

# Switzerland County Elementary School

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2018-2019 Student Handbook

Principal –  
Superintendent-



**“Where Character Counts”**

# Switzerland County Elementary School

## MISSION STATEMENT:

The mission of Switzerland County Elementary School is for all entities involved in educating our students to cooperatively work in a safe, harmonious, and healthy environment as lifelong learners and responsible citizens.

## SCHOOL MOTTO:

Today a reader...tomorrow a leader!!!

# Switzerland County Elementary School

<http://www.switzerland.k12.in.us>

Dear Parent/Guardian,

Welcome to Switzerland County Elementary School. This handbook contains a wealth of information about every facet of your school. Please read it carefully and discuss it with your child. If you have questions, I encourage you to call me or visit my office.

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

We are eager to have parents participate in the education of their child. Please feel free to share with us any suggestions, ideas, or observations concerning any aspect of our school. Also, due to the number of programs and activities that we offer to students, we appreciate and welcome any time that parents can volunteer. S.C.E.S. has a very effective and coordinated Parent/Community Volunteer Program. If you are interested in participating, please contact me. Please plan to visit your child's classroom during the school year. You will be proud of the education your child is receiving. Together we will have a great year!

Sincerely,

The signature is written in a cursive, handwritten style. The letters 'S', 'C', 'E', and 'S' are connected and flow together. The 'S' at the beginning is large and loops around the 'C'. The 'E' has a distinct horizontal bar. The final 'S' is smaller and ends with a tail that loops back.

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, etc. NOTE: Unless otherwise approved by principal.**

## Absence Reporting Procedures

In case of an absence, the following procedure should be used

1. The parent should telephone the school prior to 10:00 A.M. to request homework.
2. Upon returning to school, the student 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. 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 will result in failure of that specific assignment. Chronic absence could also result in failing grades.

## 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.

## 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 \$1,000.00 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 6 days after it is requested. 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 20-8.1-3-20**

## 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 upon child's return to school.
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. The day that the school sends the student home will not count against the child. If a child is sent home with Head Lice, the child will be excused for the day that he/she was sent home and the next day.
4. Attending a funeral of a relative. The student will be allowed 2 days that will not be counted against him or her for attendance purposes. Extensions may be granted by the Principal. Parent(s) MUST provide Memorial Service Folder upon return to school in order to be counted as an excused absence.
5. Six (6) days for minor illnesses over the course of the entire school year.

## Unexcused Absences

Any day a student is absent above the 6 days allowed for parent notes and does not fall into one of the excused absence categories or does not have proper documentation is an unexcused absence, including an absence related to the suspension of bus riding privileges.

## Policy Procedures

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

- **1-3 Unexcused Absences** ~ A letter/or call notifying parents of days missed.
- **6 Unexcused Absences** ~ A letter/or call notifying parents that a conference will need to take place with the Attendance Panel, placing student on an Attendance contract.
- **Failure to follow the Attendance Contract**~Possible visit from the School Resource Officer (SRO). Certified letter sent to parents. Possible referral to Child Protective Services. A review of student contract.
- **15 Unexcused Absences** ~ A report will be filed with the County Prosecutor and a fine may follow. In addition, Child Protective Services will be contacted. The school may request a student to be expelled followed by due process.

## 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 parents 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.

## 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 the instructional program 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

- 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
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includes any tardiness that does not fall into one of the previous excused tardiness categories.

\*It is the parent's responsibility to explain *in writing* any tardiness to school. Failure to provide a written explanation will automatically be considered unexcused tardiness.

**Parents are asked to please make every effort to have children here by 7:45 AM each day. Students arriving in their classrooms after 8:00 AM are considered tardy. In addition, students leaving school before 3:00 are also considered tardy.**

### Unexcused Tardy Results

- 1st and 2nd Unexcused Tardy ~ Office may talk with student and/or parent
- 3rd and 4th Unexcused Tardy ~ Student warning. Student conference or phone call to parents
- 5th and 6th Unexcused Tardy ~ Phone call and/or letter sent home
- 7th and 8th Unexcused Tardy ~ Phone call and/or letter sent home and possible SRO home visit
- 10th Unexcused Tardy ~ Meeting set with an Attendance Panel/Tardy Contract
- Failure to Follow Contract ~ Report may be filed with Child Protective Services, local prosecutor, and school may request the student be expelled followed by due process.

