

SWITZERLAND COUNTY SCHOOL CORPORATION

Jefferson-Craig Elementary School

2018-2019 Student Handbook &
School Policies

Principal – Tony Spoores
Superintendent – Rod Hite



Jefferson-Craig Accomplishments:

National Blue Ribbon School
Indiana 4-Star School &
Multiple Ratings of an “A” School by the IDOE

**Jefferson-Craig Elementary School
Mission Statement
2018-2019**

Through combined efforts of staff, community, and family, students at Jefferson-Craig will strive to achieve academic and social success. To help achieve this goal, students will learn to take ownership for their education; earn and prepare for the journey of becoming a lifelong learner; and, live out what they want to achieve.

**Jefferson-Craig Elementary School
Vision Statement
2018-2019**

*Developing young children into responsible active learners is the goal for our staff. We want our students to **Own their Education, Earn their Education, and Live their Education.***

**Jefferson-Craig Elementary School
Motto Statement
2018-2019**

- ★ Own It!
- ★ Earn It!
- ★ Live It!

Jefferson-Craig Elementary School
1002 W. Main St. Vevay, IN 47043
Phone: 812-427-2170 Fax: 812-427-3260

<http://www.switzerland.k12.in.us/jefferson-craig-elementary/>

Dear Parent/Guardian:

Welcome to Jefferson Craig-Elementary School. This handbook contains an abundance of helpful information about every facet of your child's school. Please read it carefully and discuss it with your child. Other current information will be sent to you throughout the school year.

Working as a team, we ask that you communicate with the teacher about changes that may affect your child's education. The school will make every effort to provide a child-centered learning environment that is interesting, relevant, safe, and supportive for ALL students. We have high expectations that EVERY child will be successful.

At Jefferson-Craig Elementary, we welcome parent involvement. It is important that you take an active role in your child's education. This can be done at home and school. Ask your child about his/her day, read together, play together, eat together, and plan a visit. Please sign up to volunteer in the classroom, office, or after school. Each individual will be asked to complete a background check at the central office for the protection of our staff and students. Together we will make a positive difference in the success of your child. Welcome and let's have a great school year!

Sincerely,

Tony Spoores

Mr. Tony Spoores
Principal

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Attendance Policy

Regular Attendance

Regular attendance is necessary for students to maintain good school standing and achieve high levels of performance. Therefore, it is important that all students, parents, and school personnel strive to do their best to see that students attend school and are punctual.

Any student who is unable to attend school for educational purposes during the school day is also unable to attend school for social activities. This includes athletic practices, athletic games, contests, organizational functions, dances, etc. *Note: unless otherwise cleared through principal.*

In the case of an absence, the following procedures should be used:

1. The parent should telephone the school prior to 10:00 a.m. to request homework.
2. Any time the student returns to school from being absent, he or she is to bring in a parent note or a doctor's note stating the reason for the absence. The note is to be given to the child's teacher and /or the office. *Note: A phone call can/will serve as a parent note as well.*

Student Responsibility

In the case of any absence, all work and assignments are to be made up. It is the responsibility of the student to ask for the missing work. Your child will be given one day for each day missed to make up the missing work. Any work not made up may result in failure of that specific assignment. Chronic absences could also result in failing grades.

Parent Responsibilities

1. **Indiana has compulsory attendance laws.** Under these laws, it is unlawful for a parent to fail to ensure that his/her child attends school. A person who knowingly violates this law commits a **class B misdemeanor which carries a penalty of a fine up to \$1000.00 and up to 180 days in jail. IC 20-8.1-3-33**
2. If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six days after it is demanded. The certificate required shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal. Violation of this law is also a class B misdemeanor. **IC 20-8.1-3-33**

Excused Absences

The following will be considered excused absences:

1. Doctor, dentist, orthodontist, optometrist, and chiropractor visits. Parent(s) MUST provide written documentation from the physician.

2. Court, Division of Family and Children, and Mental Health appointments. Parent(s) MUST provide written documentation from the provider.
3. Students sent home with a communicable disease will be excused for the day that he/she was sent home and the next day by the school nurse. (Ex. head lice)
4. Attending a funeral of a relative. The student will be allowed 2 days that will not be counted against him/her for attendance purposes. Extensions may be granted by the Principal. Parent(s) MUST provide a Memorial Service Card upon return to school in order to be counted as an excused absence.
5. **Six parent** notes for minor illness over the course of the whole school year.

Unexcused Absences

Unexcused absences include:

- Any day missed above the 6 days allowed for parent notes
- Any absence which does not fall into one of the excused absence categories
- Any absence that does not have proper documentation

Policy Procedures

The school will use the following guidelines for tracking and reporting attendance issues:

1-3 Unexcused Absences	A letter and/or call-notifying parents stating the days missed.
6 Unexcused Absences	A letter and/or call-notifying parents that a conference will need to take place w/ the Attendance Panel placing student on an Attendance contract.
Failure to follow Attendance Contract	Possible visit from School Resource Officer (SRO). Certified letter sent to parents. Possible referral to Child Protective Services. A review of student contract.
15 (total) Absences including parent notes and unexcused	A report will be filed with local prosecutor. Child Protective Services will be contacted. In addition, the school may request a student to be expelled.

eLearning Day Attendance Policy

When the school corporation conducts an eLearning Day or digitally makes up a day due to inclement weather, students will have two school days to complete the work. We allow these extra days in case students cannot find an internet connection, something goes wrong with an assignment, etc. If the student does not turn in all the work by the end of the second day, he/she **will be** counted **absent** for the eLearning day. Please make sure all work is turned in on time.

