

Jefferson Craig Elementary School
Mission Statement
2012-2013

**Through combined efforts of staff, community, and family, all students at Jefferson-Craig will be given the opportunity to achieve academic and social skill levels which will allow them to develop into responsible, independent, educated citizens. To achieve this mission, students will:*

- ~be able to read with understanding.*
- ~be able to write and speak well.*
- ~be able to use mathematics to solve problems and consider information.*
- ~learn concepts, facts and procedures that the community and state deems necessary.*

Jefferson Craig is a National Blue Ribbon School

and

An Indiana 4-Star School

Jefferson-Craig Elementary School
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<http://www.switzerland.k12.in.us>

Dear Parent/Guardian:

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

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 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,

Rhonda Pennington

PS:

If you would also like to be kept informed through email, send us your address.

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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.

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.

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 ample time to make up the missing work. Any work not made up will 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. 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 (two) 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 a Memorial Service Folder upon return to school in order to be counted as an excused absence.
5. Six (6) days for minor illness, which are given as parent note days.

Unexcused Absences

Any day that a student is absent above the six 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.

Policy Procedures

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

1. After (three) 3 unexcused absences, a letter will be sent to the parent(s) stating the days that have been missed.
2. After (six) 6 unexcused absences, a certified letter will be sent to the parent(s). This letter will set up a conference between the parent(s) and the attendance panel to discuss the child's absences. At this meeting, referrals to community agencies may be made. **Parent/guardian attendance is mandatory at this meeting. Attendance panel meetings are held at the Switzerland County Courthouse.**
3. After (nine) 9 unexcused absences, referral will be made as an affidavit to the court system.
4. The corporation reserves the right to request a certificate of incapacity when, after investigation by the attendance officer, it is deemed necessary.

Discretionary Leave

In the event that a student must leave with his or her parent for any reason, the student and parent are expected to make prior arrangements with the office. This is considered discretionary leave, and should be approved by the principal in advance. This includes any vacation.

Tardy Policy

There are probably no factors 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 in academic achievement. A student, who is tardy to class, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Excused tardiness may not impact a student's academic grade. Reasons for excused tardiness include: a) student illness; b) medical appointment (doctor's note is required for proof); c) death in family; d) observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed; e) previously approved school-sponsored event; f) other individual student tardiness beyond the control of the parent or student as determined and approved by the principal. Unexcused tardiness 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. The following steps will be followed should students be tardy to school for unexcused reasons.

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, so please allow time for children to get from the carpool line to their rooms. Bus riders are not counted as tardy if the bus arrives late. Students leaving school before 2:40 are also considered tardy.

School begins: 7:45am
Unexcused Tardy: 8:01 am

School ends: 2:45 PM
Unexcused Tardy: Early pickup before 2:40

1st Unexcused Tardy – free
2nd and 3rd Unexcused Tardy – warning

4th and 5th unexcused tardy – This level will be automatic assignment to after school detention.

There will be parent contact at this tardy level

6th – 10th unexcused tardy – 1 day after school for student OR 1 hour of volunteer time provided by parent/guardian for each tardy.

There will be parent contact by the Principal or Assistant Principal prior to student assignment to after school.

11th unexcused tardy and consecutive tardiness – student will not be allowed to return to school until a Parent-Principal Conference is held.

Student **will not be allowed** to participate in any special school activities for the remainder of the school year.

If tardiness continues the student will be given 1 day after school for each additional tardy. Parents and students will be responsible for tracking their level of tardiness.

Every minute of instruction time is valuable.

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)). If you decide to home educate, please report your enrollment by contacting the Department of Education to request a hard copy of the form.

General Information

Textbook Rental

The student should use a rental book in the same manner as a purchased book. The student may take the book home and must replace it if lost or stolen. If a textbook is lost, damaged or destroyed a replacement cost will be charged to the student. **When a student withdraws from school textbook rental refunds will be issued at 66.33% of cost of textbook prior to October 16th. From October 16th until Thanksgiving refunds will be given at 33.33%.**

After Thanksgiving no textbook refunds will be given.

