly; wait your turn.
5. Food may not be taken from the cafeteria.
6. Observe all school rules in the cafeteria.
7. Students who continually disrupt may be isolated.
8. Only students who choose to eat breakfast are to remain in the cafeteria.

Parents and relatives are welcome to come to lunch with their students. Please notify the office that morning indicating how many people will come for lunch. This allows us to prepare enough food. Plan on arriving five minutes before your student's lunch begins, bring identification, and sign in at the front office. Any guest wanting to eat with a student must be listed as an emergency contact and must have a limited background check on file. Lunch from outside vendors is acceptable for your child only.

SOUTH VERMILLION COMMUNITY SCHOOL **CHARGE POLICY**

The National School Lunch Program requires school food authorities to establish written administrative guidelines and procedures for meal charges. South Vermillion Community School Corporation will adhere to the following meal charge procedure.

1. Payments can be made using your online account with Harmony. A small fee will be charged. It may take up to 24 hours to post to your child's account. You can also send cash, check or money order to school.
2. A student may charge up to 5 lunch meals at the Elementary Schools and 3 lunch meals at the Middle School and High School as long as they establish and maintain a good credit history of making payments on their food service account. We will allow students to charge 5 breakfast meals.
3. A student isn't allowed to charge "a la carte" items of any kind without sufficient funds in their account.
4. If a student repeatedly comes to school with no lunch and no money, the Cafeteria Manager must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
5. If the student has charged the maximum meals allowed then an alternative lunch of sunbutter and jelly sandwich and milk will be provided at no charge.
6. If the student who is reduced or full price has reached the maximum charges allowed but has enough money in hand for a meal that day, they will not be denied a regular lunch.
7. The Cafeteria Manager will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
8. The automated call system will notify parents whenever the balance is -1.00 in the student's meal account. The food service manager will also send home letters, email or call at least once a week when accounts have a negative balance.
9. No charging will be allowed after May 1st. All accounts will need to be paid in full by the end of school. Accounts with a positive balance will transfer to the following school year.

This institution is an equal opportunity provider.

FOOD, CANDY, SOFT DRINKS

No soft drinks, candy, gum, or mints are to be brought onto school property during the school day. Students are NOT allowed to chew gum inside the school building.

TOYS

Toys should not be brought to school. A learning device deemed appropriate by the school that becomes a toy for a student will be treated as such.

BIRTHDAY CELEBRATIONS

The elementary schools recognize each student on their birthday. Classroom birthday celebrations are not allowed. Please do not bring snacks for birthdays as they may violate our wellness policy, and students with allergies may be affected or exempted from participation. Birthday invitations can only be passed out if the parent sends enough for every child in the classroom. Schools will not be responsible to make copies for distribution.

VISITORS

Visitors are always welcome. Please be prepared to show identification to gain access to the school building. Visitors need to sign in at the office to receive a visitor's badge upon entering the school.

VOLUNTEERS/CHAPERONES

Parents and volunteers working in close proximity must complete a no cost limited criminal history check each year through the school front office . This includes members of the PTO, classroom party sponsors, and field trip attendees. Limited Criminal history checks must be completed yearly, and one week prior to the event you wish to attend. If a parent or volunteer will be working with students without the supervision of a staff member, they will be required to complete an Extended Criminal Background Check. The extended background checks require a fee and application can be found at <https://bib.com/SECUREVOLUNTEER/SOUTH-VERMILLION-COMMUNITY-SCHOOL-CORPORATION-VOL/>.

ADVERTISING, SOLICITING AND POSTERING

Any announcement, advertisement, posting, solicitation of information or distribution of information or material directly to students must have prior permission of the Superintendent. The administration retains the right to reject any and all materials deemed harmful to students and not intended for the good of the students. No posters may be placed in such a way so as to damage wall surfaces. All approved signs and posters must be removed by the end of the day the announcement is last valid. Do not paint or place decals or other foreign objects on the walls.

EMERGENCY PREPAREDNESS FOR STUDENT SAFETY

Fire and disaster drills are held throughout the school year to familiarize school personnel and students with proper emergency procedures. Emergency preparedness plans for fire, primary and secondary evacuation, and tornado shelter will be posted in each classroom. Your teacher will discuss detailed instructions with students.