Excessive Absences due to Chronic or Prolonged Illness

A student who suffers from a prolonged or chronic illness may be eligible for a waiver from consequences for accumulated unexcused absences. In these cases, a conference with the attendance

committee will determine the possibility of having parent(s) request from their child's doctor granting a Certificate of Incapacity. If a Certificate of Incapacity is requested parents will need to provide this document within 6 days which is required by law.

Extended Leave

In the event that a student must be absent for an extended amount of time during the regular school year, the student and parent(s) are expected to make prior arrangements with the office. This includes but is not limited to vacations, family emergencies, etc. Every effort should be made to have this approved by the principal in advance.

Home School

The compulsory school attendance law requires all children to attend a school taught in the English language from either the start of the school year during which a child will turn 7 (if the child is to attend a public school), or at age 7 (if the child is to attend a non-accredited, nonpublic school {including, but not limited to, a "home school"}). The child must continue to attend school until he or she turns 18, earns a high school diploma, or formally "drops out" of school at age 16 or 17, according to the procedure set out at IC 20-8.1-3-17(j).

Parents who choose to home educate are required to report their home school's enrollment to the Indiana Department of Education upon request of the State Superintendent of Public Instruction (IC 20-8.1-3-24(b)). The State Superintendent requests that, if you decide to home educate, you report your enrollment by contacting the Department of Education to request a hard copy of the form. Information on homeschooling can be found at www.idoe.gov.

Tardy Policy

There is probably no factor more important to successful school progress than regular and punctual school attendance. Students who are tardy or absent excessively from instruction will fall behind with their academics. A student, who is tardy to class, not only places his/her own learning in jeopardy, but also interrupts the learning of other students.

Some Examples of Excused Tardiness Recorded as (E-PN & E-DN)

- student illness
- medical appointment (doctor's note is required for proof)
- death in family
- observance of a religious holiday or service when it is mandated for all members of a family
- previously approved school-sponsored event
- other individual student tardiness beyond the control of the parent or student as determined and approved by the principal

Some Examples of Unexcused Tardiness Recorded as (E-SI & E-SO)

- over sleeping
- signing in late
- signing out early

*Note: It is the parent(s) responsibility to explain **in person or writing** any tardiness to school. Failure to provide appropriate documentation will automatically be considered as an unexcused tardy.*

- **Parents are asked to make every effort to have children at school by 7:50 AM. Again, students not in class by 8:00 AM or leaving school before 2:40 PM are considered tardy.**

School Day

School begins: 7:50am

Unexcused Tardy: 8:01 am

School ends: 2:50 PM

Unexcused Tardy: Early pickup before 2:40

Unexcused Tardy Results:

1 st & 2 nd Unexcused Tardy	Free (office may talk with student)
3 rd & 4 th Unexcused Tardy	Student warning (office may call parent)
5 th & 6 th Unexcused Tardy	Phone call and/or letter sent home
7 th & 8 th Unexcused Tardy	Phone call and/or letter sent home and possible SRO home visit
10 th Unexcused Tardy	Meeting set with at Attendance Panel. Student will be placed on a Tardy Contract.
Failure to Follow Tardy Contract	Report may be filed with Child Protective Services, local prosecutor, and school may request the student be expelled followed by due process.

General Information

Textbook Rental

The student should use a rental book or electronic device in the same manner as a purchased book / device. The student may take the book / device home and must replace it if lost, destroyed or stolen. If the textbook / device is lost, damaged or destroyed a replacement cost will be charged to the student.

Note: No refunds will be given for lab fees or consumables (workbooks, folders etc.)

Switzerland County students have been fortunate for several years to have the local Endowment pay for textbooks and electronic devices.

Moving forward, the Endowment will use the following book-fee payment plan:

2018-2019 school year: parents will be responsible for 40%

2019-2020 school year: parents will be responsible for 60%

2020-2021 school year: parents will be responsible for 80%

2021-2022 school year: parents will be responsible for 100%

Cafeteria Charging Policy

The following cafeteria charging policy was adopted by the Switzerland County School Corporation:

Cafeteria Non-Payment Policy

1. For the 1st three days, if a student has non-payment for breakfast or lunch, the regular breakfast or lunch will be served. No student will be denied a meal. **In addition, as soon as a child's account drops below \$0. A letter will be sent home with the student stating the next steps and how to correct the deficit.**
2. On the end of the 3rd day, parent contact will be made and documented that the child will be served fruit or vegetable and milk the next day.
3. Beginning the 4th day, the student will receive milk for breakfast and fruit or vegetable and milk for lunch.
4. After the 5th day of non-payment, the parent will be informed, "Child Protective Services" may be notified, and as it is the responsibility of the parent to provide lunch or money for purchase of a lunch. The parent will also be sent information for free and reduced lunch assistance. Partial payments may be made for one week.

