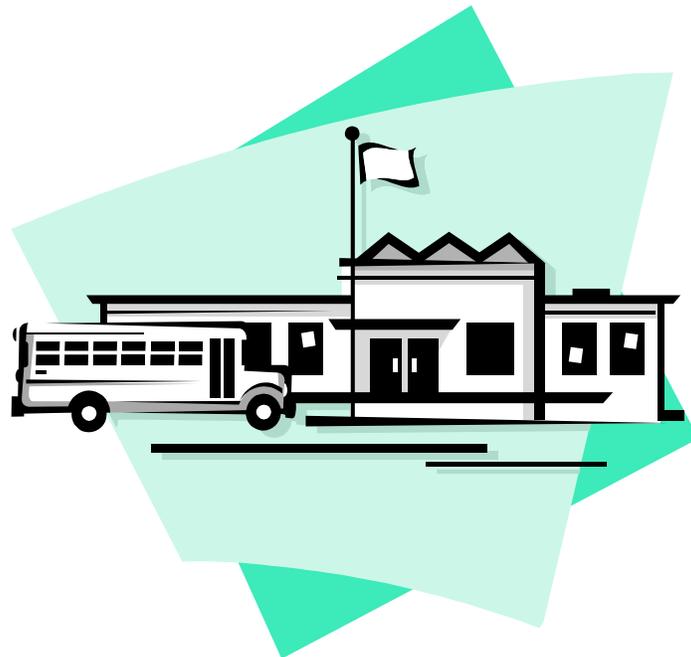


# **Switzerland County School Corporation**

**2012 – 2013**



**Switzerland County Elementary**

**Student and Parent Handbook**

***SWITZERLAND COUNTY ELEMENTARY***  
***(www.switzerland.k12.in.us)***

***2012-2013***

***SCHOOL MOTTO:***

***We are a National Blue Ribbon***  
***School***

***and***

***An Indiana 4-Star School***

- \*Students, Staff and**
- \*Teachers**
- \*Achieving**
- \*Remarkable Results**

# Switzerland County Elementary School

## MISSION STATEMENT 2012-2013

**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.**

**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.**

**The School Corporation recently passed a new policy dealing with Bullying. The policy is available on the school's website [www.switzerland.k12.in.us](http://www.switzerland.k12.in.us). If you do not have access to the internet, we will be glad to provide you with a copy.**

**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 another great year!**

**Sincerely,**

**Mrs. Sally Weales  
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.

## 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. 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. Students are also given a participation grade for each academic subject. This nonattendance could result in a child's grade being lowered.

## 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 six (6) 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 20-8.1-3-20**

## 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.
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 Memorial Service Folder upon return to school in order to be counted as an excused absence.
5. Six (6) days for minor illnesses, which are given as Parent note days.

### **Unexcused Absences**

**Any day a student is absent above the six (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.**

### **Policy Procedures**

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

1. After three (3) unexcused absences, a letter from the Attendance Secretary 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 advocate, to the courts.
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 vacations.

### **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 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 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.

## **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(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)). Dr. Reed 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.**

# General Information

## **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 (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.
2. On the end of the third (3<sup>rd</sup>) day parent contact will be made and documented that the child will be served a peanut butter sandwich the next day.
3. Beginning the fourth (4<sup>th</sup>) day, the student will receive toast and milk for breakfast and a peanut butter sandwich, fruit (if available) and milk for lunch.
4. After the fifth (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 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 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.

## **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.

## **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 ask for the child. 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.

### **Parties**

Throughout the school year students may have an opportunity to celebrate Halloween, Christmas, and Valentine's Day. These celebrations are a privilege and depend upon individual classrooms and schedules. 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. In addition, all pants must be worn and secured at the waist. Clothing which is not acceptable includes the following: short shorts or skirts that are above mid-thigh in length, tank tops with no undershirt, halter or "spaghetti strap" tops, clothing which exposes the stomach, hips, or any undergarment, and any shirt depicting any distracting words and/or pictures. Student dress should not cause a distraction to the classroom learning environment. Parental support for these guidelines is appreciated.

### **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. The following TV stations will announce any closings for our school: WAVE 3, WCPO, WLW, WKRC, WXIX, WLKY, FOX. The following radio stations will announce any closing for our school: WIKI, WSCH, WVXU, WLW, WAKW, WINK, WNKR, WIZF, WKRQ, WIBE, WSAI, WYGY, WGRR, WARM, WAOZ, WORX, FROGGY.