### **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 seven (7) (if the child is to attend public school), or at age seven (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(i). **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)). 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](http://www.idoe.gov).

## 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. Switzerland County students have been fortunate for several years to have the local endowment pay for textbooks and electronic devices. Let's make sure we do our part to protect all our resources.

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

### 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 first 3 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 the child's account drops below \$0, a letter will be sent home notifying the parents of the child's balance.
2. On the end of the 3<sup>rd</sup> day parent contact will be made and documented that the child will be served a cheese sandwich the next day.
3. Beginning the 4<sup>th</sup> day, the student will receive toast and milk for breakfast and a cheese sandwich, fruit (if available) and milk for lunch.
4. After the 5<sup>th</sup> day of non-payment, the parent will be informed that "Child Protective Services" will be notified, 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 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 permission is required from a parent of both families.

### **Instruction for Change of Bus or Pickup**

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 by **NO LATER than 2:00pm** to notify us of any change instructions. If your child has regular multiple instructions, (eg. 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. Also, please send only the amount needed 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 prepared to present identification. All children must be signed out in the office.
3. Children may not leave the building for any reason during the day unless accompanied by an adult.
4. Please note the following: If any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent giving permission.
5. The school cannot refuse to release a student to his or her legal guardian.

### **Parties**

Throughout the school year students may have an opportunity to celebrate Fall, Christmas around the World, and Valentine's Day. These celebrations are a privilege and depend upon individual classrooms and schedules. Each classroom will determine preparations for these parties.

### **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 dress 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 during the school day, an Emergency Call List message will be sent to parents, informing them of students' early release. Parents are encouraged to make and share advance preparations for schedule changes with their children. In the event of a delay or closing, the School Messenger or Sky Alert system is used. We encourage parents to listen to local radio and television stations for decisions about school closings, delayed openings, or early dismissals, and to keep the automated system's contact information up to date. Avoid calling the school for this information if at all possible.

\*It is important to keep the office informed of a current phone number to receive these notices.

## **Crisis Management**

The school corporation and Switzerland County Elementary School both have an Emergency/Crisis Plan in place to insure the safety of the students and staff in the 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 are located on the corporation and individual school websites.



## Switzerland County School Corporation

### School Provided Device Acknowledgement

#### Student School Provided Device and Electronic Usage Acknowledgement Form

##### Review and electronically sign this portion for your child's school

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. 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 have read and agree to comply with Board policy governing access to electronic information, services and networks, and these guidelines. I also understand and agree that if any violation of the regulation, criminal code, Board policy, and/or these guidelines is committed, access privileges are subject to revocation and/or I may be subject to disciplinary action up to and including expulsion, and/or legal ramifications.
- 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 has been received by the school.**

## **Switzerland County School Corporation Policy on District-Provided Access to Electronic Information, Services, and Networks**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Switzerland County School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those resources, which have been evaluated prior to use. While students will be able to move beyond those resources that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Switzerland County School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Switzerland County School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based electronic devices will always be private. Electronic messages and files stored on school-based devices may be treated like

school lockers. Administrators may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material
- to transmit obscene, abusive, sexually explicit, or threatening language
- to violate any local, state, or federal statute
- to vandalize, damage, or disable the property of another individual or organization
- to access another individual's materials, information, or files without permission
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Switzerland County School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District hard drives or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Parents of students in the Switzerland County School Corporation shall be provided with the following information:

- The Switzerland County School Corporation is pleased to offer its students' access to the Internet. The Internet is a tool for life-long learning.
- Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy that notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that

end, the Switzerland County School Corporation makes the District's complete Internet policy and procedures available for review by all parents, guardians, and community members on the District's website.

## 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 likenesses;
- 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 permit the following activities, the school corporation may:

- publish your child's image on any school affiliated social media without names.
- record your child's image for broadcast or publishing in an on-line school publication or in a school-sponsored broadcast.
- use your child's name in on-line school publications. (On-line 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 %

A 99.00% - 91.01%

A- 91.00% - 89.49%

B+ 89.48% - 87.50%

B 87.49% - 82.60%

B- 82.59% - 79.45%

C+ 79.44% - 77.50%

C 77.49% - 72.60%

C- 72.59% - 69.45%

D+ 69.44% - 67.50%

D 67.49% - 61.01%

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 reports are given to students to hand carry to their parents and should be returned to the school with a parent signature. Report cards can also be viewed on Skyward.