Permission to Go Home with another Student

Please remind your children that they will not be able to call home at the last minute in order to make after-school arrangements to visit a friend. Notify the office in advance with your written permission if arrangements of this nature are necessary for your child. Written and/or verbal permission is required from a parent or guardian.

Instructions for Bus/Pickup Changes

Please send a note to school with your child, if there will be a change from the daily procedure of pickup or home bus delivery of your child. If the necessary change is **unexpected**, please call the school **NO LATER than 2:00 pm** if at all possible. If your child has regular multiple instructions, (e.g. every Mon. & Wed. to sitter's), please send a standing note "until further notice" to be posted in the classroom.

Sending Money to School

Please instruct your child concerning his or her responsibility in caring for money brought to school. Send only the amount needed in an envelope with name, purpose and amount for the day to avoid problems of loss.

Student Use of Telephones

Children will not make telephone calls during the school day except in cases of emergency and/or by request of the teacher. Please ask for help at the office when calling. Please help your child learn your number to save time looking it up.

Release of Students

Security procedures are followed to assure the safety of children who are released during the school day. They are as follows:

1. Written parental permission should be sent to the teacher stating the requested time of release.

2. The parent (or other named adult specified in the note) should come to the office and sign for the child. All children must be signed out in the office. Children will remain with the teacher until called to the office by the school secretary.
3. Children may not leave the building for any reason during the day unless accompanied by an adult.

Office Pick-ups

We ask that if you absolutely need your child early to please make arrangements beforehand. Have your reason i.e. doctor's note etc., and have the vehicle out of the parking lanes by 2:40. Please keep in mind you are not permitted to leave your vehicle unattended unless you are parked in the 4th lane (next to the grass) or in a parking space at the Middle School. We will dismiss carline pick-ups at 2:45 and buses at 2:50.

Parties

There may be classroom parties throughout the school year. Each classroom will determine preparations for these parties. If you would like to help, please contact your child's teacher for more information.

Criminal History Check

Any person requesting to attend a school function with his / her child will need to complete a yearly criminal history check. These can be picked up at the office and are free. This includes attending, but not limited to, parties, field trips, dances, etc.

Dress Code

Appearance plays a large part in how students feel about themselves and the school in general. All clothing must be in good taste. Students should be well groomed and clean. Appropriateness is monitored by all staff members. If a student is in doubt, he/she should not wear the item of clothing. Students will be afforded the opportunity to correct improper attire when deemed inappropriate by the office. The following minimum standards will serve as guidelines.

1. Shirts that have narrow shoulders (age appropriate) must be 2 ½ inches width at the narrowest point.
2. All slacks, shorts, jeans, are to be worn at the waist – not pulled down around the hips. For females, shorts should be at fingertip lengths.
3. There should be no see-through mesh garments worn without appropriate under-clothing.
4. No t-shirts depicting any distracting words and / or pictures.

Student attire should not cause a distraction to the classroom-learning environment. Final decisions regarding appropriateness will be made by the office.

Emergency Closing Procedures

In the event of inclement weather or other schedule changes, students will be permitted to contact parents from the school office. Parents are encouraged to make and share advance preparations for schedule changes with their children. We encourage you to listen to local radio and television stations for decisions about school closings, delayed openings, or early dismissals. If you have registered for the Skyward Alert System, notices for delays and closings will be sent directly to your home phone and/or cell phone. Avoid calling the school for this information if at all possible. *Note: it is important to keep the office informed of a current phone number to receive these notices.*

Crisis Management

The school corporation and Jefferson Craig Elementary both have an Emergency/Crisis Management Plan in place to insure the safety of the students and staff throughout Switzerland County School Corporation. We practice these procedures regularly and will do our best to keep students and staff safe.

Corporation 1 to 1 Device Information

The following items reiterate some of the most important points covered in the School Provided Device and Electronic Usage Acknowledgement and the Standards for Proper School Provided Device Care, which is located on the corporation and individual school websites.



Student School Provided Device and Electronic Usage Acknowledgement Form

As a condition of using Switzerland County School Corporation's Internet and school provided device, I understand and agree to the following:

- I understand I am responsible for managing my own files and important files should be stored in the cloud.
- I will not leave my device unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my device become lost or stolen.
- I understand that my family is financially responsible for the full cost if damage occurs due to my "gross negligence."
- I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own.
- I will keep the device in sleep mode or powered off whenever it is moved from one point to another.
- I will read and follow general maintenance alerts from school technology personnel.
- I will report any problems with my device to a teacher, administrator, or member of the tech support staff in a timely manner.