### **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.

### **Book Rental**

A rental book should be used by the student 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.

### **Grading Scale**

**A=100%-95%**

**B=94%-85%**

**C=84%-75%**

**D=74%-70%**

**F=69%-0%**

# **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 the 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 will 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 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 may 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 the 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 needed 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 specified 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 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 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.

## **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 performance and student work habits. Parent signature is required on all interim reports.

### **Standardized Testing**

Each fall and 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 will be sent home with the students.

### **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 (10) 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: An average of 2 – 3 hours per week is expected. In addition to routine homework, reading outside of the classroom is strongly encouraged.

\*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. The principal will make final decision on student promotion and the proper completion of contract guidelines.

## **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 One and Two: 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. Summer school attendance may be a guideline included in the **Promotion Contract**.

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

**Grades Three – Five:** A student must receive a passing grade in math and reading 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 five.

SECTION 3.IC 2—32-8.5 IS ADDED TO THE INDIANA (EFFECTUVE JULY 1, 2010):

### Chapter 8.5. Reading Deficiency Remediation Plan

Sec. 1. The state superintendent, in conjunction with the state boards, 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 School Corporation’s approach to remediation is addressed through of implementation of the RTI program.

## **Title I Classes**

The Switzerland County School Corporation sponsors a Title I remedial reading and remedial math program for eligible Kindergarten through fifth grade students. These classes **may** be partially taught on a “pull out of class” basis in a reading and math lab by a Certified Teacher and/or 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 the Title I parents’ advisory committee are sought.

## **High Ability Program**

This enrichment 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. High Ability Programs are addressed through the RTI program.

# 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.

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.

## **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 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 to the 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 designed 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 designated employee who is responsible for administering injectable insulin or a blood 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 a registered nurse and kept on file in the school office.

## **Harassment and Violence Policy**

### 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 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, 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 calculated to end the harassment.

## **Transportation and Safety**

### **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 and/or other local authorities
- 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.
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 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.

### **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. 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
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 (10) 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 18<sup>th</sup> 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.

### **Out of Class Detention**

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

### **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.**

## **Chaperone Guidelines Switzerland County Elementary School**

1. A chaperone must be a parent, grandparent, or legal guardian 21 years of age.
2. All chaperones must ride the bus.
3. All chaperones must refrain from smoking in front of the children.
4. Younger siblings or children not enrolled in our school will not be permitted to go on field trips.
5. Before leaving for the field trip, chaperones will be notified of a particular group of students they will be supervising. These students are to stay with the chaperone **AT ALL TIMES.**
6. Any student that becomes ill or is a behavior problem will be taken directly to a teacher.

7. Bathroom breaks should be taken whenever possible. However, if one student has to go, that means your entire group will go.
8. It is very important that all chaperones be prompt. Schedules will be provided and many and many activities depend on sticking to the schedule.
9. A change of clothes for a boy and a girl will be taken by a classroom teacher. In case of this type of emergency, see a teacher.
10. Chaperones will please dress appropriately.
11. Every classroom field trip must include a minimum of one teacher for every twenty (20) students.

## **APPENDICES**



# Map Key

## 2012 – 2013

Kdg. Room – Mrs. Sherrie Howard  
Room L-1 - Mrs. Erin Lamkin  
Room L-2 - Mrs. Becky Curlin  
Room L-3 - Mrs. Jessica Griffith  
Room L-4 - Mrs. Tammy Tankersley  
Room L-5 - Mrs. Mary Jane Rogers  
Room L-6 - Miss Stephanie Adams  
Room M-1 - Mrs. Konna Padgett  
Room M-2 - Miss Ashley Chase  
Room M-3 - Mrs. Regina Miles  
Room M-4 - Mrs. Marlene Jones  
Room M-5 - Mrs. Trish Bowling  
Room M-6 - Mrs. Kathy Keith

Room U-1 - Miss Shellie Fowler  
Room U-2 - Mrs. Sharon Barbour  
Room U-3 - Mr. Travis Griffith  
Room U-4 - Mr. Rob Banta  
Room U-5 - Miss Peggy Eckerty  
Room U-6 - Mr. Matt Levell