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

Cafeteria Charging Policy

The following cafeteria charging policy was adopted by the Switzerland County School Corporation: Cafeteria **Non-Payment Policy**

1. For the first 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.
2. Beginning the 4th day, the student will receive toast and milk for breakfast and a peanut butter sandwich, fruit (if available) and milk for lunch.
3. On the end of the 3rd day, parent contact will be made and documented that the child will be served a peanut butter sandwich the next day.
4. After the 5th day of non-payment, the parent will be informed, "Child Protective Services will 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 permission is required from a parent of families.

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. If you are sending lunch money for the week, please send a check.

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.

Release of Pupils

Definite 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.
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 specifying the necessary information.

Parties

There may be three parties per year, including Harvest Celebration, Christmas, and Valentine's Day. Each classroom will determine preparations for these parties.

Dress Code

Dresses, slacks, jeans, sport shirts, and regular shorts seem to be appropriate attire for school. Clothing which is not acceptable includes the following: short shorts, tank tops with no undershirt, halters, clothing which exposes the stomach and hips, and tee-shirts monogrammed with distracting words and pictures. Parental support for these guidelines is

appreciated. Student dress should not cause a distraction to the classroom learning environment.

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. Avoid calling the school for this information if at all possible.

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 in the Switzerland County School Corporation.

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 computers would always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

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

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and,
- f. 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.

The 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 diskettes, 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 an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. 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 on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

Children's Internet Protection Act

Switzerland County School Corporation will use filtering technology that will affect all workstations. Adults needing access to unfiltered content may make a request to the Technology Director. All requests must state the educational purpose for the unfiltered access and the time frame for unfiltered access.

Switzerland County School Corporation will make a good faith and reasonable attempt to filter images that are obscene, contain child pornography, and contain images that are harmful to minors. There are no guarantees that filtering will be successful in blocking images.

Switzerland County School Corporation has established the following guidelines for students and staff when using the Internet and its resources:

- Students are forbidden to access the Internet without reasonable supervision from a staff member.
- Electronic mail, chat rooms, and other forms of direct electronic communications are prohibited except for specific educational activities under the supervision of a staff member.
- Students are forbidden from establishing or attempting to establish unauthorized access, including so-called hacking, or engaging in any form of unlawful activities online.
- Students are forbidden from making unauthorized disclosure, use, and/or dissemination of personal identification.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

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 inquires 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 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 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.

Important Notice to Students and Parents Regarding Cell Phone Content and Display of Personal Electronic Devices (PEDs), and other Wireless Devices:

Many children are now bringing cell phones and personal electronic devices PEDS to school. The following laws govern the use of cell phones in the state of Indiana by any person. Please carefully read the following information and inform your child of the consequences they may face if they violate state laws with their cell phones or PEDs.

During the school day students must turn all electronic devices in to the teacher to be secured and will be returned at the end of every school day. Use/possession of an electronic device can lead to confiscation of the device for a reasonable length of time, suspension, or expulsion may occur. Confiscated electronic device(s) must be picked up at the office by an adult.

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as a ground for confiscation of the device, suspension or expulsion.

Academic Guidelines

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 the students to hand carry to their parents and should be returned to the school with a parent signature.

Interim Reports

Interim reports are used by teachers to report student progress during the mid-point of a grading period. All students will receive an interim report indicating the child's academic performance and student work habits. Parent signature is required on all interim reports.

Standardized Testing

Each fall and/or spring students in designated grades 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 are sent home to parents with the final report card at the end of each school year.

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.

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 –30 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 1 ½ - 2 hours per week is expected. Parental guidance with reading is strongly encouraged at this educational level.

Grade 5 & 6: An average of 2 - 3 hours per week 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. At the time of notification, the teacher may consider a Promotion Contract. A meeting that will include the teacher the parents, and the student may be set up to develop the Promotion Contract. This Promotion Contract will outline guidelines specific to the individual student in order to prevent non-promotion. The principal will make the final decision on student promotion and/or retention after review of teacher recommendations.

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. The following guidelines will be followed when retention is a possibility.

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. Summer school 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.

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.**

Jefferson Craig Elementary will follow the plan developed by the state superintendent and state board of education.