- I will not attempt to repair the device outside of approved SCSC channels.
 - I will abide by the Switzerland County School Corporation policy governing access to the electronic information, services and networks policy, and its implementing guidelines.
 - I hereby knowingly and voluntarily agree the Switzerland County School Corporation shall have the right to review any material stored on any system provided by the School Corporation and to edit/remove any material.
 - In consideration for using the Internet and having access to public networks, I hereby release the Switzerland County School Corporation, its officers, employees, and agents from any and all claims and damages arising from misuse or inability to use the Internet.
-
- I understand and agree I will assume full responsibility for any and all costs, financial and otherwise, while using the School Corporation provided access to the Internet that have not been authorized or approved by the School Corporation.
 - I understand and agree to not disclose and/or receive, from unauthorized sources, user identification and passwords associated with School Corporation accounts and email.

I have read the School Provided Device and Electronic Usage Acknowledgement and the Standards for Proper School Provided Device Care and agree to the stated conditions within.

IMPORTANT: Students will not be able to take home their School Provided Device and/or access School Provided Internet until a signed form and tech fee payment plan has been established with the school corporation.

Media and Publication Permission

Unless a current or former student or a student's parents has requested in writing and in accordance with policy that the School Corporation withhold all or a portion of his/her public information from normal disclosure, the following information may be released by any member of the School Corporation in response to inquiries from the public regarding individual students, whether the request is made in person, by telephone, or in writing.

- a student's name and address
- date and place of birth
- previous school attended
- major field of study
- participation in officially recognized activities and sports
- height and weight, if a member of an athletic team
- dates of attendance
- degrees
- awards received
- photographs or digital likeness
- videotaped images

In addition, unless a current or former student or a student's parents has requested in writing and in accordance with School Corporation policy that Switzerland County School Corporation not to permit the following activities, the school corporation may:

- publish your child's image on the School's Web Site
- record your child's image for broadcast or publishing in an online school publication or in a school-sponsored broadcast
- use your child's name in on-line school publications (Online publications will use only the student's first name and last initial.)
- publish your child's school related projects on-line
- grant your child access to a school email account in order to participate in projects that involve email

Academic Guidelines

Grading Scale

A+	100% - 99.01 %	C+	79.44% - 77.50%
A	99.00% - 91.01%	C	77.49% - 72.60%
A-	91.00% - 89.49%	C-	72.59% - 69.45%
B+	89.48% - 87.50%	D+	69.44% - 67.50%
B	87.49% - 82.60%	D	67.49% - 61.01%
B-	82.59% - 79.45%	D-	61.00% - 59.45%
		F	59.44% - 0.00%

Report Cards

Report cards are issued four times a year at nine-week intervals. Parents should expect report cards approximately five days after the end of each nine-week grading period. All report cards are given to the students to hand deliver to their parents and may be required to return to the school with a parent signature.

NOTE: If a report card is needed to be sent to separate locations, please make this request to the office.

Midterm/Progress Reports

Midterm reports are used by teachers to report student progress during the mid-point of a grading period. All students will receive a midterm report indicating the child's academic performance and student work habits. A parent conference may be scheduled to discuss and develop a success plan for your child.

Standardized Testing

Each spring, students in designated (3-6) grades at the elementary level are administered standardized tests to check their academic achievement and/or cognitive abilities. The State Board of Education

establishes the schedules for the standardized testing. Individual student achievement test results will be sent home to parents.

Homework

The School Corporation supports the practice of assigning reasonable homework as a necessary part of the learning process and as a legitimate demand on the out-of-school time of the student.

Homework is a flexible and individual responsibility of the instructional staff of the school corporation. Because of the individual differences and needs of students, the school corporation does not require or expect all students to experience the same kind of homework in connection with classroom instruction. Purposeful homework will most likely vary from day to day with each pupil, depending on his or her needs.

Homework should be reserved primarily for the reinforcement of those skills that have already been introduced to the student in the classroom. Projects that are extensions of classroom work are also acceptable. Both homework and projects should reflect individual student needs.

In situations where a student may have more than one teacher, effort should be made by the teachers and the student to coordinate assignments to avoid unrealistic demands on the student's out-of-school time. The amount of assigned materials to be prepared by the student for the following day is determined at the instructor's discretion and should follow the format as outlined for the school corporation.

The following information outlines acceptable homework time for each grade level.

- Kindergarten: Ten minutes of reading with an adult every night.
- Grades 1 & 2: An average of 15 – 20 minutes per night is expected. It is strongly encouraged that children and parents read together at this educational level.
- Grades 3 & 4: An average of 30 – 40 minutes per night is expected. Parental guidance with reading is strongly encouraged at this educational level.
- Grade 5 & 6: An average of 50 – 60 minutes per night is expected. In addition to routine homework, reading outside of the classroom should be strongly encouraged by both the teacher and parent.

The above guidelines are for the typical student – time frames for homework will be adjusted to meet the needs of a particular unit of study.