TEXTBOOKS

Indiana law, provides a textbook rental program for all students. Book rental charges for the year is calculated for each subject based on a rate of one-fourth the cost of the textbook. All students, regardless of lunch status, will be charged full replacement cost or principal determination of the value for lost or damaged textbooks, workbooks and library books. All textbooks and library books must be returned at the end of the year in good condition. If a textbook is lost during the school year, parents will be responsible for payment before a replacement text is issued.

Textbook assistance is available for payment of rental costs to children whose family meets income guidelines on the free and reduced lunch application. The lunch application must include all students within your household on one application. If a textbook is lost during the school year, parents will be responsible for payment before a replacement text is issued.

ELEMENTARY SCHOOL COUNSELING PROGRAM

The Elementary School Counseling Program's mission is to collaborate with students, teachers, parents, principals, and community stakeholders to encourage all students' academic achievement and personal/social development through advocacy, counseling, and guidance. The school counselor implements guidance lessons in all grade levels and individual counseling and group work for students who are referred by the intervention team, guardians/parents, or the teacher. The guidance lessons, group work, and counseling include a range of subjects to anger management skills, decision-making, positive self-concept, and social skills that will

benefit the students' socio-emotional development. The group work is an excellent way for some children to learn new skills, develop self-confidence, become more aware of how others see them, practice new behaviors, and better understand how to deal with the many problems life may present. We want to offer the best possible chance for quality education for each child, but if you object to your child(ren)'s participation in the group work process, please contact the school within two weeks of receiving this handbook.

MEDIA CENTER

The media center is the organizational site for most print and non-print instructional materials in the school. The center is a place where students and staff visit to browse and select materials for personal reading or research on individual or group projects. The media specialist is available to assist any patron in developing good research skills.

MEDIA CENTER STUDENT RULES

1. The Media Center will be open each school day with staff supervision.
2. All students will visit the media center from their classroom on their assigned days.
3. All students visiting the center will need to use materials, not socialize.
4. Students' privileges may be suspended permanently for bad conduct or misuse of the media center.
5. No food, gum, or drinks allowed in the media center. No exceptions!!
6. Students are not allowed to use the copy machine, laminator, and cutting board.
7. Maintain a quiet atmosphere so that others in the room may work.

PARENT NEEDS

CHANGE OF CONTACT INFORMATION

It is the obligation of each parent to report to the office any change of address or phone number as soon as it occurs. Oftentimes a book rental refund is owed. Any change in address should be reported to the office at once. We need to know where to reach parents or emergency contacts at all times.

Parent's Right to Know

Parents Right To Know

In accordance with Elementary and Secondary Act, Section 111(h)(6) PARENTS RIGHT TO KNOW, this notification from South Vermillion Community School Corporation to every parent of a student in a Title I school, you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers, shall include the following:

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

If at any time a teacher that is not highly qualified has taught your student for four or more consecutive weeks, you will be notified by the school of this information.

If you would like this information, please submit a written request to:

South Vermillion Community School Corporation
800 W Wildcat Drive
Clinton, IN 47842


Mr. David Chapman, Superintendent

Title One Parent Notification and RtI

Our school has been designated as a Title One school, which means extra help is available to our students. Title One is a federally funded program in which a child can receive remediation in reading. A student will be referred for Title I remediation based upon NWEA scores or upon teacher recommendation.

The entire school is given thirty minute intervention/enrichment (RtI) times twice a day (one for reading and one for math). If a student is considered high ability or high achieving, he/she will receive enrichment instruction. If a student is considered on grade level, he/she will receive instruction to solidify and further his/her knowledge of the subject. If a student's scores show he/she needs extra help, he/she will spend the thirty minutes working specifically on the deficit skills.

No student will miss core curriculum instruction. Tier instruction is supplemental to the classroom instruction and does not interfere, or take place of, teacher instruction. Various techniques, materials, and grouping situations are utilized. The following programs may

be used with your child during the tier time: *Basic Skills

*Fountas & Pinnell Leveled Literacy Intervention *Comprehension activities *Nonsense word activities

APPENDIX A: COVID19 – Information, Policies, and Procedures

*****Due to the ongoing uncertainty surrounding the virus and health concerns, information in this appendix may be updated in accordance with the CDC, ISHD, VCHD, or the SVCS at any time. If updated, stakeholders will be notified of the changes.**

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

The elementary schools will follow the guidance of the IHSAA, the ISDH, the VCDH, and/or the SVCS. As the IHSAA updates the different phases for re-entry to athletics, the parents and students will be notified of the changes. Coaches, parents, and student-athletes will follow the guidelines as outlined in the “2020 Re-Entry Planning for a Safe and Successful Return to School” document found on the SVCS website. It should be noted that the student athlete must be enrolled full-time at South Vermillion Community School Corporation. Students participating in the South Vermillion Virtual School will not be allowed to participate in extracurricular activities.