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

Title I Classes

The Switzerland County School Corporation sponsors a Title I remedial reading and remedial math program for eligible first through sixth grade students. These classes are partially taught on a “pull out of class” basis in a reading and math lab by a certified teacher with the aid of an instructional assistant.

In determining student eligibility for the program, factors such as standardized test scores, reading instructional levels, skills checklists, student grades, and teacher recommendations are taken into consideration.

Parents of Title I students receive reports of student progress each nine-weeks along with the regular nine-week report card. They are also invited to attend a teacher/parent conference in October and in the spring. Parents of Title I students are always welcome to visit the program to observe their child's activities and to discuss ways in which their child can be assisted in his or her reading and math abilities.

Each year the school's Title I program is described in detail by the teacher and the Title I director in an evening meeting. At this meeting, members of a Title I parents' advisory committee are sought.

High Ability Programs

The High Ability program is available to students who qualify according to the recommended guidelines. This program is a pull out program and students are responsible for making up any missed assignments.

Health Policy

Illness or Accident

In case of illness or accident students will be taken to the school office. An emergency information form is on file for all students. Contact must be made with parent or guardian before a student will be permitted to leave school for sickness or any medically related appointment.

Parents, please be sure the office has a telephone number where you may be reached during school hours. Please also provide an emergency number, so that if the parent cannot be reached a relative or neighbor can be contacted. The school sends out information forms at the beginning of the school year for such information.

Add:

Medication

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written and dated consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school. Any medicine to be administered to a student shall be brought by an adult to either the principal's or school nurse's office where it will be kept in a secure place. Unused medicine by students in kindergarten through grade 8 must be sent home only through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. For students in grades 9 through 12, unused medicine may be sent home with the student only with the written permission of the student's parent.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office

Harassment and Violence Policy

1. General statement of 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 appropriate action reasonably.

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.

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.

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 push toy cars.
2. Stand up on the platform. Do not sit 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

Teeter-Totter

1. Sit on the ends only. Do not sit or lie in the middle.
2. Only one child on each end at a time.
3. Teeter-totter with someone of similar size.

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.

Balls

1. No baseballs or footballs are allowed at school.
2. Only softballs, 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.
4. Never attempt to go on the roof or across a fence for any ball or toy. Tell a teacher.

Toys

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

Electronic Games

Electronic games or devices, including cell phones, are not allowed 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 followed when disciplining students in Kindergarten – Grade 5 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
7. Suspension
8. Expulsion
9. Corporal punishment (with parent consent)

Suspension

Students may be removed from school attendance and school related activities for a period of up to ten days.

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.
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 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 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.

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. Bus Misconduct
5. Bullying
6. Cafeteria, corridor, etc. misconduct
7. Cheating
8. Inappropriate dress
9. Drug Possession
10. Disruption of class
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 problems (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 or her own behalf.
4. An impartial hearing.
5. Be represented by qualified counsel at the hearing.
6. A record of the said hearing.

6. 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 student safety and well-being.

Switzerland County School Corporation Anti-Bullying Policy

The Switzerland County School Board of Trustees of Vevay, Indiana, is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. The School Board of Trustees believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and Federal laws. Conduct that constitutes bullying, harassment or discrimination, as defined herein is prohibited.

It is essential that a basic universal bullying prevention curriculum be in place so that every school will receive a foundation of prevention upon which to build a culture of health, wellness, safety, respect and excellence.

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all students, staff, families, and community agencies that will improve relations within each school. It is designed to ensure that every school has staff that have been trained and are supported in their school's efforts to provide awareness, intervention training, and instructional strategies on prevention, including violence prevention, to each staff, parent, and student in the Corporation and to direct follow up when incidents are reported and/or occur.