Promotion Policy

Whenever it appears that a student will benefit from another year at the same grade placement, parents will be informed of the student's specific academic needs by the teacher. Written notification regarding the possibility of retention will be communicated to the parents by the end of the third grading period or the first half of the final grading period. The teacher may also consider a Promotion Contract. If so, a meeting including the teacher, parents, and student may be set, to develop the Promotion Contract. This Contract will outline guidelines specific to the individual student in order to prevent retention. The

principal will make the final decision on student promotion and/or retention after review of teacher recommendations. **Note: If a teacher feels strongly that a student be retained in a grade, but the parents feel equally opposed, the principal may ask that a letter stating each side be placed in the student's perm file. The principal may ask that the parents try to seek tutoring and/or other types of remedial support for the child over the summer in hopes the student will start back in the fall on the current grade level with his/her peers. If during the year, the student struggles in his/her new grade/class, the principal will look in the file for the previously mentioned letter and retain the student at the end of the year.**

Primary Promotion Policy: Grades Kindergarten – 2

Kindergarten: Students must demonstrate mastery in reading and mathematics readiness skills. Letter recognition, sound association, sound recognition, and number-numerical association are primary considerations for promotion.

Grades 1 & 2: A student must be proficient in reading and three of the four core subjects – Mathematics, English, Spelling, and Phonics (Phonics is part of Reading and Spelling is part of English). Proficiency is a grade of an A, B, or C.

Conditions: Retention, in most instances, should be at the primary level as this is the time when subject matter foundations are acquired. When retention is a possibility, the following guidelines will be used to develop a Promotion Contract.

1. The decision for promotion, retention, or placement of a student will be made by the principal and teacher.
2. Parents will be notified of possible retention by the third grading period or the first half of the final grading period by a conference.
3. Consideration will be given to age, social development, maturity, attendance, and previous retentions.
4. Other types of testing/assessment tools may be used as an indicator of success.
5. A child shall be held in the first eight grades a maximum of ten years or a total of two retentions, except in certain cases where retention for a third year proves to be beneficial to the child. The primary consideration for repeated retention shall be that the child will benefit by repeating the grade.
6. If offered, summer school and/or after school remediation may be used as an option for promotion, remediation, and/or enrichment.
7. At the time of notification, a meeting that includes the teacher, the parents, and the student may be set up to develop a Promotion Contract. This Promotion Contract will outline guidelines specific to the individual student in order to prevent non-promotion.

Intermediate Promotion Policy: Grades 3 – 6

Grades 3 – 6: A student must receive a passing grade in math and reading or pass four of the five core subjects – math, English, reading, science/health, social studies.

Conditions: The same conditions for promotion/non-promotion that apply to grades Kindergarten through grade two apply for grades three through six.

SECTION 3. IC 20-32-8.5 IS ADDED TO THE INDIANA [EFFECTIVE JULY 1, 2010]:

Chapter 8.5. Reading Deficiency Remediation Plan

Sec. 1. The state superintendent, in conjunction with the state board, shall develop a plan to improve reading skills of students and implement appropriate remediation techniques for students.

Sec. 2. The plan required by this chapter must include the following:

(1) Reading skill standards for grade 1 through grade 3.

(2) An emphasis on a method for making determinant evaluations by grade 3 that might require remedial action for the student, *including retention as a last resort*, after other methods of remediation have been evaluated or used, or both, if reading skills are below the standard. Appropriate consultation with parents or guardians must be part of the plan.

Title I Services

Switzerland County School Corporation is now considered a Title I Corporation. This means we can provide services for any student who may need extra help in reading and math. For these eligible students, classes may partially be taught on a “pull out of class” basis in a reading and math lab by a Certified Teacher and /or the support of an Instructional Assistant. Title I is also an integral part of the morning Literacy Groups. In identifying eligible students for this program, factors such as standardized test scores, reading instructional levels, skills checklists, student grades, and teacher recommendations are taken into consideration. Each year the school’s Title I program hosts parent nights. These nights will happen throughout the school. During these events, parents are provided many resources and the opportunity to meet and discuss student needs with our Title I staff. If there are any additional questions concerning our Title I services, please contact Jefferson-Craig Elementary School and we will be glad to assist.

High Ability Programs

The High Ability program is available to students who qualify according to the state recommended guidelines. This program will include a meeting with the teacher and parents to develop their own Written Educational Plan (WEP). Jefferson-Craig works with High Ability (HA) students with a Tiered approach. This tiered approach is used throughout the school day in and out of the classroom. In addition, teachers challenge HA students, assigning various higher-level activities. We encourage our High Ability students to participate in Spell Bowl, Math Bowl, and our Robotics team (space may be limited). Another opportunity for HA students is to get involved with our 21st Century Scholars after school program. The program is designed to support students with homework and engage them in creative projects. This after school program runs nightly for most of the school year.

Switzerland County School Corporation Health Policy

Medication at School: The school is not responsible for providing general medical care or medication for students. However, during regular school hours, a school nurse or trained school employee will normally be present to administer medications that have been provided with a written parent/guardian and or physician documentation (depending on the medication). All medications should be brought to the school nurse or principal by the parent/guardian at the start of the school day. All medications will be kept in a secure place. No medication shall be administered to a student without a written and dated consent from the student's parent/guardian.