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

## **Midterm Reports**

Interim 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 achievement and/or cognitive abilities. A parent conference may be scheduled to discuss and develop a success plan for your child.

## **Standardized Testing**

Each student in designated grades (3-6) at the elementary level are administered standardized tests, which test 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 with the students.

## **Homework**

The Switzerland County 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.

Basic guidelines regarding homework are as follows:

1. Homework should have a definite purpose.
2. Understanding must precede homework assignments.
3. Homework shall be checked.
4. Homework shall never be given as "busy work" and disregarded.
5. Homework should enrich and extend learning experiences.
6. No assignment should be required which depends on the existence of special educational materials in the home.

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 education level.
- Grades 3 & 4: An average of 30-40 minutes per night is expected. Parental guidance with reading is strongly encouraged at this education level.
- Grades 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 is having academic difficulty, parents will be informed of the student's specific academic needs by the teacher. Written notification regarding the possibility of non-promotion will be communicated to the parents at the earliest sign of difficulty, but no later than the end of the third grading period or the first half of the final grading period. At the time of notification a meeting that includes the teacher, the parents, and the student will 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. Excessive absences could result in retention based on the attendance committee decision. The Principal will make the final decision on student promotion or retention after a review of teacher recommendations.

\*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 students' personal 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 through Second

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 and 2: A student must be proficient in reading and three of the four core subjects- Mathematics, English, Spelling, and Phonics. Proficiency is a grade of A, B, or C.

Conditions: Non-promotion, in most instances, should be at the primary level as this is the time when subject matter foundations are required. Whenever non-promotion is a possibility, the following guidelines will also be followed when developing the **Promotion Contract**:

1. Consideration will be given to age, social development, maturity, attendance, and previous retentions.
2. Other types of testing/assessment tools may be used as an indicator of success.
3. A child will be held in the first eight grades a maximum of nine (9) years or a total of one (1) retention, except in certain cases where non-promotion for a second year proves to be beneficial to the child. The primary consideration for non-promotion shall be that the child will benefit by repeating the grade.
4. Interim Session attendance may be a guideline included in the Promotion Contract.

### **Intermediate Promotion Policy: Grades Three through Six**

Grades 3,4,5,6: A student must receive a passing grade of A,B,C in math and reading and or pass four out of five core subjects – Math, English, Reading, Science/Health, and Social Studies.

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

Switzerland County Elementary will follow the plan developed by the state superintendent and state board of education.

### **Title I**

The Switzerland County School Corporation receives Title I funding from the federal government. Schools enrolling 40 percent or more low-income students are eligible to apply for a school-wide Title I program. Currently, Switzerland County Elementary School has a low-income student population of 67 percent. Due to such a large low-income population, we have a school-wide Title I status. We feel that this program will better serve the educational needs of all our students.

As a school-wide Title program we have greater flexibility to systematically assess the whole school's educational needs and design school-wide solutions. The focus of a school-wide program is to ensure all students, especially those that are identified as failing, at-risk of failing or even gifted, attain academic success.

Highly effective licensed teachers are used to teach where possible. Trained paraprofessionals are used when a regular teacher is not available. All planning is done under the supervision of a highly qualified teacher. Parents of students that have a paraprofessional as a teacher for a long period of time will be contacted. All teacher credentials are available on the school website.

## **Response to Instruction (RtI)**

Switzerland County School Corporation's approach to remediation is addressed through the school wide RTI program. RTI allows remediation, practice, and enrichment for all students grades kindergarten through sixth.

The RtI Instructors consist of classroom teachers, Title I staff, and Instructional Assistants. A lot of energy goes into pre-planning, testing, dividing students among groups, and assessing the outcome. The goal of RtI is to provide instruction and fill in any gaps before intensive intervention is needed or provide enrichment for those that have already mastered the skills.

## **High Ability Program**

This enrichment program is available to students who qualify according to the recommended guidelines. The CogAT Ability Assessment is administered to all students in Kindergarten, 2nd Grade, and 5th grade to identify advanced learners. The high ability program will include a meeting with the teacher and parents to develop their own educational plan (WEP). High ability programs are addressed through the RtI program, classroom differentiation and after-school remediation.

# **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 is 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 sends out information forms at the beginning of the school year. If any numbers change, please provide the school with the new numbers.

**Pest Control Policy:**

The school corporation is committed to providing 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 pesticides used.
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.