I. Definitions

A. "Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more student or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

1. intimidating
2. unwanted teasing
3. threatening
4. stalking
5. cyberstalking
6. cyberbullying
7. physical violence
8. theft
9. sexual, religious, or racial harassment
10. public humiliation/ demeaning comments
11. destruction of school or personal property
12. social exclusion, including incitement and/or coercion
13. rumor or spreading of falsehoods
14. jokes/innuendo's
15. drawing/cartoons

B. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;

2. has the effect of substantially interfering with a student's education performance, or employee's work performance, or either's opportunities, or benefits;
 3. has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
 4. has the effect of substantially disrupting the orderly operation of a school and/or school corporation work environment.
- C. "Cyberstalking"** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- D. "Cyberbullying"** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, "sexting", instant messaging, or video voyeurism (adult content).
- E. "Bullying", "Cyberbullying", and/or "Harassment"** also encompass:
1. retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
 2. retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
 3. perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a) incitement or coercion;
 - b) accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the Corporation school system; or
 - c) acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.
- F. "Bullying," "Cyberbullying", "Harassment," and "Discrimination"** also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived; sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, Corporation employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the Corporation. For Federal requirements when these acts are against Federally identified protected categories, refer to Policy 4001.1.
- G. "Accused"** is defined as any Corporation employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities

or training programs sponsored by the Corporation who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

H. "Complainant" is defined as any Corporation employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

I. "Victim" is defined as any Corporation employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the Corporation, who is reported to have been the target of an act of bullying during any educational program or activity conducted by Switzerland County School Corporation.

II. Expectations: The Switzerland County School Corporation expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

A. The School Corporation prohibits the bullying of any student or school employee:

1. during any educational program or activity conducted by Switzerland County School Corporation.
2. during any school-related or school-sponsored program or activity or on a SCSC school bus;
3. through the use of any electronic device or data while on school grounds or on a SCSC school bus, computer software that is accessed through a computer, computer system, or computer network of the SCSC. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
4. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a SCSC school bus.
5. while the Corporation does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate. The principal/designee shall use all Corporation Reporting Systems to log all reports and interventions. However, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school corporation administration, disciplinary sanctions may be issued.
6. though an incident of alleged bullying (cyberbullying or other) may occur off school grounds and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school corporation administration, disciplinary sanctions may be issued.

B. All administrators, faculty, and staff, in collaboration with parents, students, and community members will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success.

- C. Student rights shall be explained as outlined in this policy and in the Student Handbooks in each building.
- D. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Handbook and this policy.

III. **Stakeholder Responsibilities**

- A. **Schools: By August 2011**, each school principal shall designate a Safety Director who shall serve on existing teams that address acts of violence and school safety. At minimum, this team should include staff members from administration, guidance, and instruction. These designees are the key school based personnel who will receive prevention training and assist in the dissemination of prevention methods, intervention, and curriculum, for bullying and other issues that impact the school culture and welfare of students and staff.
- B. **Community Resources:** The Safety Director, in collaboration with other Corporation personnel, will work with a group of community stakeholders, including, but not limited to, Switzerland County Sheriff's Department, Community Mental Health and faith-based agencies to provide the dissemination and support of violence prevention curriculums to students, their families and school staff.
- C. **Parent Participation and Partnership:** Safety officers, in collaboration with administrators, will provide opportunities and encourage parents to participate in prevention efforts with their children in meaningful and relevant ways that address the academic, social, and health needs of their children. The Corporation will offer trainings on bullying/violence prevention through open houses, parent/school newsletters, and the Corporation school website. Training will provide resources and support for parents by linking them with internal supports as well as referral to community-based resources as needed.
- D. **Students with Disabilities:** When the Individual Education Plan (IEP) Team determines the student has a disability that affects social skills development or the student is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP (Individual Education Plan) to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing. When necessary, the team will develop Functional Behavioral Assessments and Behavioral Intervention Plans. At every Annual Review the special education Team will determine the need for specific goals or interventions necessary for the student.

IV. **Training for students, parents, teachers, school administrators, student support staff, counseling staff, and bus drivers on identifying, preventing, and responding to bullying will be conducted.**

- A. At the beginning of each school year, the school principal/designee and or appropriate area/corporation administrator shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a pupil through appropriate references in the Student Handbooks, Employee Handbooks, and the School website.

V. **Disciplinary sanctions (consequences) and due processes for a person who commits an act of bullying under this policy.**

- A. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and

surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the Corporation.

1. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension or expulsion, as outlined in the Student Handbooks and this policy. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. The consequence must be consistent with the Board of Trustee's approved code of student conduct.
2. Remedial measures shall be designed to
 - a. correct the problem behavior
 - b. prevent another occurrence of the behavior
 - c. protect the victim of the act
3. The consequences and remedial measures may include, but are not limited to, the following examples:
 - a. Admonishment
 - b. Temporary removal from the classroom
 - c. Loss of privileges
 - d. Classroom or administrative detention
 - e. In-school suspension
 - f. Out-of-school suspension
 - g. Legal action
 - h. Expulsion or termination
 - i. Student counseling
 - j. Parent conferences
4. Consequences and appropriate interventions for a school employee found to have committed an act of bullying will be instituted in accordance with Corporation policies.

VI. Reporting an act of bullying

- A.** At each school, the principal/designee is responsible for receiving oral or written complaints alleging violations of this policy, as with all infractions from the Student Handbook.
- B.** Students may report complaints of bullying to any school corporation employee, faculty or staff. All corporation employees, faculty and staff are required and must report, in writing, any allegations of bullying or violations of this policy involving students to the principal/designee.
- C.** Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or an individual, including any student who has knowledge of any incident involving bullying of students) is strongly encouraged to report the incident in writing to a school official. Complaints should be filed as soon as possible after the alleged incident noted on the specified data system, but must be filed within ninety (90) school days after the alleged incident. Failure on the part of the victim to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.
- D.** Children aged ten and less are probably too young to fill out the form. With these students, the principal/designee should ask the questions, fill out the form, then read it back to the student. Then the child should sign the form.
- E.** The principal of each school shall establish and prominently publicize to students, staff, and parents, how a report of bullying may be filed and what actions may be taken.

- F. Principal/designee shall document in writing all complaints regarding bullying to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.

VII. Bullying Complaints and Resolution

- A. The complaint begins with a report of such an act. This can be verbal or a written complaint.
- B. The written complaint form is available at each school's front office.
- C. The resolution, all interviews, investigations, interventions, referral data, and actions of discipline that take place and the corresponding dates shall be documented in writing by the principal/designee.

VIII. Investigation requirements for reported acts of bullying under this Policy

- A. The procedures for investigating school-based bullying must include the principal/designee in the case of student-to-student bullying.
- B. The principal/designee shall begin a thorough investigation with the alleged victim and accused within two (2) school days of receiving a notification of complaint.
- C. Documented interviews of the alleged victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee or appropriate Corporation administrator also may discuss the complaint with any school corporation employee, the parent of the alleged victim, the parent of the complainant or accused, if one or both is a minor, and/or child protective agencies responsible for investigating child abuse.
- E. Switzerland County School Corporation will take appropriate steps to protect from retaliation persons who take action consistent with this Policy, or who report, file a complaint of, or cooperate in an investigation of a violation of this Policy.

IX. Process for referral for external investigation

- A. If the act is outside the scope of the Corporation, and determined a criminal act, referral to appropriate law enforcement shall be made immediately, the parent will be notified, and the referral documented by the principal/designee.

Switzerland County School Corporation

Bullying Anonymous Reporting Form

If you have information regarding bullying and would like to report this information anonymously, please fill out the following form to the best of your knowledge. Please note that this form is completely anonymous.

(For the purpose of this form, bullying encompasses bullying, harassment, and discrimination.)

Victim Name (last, first, middle)	Sex	Grade	Age
Accused Name (last, first, middle)	Sex	Grade	Age
School	School Telephone () -		
Principal	Today's Date / /		

Where did the incident occur?

When did the incident occur?

Date: _____ Time: _____

Please describe, in as much detail as possible, what happened.

Do you know any of the witnesses involved? If so, please provide as much detail as possible about these people.

List evidence of bullying if any (i.e. letters, emails, photos, etc.—attach evidence if possible.)

Thank you. This report will be followed up on within two school days. If you fear a student is in IMMEDIATE danger, contact their home school principal or the police.

-----For Office Use Only-----

Date Received:

Received by:

Switzerland County School Corporation

Bullying Witness Statement Form

This report MUST be completed when there is a witness to an incident of alleged bullying (Bullying encompasses bullying, harassment, and discrimination). One form must be completed for each witness. All witness statements that relate to one incident should be attached to the Bullying Complaint Report Form.