Over the Counter Medication: The school may provide some over the counter medications on an as needed basis. We understand that there are times when the student may need some over the counter medications (which has not been provided to us by the parent/guardian), such as during times of toothache, headaches, poison ivy etc. There is a form that a parent/guardian must fill out for these to be administered during school hours. The consent form shall be valid only for the current school year. Know that if your child uses these medications frequently, you will be requested to bring the medication to school. If over the counter medications are being provided during the school year, the form will be available in the nurse's office. If the school elects to provide this service, we will send the form home at the beginning of the school year or when a new student enrolls into the school corporation. It is not the responsibility of the schools to provide medication to the student on a regular basis.

Non-prescription Medications: Non-prescription medications must be accompanied by a consent form (medication administration form) that is completed and signed by the parent/guardian. If any change in medication, dosage, or time to be given, etc., a new consent form will need to be completed. The consent forms may be obtained from the nurse's office. The consent form shall be valid only for the period specified on the form and in no case longer than the current school year.

Prescription Medication/Injectable Medicine/Glucose Testing/Diabetes: In these cases, medicines must be accompanied by a consent form (medication administration form) completed by the parent/guardian and signed by the healthcare provider. A copy of the original prescription or pharmacy label may be substituted for the signature of the healthcare provider. If any change in medication such as dosage or time to be given etc., a new consent form will need to be completed by the parent/guardian and signed by the healthcare provider. Consent forms, may be obtained from the nurse's office. The consent form shall be valid only for the period specified on the form and in no case longer than the current school year. Any glucose testing, such as finger prick and diabetes analysis/training shall be completed by a healthcare practitioner or registered nurse (BSN); such training shall be documented in writing by the healthcare practitioner or registered nurse and kept on file.

All medications must be kept in the original container or package with the student's name on it. Prescription medications must be in a pharmacy bottle with the complete prescription label attached to it. The school will only administer medication that is in the ORIGINAL container and in the prescribed/labeled dose for the student. **Under no circumstances can medications be borrowed from another student or staff.** In order to protect all students, especially those who may have a known or unknown reaction to certain drugs,

students who have in their possession pills, including aspirin, vitamins, etc., or controlled substances will be considered in violation of the Student Code of Conduct.

It is essential that the parents/guardians of each student promptly advise the principal or the school nurse of any medical condition of the student which may reasonably require the services of the school nurse/trained school employee. If at all possible, students requiring medication should normally take it before coming to school or after returning home.

Exception for Students to Carry Lifesaving Medications (inhalers/epi pen etc.): There are exceptions for students to carry lifesaving medications, such as inhalers, epi pen, etc.

Any lifesaving medication which a physician and/or parent/guardian desire for a student to keep in their possession MUST have a written authorization noted by the parent/guardian, student and physician. The form may be obtained from and turned in to the school nurse.

Transportation of Medication: If medication must be taken during regular school hours, it is the responsibility of the parent or guardian to deliver the medication to the school nurse or principal. If a medication needs picked up, it is the responsibility of the parent/guardian to pick it up. A parent/guardian may select a person that is at least 18 years old to pick up medication as long as it is designated in writing by the student's parent/guardian. *Note: Any unused medications, at the end of the year that are not picked up, will be properly disposed of by school health office employees in the presence of a witness.*

Illness at School: Students who become ill should immediately notify their teacher, or if between classes, the teacher of the next class, receiving a pass to the nurse's office.

In the case of medical emergency, or if a student is too ill to remain in class, every effort will be made to contact the parents/guardians or the designated emergency contact. Sick students, who are contagious or with active symptoms such as vomiting, diarrhea, rashes, or fever should not be sent to school. Students with a fever of 100.0 or above must be excluded from school and should not return until they are fever free or free of active symptoms for 24 hours without the aid of fever reducing medications. Students returning too soon may be sent home.

Parent/Guardian and Emergency Numbers: Parents/Guardians, please be sure the office has a telephone number where you can be reached during school hours. Also, please provide emergency numbers, so that if you cannot be reached, a relative or neighbor can be contacted to pick your child up. The school inquires information at the beginning of each school year. If any numbers change, please provide the school with the new numbers as soon as possible.

NOTE: Alert the school about ANY medical condition/allergy you have that may require medical attention at any time during the school day.

PEST CONTROL POLICY

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

The Corporation will:

1. Establish a registry of parents and staff members who want to receive advanced notice of all pesticide use.
2. Provide notice of planned pesticides application to parents and employees who have requested advance notice.
3. Provide notice of all pesticide applications to school nurse.
4. Make every attempt to limit pesticide applications to Friday evenings and school breaks.
5. Maintain written records of pesticide applications.

Parents and staff members who wish to be placed on the Pest Control Registry will:

1. Notify the Principal in writing or by e-mail of their desire to be on the registry.
2. Provide the name, phone number and e-mail address of the person to contact for information regarding pest control when it is being administered at East Enterprise campus or Vevay campus.

The Corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur unless it occurs on school attendance breaks. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.

In case of emergency pesticide applications, due to the immediate threat to public health, the school shall give written notice as soon as possible.

Harassment and Violence Policy

It is the policy of this Corporation to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin or disability. The School Corporation prohibits any and all forms of harassment.

It shall be a violation of Corporation policy for any student, teacher, administrator or other school personnel of this Corporation to harass a student through conduct of a sexual nature, or regarding race, color, national origin or disability, as defined by this policy.

It shall also be a violation of Corporation policy for any teacher, administrator, or other school personnel of this Corporation to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School Corporation.

For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the Corporation. The school system will act to promptly investigate all complaints, either formal or

informal, verbal, or written, of harassment because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other reasonable appropriate action.

Switzerland County School Corporation Expected Bus Behavior

Riding the bus is a privilege. The driver has complete authority over and the responsibility for the operation of the bus. The driver is also responsible for the good order and conduct on the bus.

Level I Behaviors

- Be seated when the bus is moving
- Do not exit the bus once you have boarded, except with driver approval
- Always share seats with others
- Speak quietly at all times
- Use only appropriate language
- Do not speak in a way that teases or hurts others
- Keep the bus clean
- Do not eat or drink on the bus without permission from the driver
- Do not use cell phones at any time on the bus without driver permission
- Follow the bus driver's directions as soon as they are issued

Consequences of Level I Misbehavior

Parental notification and one or more of the following:

- Warning
- Assigned seat
- Behavior contract
- One to three hours in-school detention

Level II Behaviors

- Keep hands, head and feet inside the bus
- Do not throw any object on the bus or out of the bus
- Do nothing to threaten the safety or well-being of others on or off the bus
- Do not vandalize the bus or anyone's personal property
- Do not act in a disrespectful or defiant manner toward the bus driver
- Do not use sexually explicit, inappropriate, or derogatory language or obscene gestures

- Do not speak in a way that harasses others (on-going basis)
- Inappropriate intimate contact not allowed
- Horseplay (elementary level)
- The following are not permitted on the bus without prior approval of the driver:
aerosol sprays, perfume, toys and skateboards
- Repeated offenses (4 or more minor offenses)

Consequences of Level II Misbehavior or Continued Level I Misbehaviors

Parental notification and one or more of the following:

- One day in-school detention
- One to five-day bus suspension
- Implement IEP bus contract

Level III Behaviors

Possession or use of the following:

- Weapons
- Matches or lighter
- Controlled substance including drugs, alcohol and tobacco
- Threaten or strike the bus driver
- Do not hit, punch, kick, or physically assault another student
- No bullying (defined as physical or verbal aggression on an on-going basis)
- Exiting out the backdoor without driver's approval
- Habitual Offender (6 or more offenses)

Consequences of Level III Misbehavior or Continued Level II Misbehavior

Parental notification and one or more of the following:

- Implement IEP bus contract
- Five day or longer bus suspension
- One to ten day out of school suspension
- Expulsion hearing
- Contact with police or District Justice
- Child cannot ride the bus until parent attends conference/hearing

Note: Bats, balls, bows, etc. will be allowed on the bus – However, these items MUST be in a bag and stored where bus driver feels is the best/safest location on the bus.

Bus drivers have the option of removing students from the bus for one day. Parents and school officials must be notified. Principals may decrease or increase the levels of punishment as appropriate.

Conduct Policy

Student Conduct Guidelines

Appropriate conduct is needed to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process. This requires the efforts of all students, parents, and school personnel. To achieve good social behavior, students should:

1. Have respect for the feelings, rights, and properties of all persons, whether they are students, teachers, staff, visitors, or others.
2. Act in a manner so as not to interfere with others.
3. Be responsible.

Playground Rules

Playground rules are designed for the safety of all students. Aside from these rules, student courtesy should also be used on the playground. Failure to be courteous and showing disregard for these rules will call for disciplinary action.

Swings

1. Sit down on swings and swing front to back, not side-to-side or twisting.
2. Swings should be hanging full length of the chain, not tossed over the bars.
3. The swing bars are not climbing bars. Do not climb on them.
4. Do not jump out of swings while swinging.

Jungle Gym

1. Do not push or shove.
2. Take turns.

Merry-Go-Round

1. Keep hands and feet on the merry-go-round. Do not reach over the edge to pull someone or to play with toys.
2. Stand up on the platform. Do not sit or lie down on the platform, climb or swing on the bars.
3. Keep all body parts out from under the merry-go-round.

Slide

1. Climb up the ladder only. Do not sit or lie in the middle.
2. Go down the slide in a sitting position, legs facing forward.
3. Go down the slide one at a time.

Play Areas

1. Play only in designated play areas.

Balls

1. Generally, soft-shelled balls will be used on the playground. All other balls brought to school may be allowed at teacher/principal discretion.
2. Balls must not be directed to go on the roof or across any fence.
3. Never attempt to go outside the fenced area for any ball or toy. Tell a teacher.