ATTENDANCE POLICY

As is during a regular school year, students should attend school on a daily basis. The policy for reporting absences will remain the same as in the student handbook. However, the parent/guardian will be asked a series of questions as related to the symptoms of the student.

If students have a fever (100.4 or higher) or demonstrate any of the other COVID19 symptoms (cough, shortness of breath or difficult breathing, chills, repeated shaking with chills, muscle pain, headaches, sore throat, and/or new loss of taste or smell), then students should not attend school. Once the student is excluded from school due to the above guidelines, they may return to school after they satisfy the recommendations of the CDC.

Students who were **not tested or have disproved the COVID 19 test**, may return to school when the following three criteria are met: no fever for at least 72 hours (without use of medication), other symptoms improve, and at least 10 calendar days have passed since symptoms began.

Students who **test positive/symptomatic** may return to school when the following three criteria are met: no longer has fever (without medication), other symptoms have improved, and has received two negative tests at least 24 hours apart.

Students who **test positive/asymptomatic**, may return to school after 10 calendar days without symptoms and have been released by a healthcare provider.

If the symptoms should arise while at school, we will utilize a separate area for students/staff who are symptomatic.

BEHAVIOR/DISCIPLINE POLICIES

The consequences for student behavior will remain the same as the student handbook. Due to the health and safety of our students and staff, the guidelines for social distancing and masks must be followed. Students will receive consequences for not following these guidelines. (*First offense*: warning, *second offense*: student will be sent home which will result in an excused absence, *third offense*: student will be sent home which will result in an unexcused absence, *fourth offense*: the student will be subject to disciplinary actions not limited to the following: loss of privilege, issuance of a behavior plan, suspension, and expulsion.)

BUS REGULATIONS

Students will be required to follow the bus regulations as outlined by the SVCS Transportation Department, and the “2020 Re-Entry Planning for a Safe and Successful Return to School?”. Students will be required to wear masks and will be socially-distanced. As a reminder, school transportation is a privilege. Students may be removed from the bus if they do not follow the guidelines.

CELL PHONES/OTHER ELECTRONICS

Students may have their cell phones in their backpacks and off during the school day. If the student has the phone powered on, or is using the cell phone, the student will also be subject to loss of privileges. South Vermillion Community Schools assumes no liability as to their use or storage.

FOOD SERVICES

If students choose to eat breakfast at school, then they will receive a grab-n-go breakfast as they enter the building. They will eat the breakfast in homeroom. Lunches will also be served to homeroom classrooms. Students will still receive options. Everything will be delivered on paper or plastic bags, and will get thrown away at the end of each meal. Students may not share food or drinks, and they may not take any food or drinks home. Students will be provided with reusable water bottles that may be filled in the new water filling stations. Water bottles will go home daily to be washed. Please send the water bottle back to school the next day. Understand that wide mouth bottles are the only kind that can be used at the water filling stations at school.

HEALTH AND SAFETY GUIDELINES

Each student will provide their own mask. If the material of the mask is fabric, then the mask should be washed frequently. Students and staff will wear masks during all transition times and when they are not seated in traditional classroom seating patterns. Masks will not be removed until class begins and students are seated. Teachers may remove their masks, as long as they are socially-distanced and this is maintained.

All desks are to be in traditional rows facing the same direction. Desks will be spaced as far apart as possible.

Directional traffic patterns in hallways will be followed.

Desks will be sanitized routinely.

Frequent hand washing/sanitizing will be encouraged and hand sanitizing stations and bottles will be placed throughout the building.

RECESS TIME

Recess will continue as normal with social distancing and/or masks. Each grade level will be provided their own materials to be used and sanitized daily. Games involving direct contact, such as tag, will not be allowed.

VISITORS

Visitors will not be allowed in the building. If a parent/guardian has an appointment beforehand, then they will be screened upon arrival.