Witness Name (Last, first)	Witness Title (ex. Parent, student, or teacher)	Interview Date
Victim Name (Last, first)		
Accused Name (Last, First)		
School Site (where incident occurred)	School Telephone	
Principal	Incident Date	

Describe the location where the incident took place:

Description of incident witnessed:

List any other witness names and grades:

List evidence of bullying (i.e. letters, emails, photos, etc. –attach evidence if possible):

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Witness

Date

Name of person receiving Bullying Witness Form
Title/School

Date

Switzerland County School Corporation

Bullying Complaint Report Form

This report **MUST** be completed to file a complaint relating to an incident of alleged bullying (for the purpose of this form, bullying encompasses bullying, harassment, and discrimination) and turned in to the school Principal/designee of the victim's home school or the appropriate area/district office.

COMPLAINANT NAME (last, first, middle)	SEX	GRADE
VICTIM NAME (last, first, middle)	SEX	GRADE
ACCUSED NAME (last, first, middle)	SEX	GRADE
SCHOOL SITE/DEPARTMENT (or site where incident occurred)	Home School/Department of Victim	
PRINCIPAL/ADMINISTRATOR	INCIDENT DATE / /	

Describe the location where the incident took place:

Describe the incident:

___ Yes, the incident involved physical injury. ___ No, physical injury was not involved.

List all witness names and grades:

Physical evidence ___ letters ___ photos ___ E-mail ___ Web sites ___ Video-audiotape ___ Other

Have you reported this to anyone else? ___ YES ___ NO. If so, who? _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant

Date

Name of person receiving Bullying

Date

Complaint Form

Parent(s) contacted: Date _____ Time _____

Be sure to attach any supporting documentation/evidence/investigation.

Action	Agreed to Informal Resolution (Student-Student only)	Formal Resolution	Appeals: Referral to Area Superintendent and/or Appropriate Area/Corporation Administrator
Date			
Outcome			
Signatures			

Thank you. If you fear a student is in Immediate danger, please contact the police!!

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 non-chemical 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 because of the immediate threat to the public health, the school shall give written notice as soon as possible.

ATTENDANCE

Regular attendance is a very vital part of a student's education. IC 20-33-2-5 If a child is absent from school the parent is responsible for providing the school with a reason for the absence. The notification can occur one of two ways. A parent can call the school and explain the absence or send the child back to school with a written note. Notification of the reason for the absence is expected within 24 hours of the child returning to school or the child will receive an unexcused absence.

Following an absence a child is expected to check in at the office and ask for an admit slip. The admit slip will indicate whether or not the absence is excused or unexcused. The admit slip is then shared by the student with all teachers who will then provide make-up work for the student to complete. Student work will be graded and recorded regardless of whether or not the child has an excused or unexcused absence if the make-up work is returned within a reasonable amount of time. A reasonable amount of time is one day given to make up work for each day absent. Exceptions to this rule must be approved by each teacher.

At Switzerland County Middle School a habitual truant student is a child who is chronically absent by having absences from school for more than ten (10) school days in one year. IC 20-33-2-11 If a child is at least thirteen (13) years of age but less than eighteen (18) years of age and declared a habitual truant student; the bureau of motor vehicles will be notified of the individual's ineligibility to be issued an operator's license or a learner's permit. Such an individual is entitled to a periodic review of his/her attendance record in school to determine whether the prohibition to be issued an operator's license or a learner's permit shall continue. The periodic review may not be conducted less than one (1) time each school year and will occur before February 1 of each school year. IC 20-33-2-11

Any days missed after five (5) days in one semester will result in being assigned one Saturday school or four days of after-school to complete missed school work. Students will not be allowed to attend any extra-curricular activities or field trips until the school work is made up. **Students missing more than the maximum of five (5) days per semester will receive an "F" in all coursework and are subject to expulsion. The superintendent or an attendance officer having jurisdiction may report a child who is habitually absent from school in violation of chapter 20 of the Indiana School Laws and Rules to an intake office of the juvenile court. The intake officer shall proceed in accord with IC 31-30 through IC 31-40.**