Toys

1. Toys not allowed at school include: knives, toy guns, squirt guns, skateboards, roller skates or blades.

Electronic Games

1. Electronic games or devices are not permitted at school. Under certain circumstances, the principal may allow for temporary use.

Discipline Policy

Overview

The responsibility for development and maintenance of self-discipline rests with the combined efforts of students, parents, teachers, administrators, as well as our community, which establishes the value system we accept. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. In that regard, the School Board has set policies and has appointed administrative officers to carry them out.

All rules and regulations relative to student conduct shall be fair and reasonable. Rules established by principals for use in the school shall be reviewed and considered by the School Board each fall prior to the start of school.

In administering rules and regulations, a spirit of wishing to help the student should prevail. Punishment should be used with this thought in mind. Parents or legal guardians are encouraged to be involved in cases involving serious infractions of the rules by their children.

The following guidelines shall be administered when disciplining students in Pre-Kindergarten through Grade 6 in the Switzerland County School Corporation. These guidelines will be further defined by the building principals and taken before the Board of School Trustees for their approval prior to the start of each school year.

Infractions

Infractions may include but are not limited to the following disciplinary procedures:

1. Student conference
2. Verbal or written apologies
3. Parental contact or conference
4. Removal from the classroom
5. Counseling
6. Detention (Recess, Lunch, After School)
7. In School / Out of School Suspension
8. Expulsion

Suspension

Students may be removed from school attendance and school related activities for a period of up to ten days. All work missed will be due one week following the suspension.

Expulsion/Exclusion

A student may be removed from school attendance for the remainder of a semester or the school year. If an infraction occurs late in the school year, the student could be removed from school attendance for the first semester of the next school year. Indiana law specifically lists the following types of misconduct for which a student can be suspended, expelled, or excluded.

1. Interfering with the normal operations of the school.
2. Firing, displaying or threatening use of firearms, explosives, or other weapons.
3. Disruption that interferes with a teacher's ability to conduct their assigned duties.
4. Theft or vandalism of school property or privately owned property at school or at any school function.
5. Intentional actions, which could or have caused physical injury to a school employee or student.
6. Illegally obtaining money or any items of value from any student.
7. Possessing, using, transmitting, or being under the influence of any illegal substance.
8. Engaging in the unlawful selling of narcotics or other violation of criminal law.
9. Failing a substantial number of instances to comply with the directions of staff members – insubordination.
10. Deliberating or repeated violations of the Indiana School Attendance Law.
11. Urging other students to engage in violence, coercion, or committing bodily harm to other students.
12. Repeated violations of any school rules adopted by the school system. Recommend referral for expulsion after the 18th write up.
13. Arriving, departing, or attempting to arrive or depart from the school premises without permission, as well as not leaving school grounds immediately after being ordered off school grounds by school officials.
14. Possession or use of tobacco and/or alcohol products.
15. Any person or group of persons aiding, encouraging, or participating in a disruptive activity that in any way disturbs the learning process and impedes another's freedom to properly utilize school facilities and programs.

After School Detention

Students placed in detention by the administration should come with work to do. Failure to do this may result in additional disciplinary action. After School Detention will take place from 3:00 p.m. to 4:00 p.m. on the designated detention day and location.

Out of Class Suspension

Teachers may recommend the suspension of students to the principal. In most cases, the suspension will not exceed one day.

Violations

The following violations may be addressed with various disciplinary actions.

1. Abusive language
2. Alcoholic beverage possession
3. Assault on a school employee
4. Bullying (any type)
5. Bus misconduct
6. Cafeteria, corridor, etc. misconduct
7. Cheating
8. Dress code
9. Disruption of class
10. Drug possession
11. Eating food in restricted areas or times
12. False alarm pulls
13. Fighting
14. Fireworks/explosives possession
15. Fraudulent signatures (notes or passes)
16. Homework (incomplete or not turned in)
17. Insubordination (refusal to comply with a reasonable request)
18. Possession of any tobacco products
19. Profanity
20. Public display of affection/sexuality
21. Tardiness
22. Theft
23. Threat made on school personnel
24. Threat, coercion, or intimidation
25. Truancy
26. Vandalism
27. Weapon possession
28. Harassment

The principal will further define the breakdown of student discipline dependent upon each situation. It is of utmost importance that every student be afforded his or her constitutional rights and that all rules apply equally to every student.

Elements of Due Process

Below are some of the elements of due process that will be considered when disciplining students. Each student has the right to:

1. Timely and specific notice of due charges against him or her.
2. Question each member of the school staff involved in or witness to the said incident.
3. Present evidence and witnesses in his / her own behalf.
4. An impartial hearing.
5. Be represented by qualified counsel at the hearing.
6. A record of the said hearing.
7. Appeal an unfavorable decision by the hearing panel to a higher authority.

Whenever there is a fight where bodily injury has occurred, a police report WILL BE filed by the building administrator or SRO. A copy will be sent to juvenile probation.

Note: The Principal has the authority to amend rules as necessary for student safety and well-being.