## Transportation and Safety

### 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 Expected Behaviors

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

#### Level II Expected Behaviors

11. Keep hands, head and feet inside the bus
12. Do not throw any object on the bus or out of the bus
13. Do nothing to threaten the safety or well-being of others on or off the bus
14. Do not vandalize the bus or anyone's personal property
15. Do not act in a disrespectful or defiant manner toward the bus driver
16. Do not use sexually explicit, inappropriate, or derogatory language or obscene gestures
17. Do not speak in a way that harasses others (on-going basis)
18. Inappropriate intimate contact is not allowed
19. Horseplay (elementary level)
20. The following are not permitted on the bus without prior approval of the driver: aerosol sprays, perfume, toys and skateboards
21. Repeated offenses (4 or more minor offenses)

#### Level III Behaviors Observed

22. Possession of Weapons
23. Possession of matches or lighter
24. Possession of controlled substance including drugs, alcohol and tobacco

25. Threatening or striking the bus driver
26. Hitting, punching, kicking, or physically assaulting another student
27. Bullying (defined as physical or verbal aggression on an on-going basis)
28. Exiting out the backdoor without driver's approval
29. Habitual Offender ( 6 or more offenses)

## **Consequences for Negative Bus Behavior**

The following consequences will be used to address bus behaviors:

### Level I Consequences for items 1 - 10

1. Parental notification and one or more of the following:
2. Warning
3. Assigned seat
4. Behavior contract
5. One to three hours in-school detention

### Level II Consequences for 11-21 (or Continued Level I Misbehaviors)

6. Parental notification and one or more of the following:
7. One day in-school detention
8. One to five day bus suspension
9. Implement IEP bus contract

### Level III Consequences 22-29 (or Continued Level II Misbehaviors)

10. Parental notification and one or more of the following:
11. Implement IEP bus contract
12. Five day or longer bus suspension
13. One to ten day out of school suspension
14. Expulsion hearing
15. Contact with police and/or other local authorities
16. Child cannot ride the bus until parent attends conference/hearing.

**Bus drivers have the option of removing students from the bus for one day only. Parents and school officials must be notified. Principals may decrease or increase the levels of discipline as appropriate. It is the responsibility of the parent/guardian to provide transportation when their child is suspended from bus services. If the child is absent due to transportation issues, it will be counted as an unexcused absence.**

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



# 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, or loss of playground privileges.

### 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.

### 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.
2. Sit down on the platform. Do not stand or lie down on the platform or 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.
2. Wait at the bottom of the ladder until the person in front goes down the slide.
3. Go down the slide in a sitting position, legs facing forward.
4. Go down the slide one at a time.

### Play Areas

1. Play only in designated play areas.
2. As long as the student can see the teacher, the teacher can see the student.

### Balls

1. No baseballs or footballs are allowed at school.
2. Only soft balls, such as playground balls may be used on the playground.
3. Balls must not be directed to go on the roof or across any fence.



## **Toys and Electronics**

Toys are not allowed at school. Under certain circumstances, the principal may allow for temporary use. The school is not responsible for lost or stolen items.

## **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 because of race, color, sex, national origin and disability.

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 extra-curricular 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, 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 appropriate action reasonably calculated to end the harassment.

# **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. Discipline 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 followed when disciplining students in Pre-kindergarten – 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. Any incidents not covered in the following list of infractions and are covered under Public Law will apply to any and all students at Switzerland County Elementary School.

### **Infractions/Discipline**

Disciplinary procedures for infraction may include but are not limited to the following:

1. Student conferences
2. Verbal or written apologies
3. Parental contact and/or conferences
4. Removal from the classroom
5. Counseling
6. Detention
7. Suspension
8. Expulsion

### **Suspension**

Students may be removed from school attendance and school related activities for a period of up to ten (10) days. All work missed will be due the Friday in which the suspension occurred.

### **Expulsion/Exclusion**

A student may be removed from school attendance for the remainder of a semester or the school year. If 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/classroom
2. Firing, displaying or threatening use of firearms, explosives, or other weapons
3. Disruption which 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 repeatedly 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 5<sup>th</sup> write-up, if not before
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 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
16. Bullying, as identified by Switzerland County School Corporation policy found on school website

### **Out of Class Detention**

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, corrido, 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.

### **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 or 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. A copy will be sent to juvenile probation.**

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