Art Room - Mrs. Amy Bovard  
Room CR1 – Miss Laura Jones  
Room CR2 –Miss Cayla Chase  
Title I (behind office) – Mrs. Denise Crawford  
L-Planning – Workroom  
Room RE-2 – Mrs. Rachael Christerson (Computers)  
M-Planning – Title 1/Literacy  
U-Planning – Mrs. Holly Deckert  
Room RE-1 – Mrs. Rita Ross (Speech)

Principal –Mrs. Sally Weales  
Secretary Mrs. Marilyn Devers  
Secretary- Mrs. Karen Noel  
Nurse – Mrs. Kathy Cole

Cafeteria – Mrs. Betty Chase  
Mrs. Sue Briggs  
Mrs. Brenda Peelman  
Mrs. Rita Works  
Mrs. Lee Jaye Lohide, Secretary

Custodial Staff – Mr. Louis Peelman  
Mrs. Sheila Rininger  
Mr. Jeff Swango  
Mrs. Teresa Theetge

Library – Mrs. Tina Scudder  
Music - Mr. Steve Ward  
P.E. – Mrs. Melissa Morris  
Test Coordinator-Mr. Fred Ross

## Miscellaneous Forms

Dear Parents,

Please take time to look over and fill out the attached forms pertaining to your child. These forms are vital to your child's enrollment at Switzerland County Elementary School.

Please have your child bring the forms back to the teacher by August 6, 2012. Thank you for your cooperation and we look forward to a great school year.

Sincerely,

Sally Weales, Principal

SWITZERLAND COUNTY SCHOOL CORPORATION  
 STUDENT INFORMATION SHEET  
 2012 - 2013

CHILD'S NAME \_\_\_\_\_ CHILD'S BIRTHDATE \_\_\_\_\_

REGULAR BUS # \_\_\_\_\_

SCHOOL	GRADE	HOMEROOM TEACHER
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STUDENT'S ADDRESS	PRIMARY PHONE #
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FATHER'S NAME	ADDRESS	PHONE #
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MOTHER'S NAME	ADDRESS	PHONE #
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FATHER'S PLACE OF EMPLOYMENT	PHONE #
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MOTHER'S PLACE OF EMPLOYMENT	PHONE #
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**Home Email Address:** \_\_\_\_\_

In case of emergency or illness and neither parent can be reached, the following people may be contacted and are allowed to pick up the above named student:

NAME	RELATIONSHIP	HOME PHONE	CELL PHONE
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NAME	RELATIONSHIP	HOME PHONE	CELL PHONE
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NAME	RELATIONSHIP	HOME PHONE	CELL PHONE
------	--------------	------------	------------

NAME	RELATIONSHIP	HOME PHONE	CELL PHONE
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## Federal Race and Ethnicity Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Race and Ethnicity:</b> <i>(Note: Both Part 1 and Part 2 of the question must be answered.)</i>	
<b>Part 1: Ethnicity</b>	<p><b>Is this individual Hispanic/Latino?</b> <i>(Choose only one)</i></p> <p><input type="checkbox"/> No, not Hispanic/Latino</p> <p><input type="checkbox"/> Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)</p>
<b>Part 2: Race</b>	<p><b>What is the individual's race?</b> <i>(Choose one or more)</i></p> <p><input type="checkbox"/> American Indian or Alaska Native: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.</p> <p><input type="checkbox"/> Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p><input type="checkbox"/> Black or African American: A person having origins in any of the black racial groups of Africa.</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><input type="checkbox"/> White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p>

# Switzerland County Elementary School Medication Administration Form

Student Name: \_\_\_\_\_

Period for consent:  School Year: \_\_\_\_\_  
 \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_  
 Today Only  
 Other: \_\_\_\_\_

## **Non-Prescription:**

Name of Medication: \_\_\_\_\_

Dose of Medication: \_\_\_\_\_

Time to be administered:  \_\_\_\_\_

Give medicine as directed on label as needed for the following:

- I have sent a copy of the prescription.
- The medication label is attached to the medication.
- Stop administration of the following medication:

\_\_\_\_\_

Administer the medication at the following time: \_\_\_\_\_

I give permission to \_\_\_\_\_, who is at least 18 years old, to transport medication for this student.

I give permission for an unlicensed school employee, who has been trained by the school nurse, to administer this medication in the absence of the school nurse.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent or Legal Guardian

## **Switzerland County School Corporation Internet Access Agreement**

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

1. I will abide by the Switzerland County School Corporation policy governing access to the electronic information, services and networks policy, and its implementing guidelines.
2. 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 or remove any material.
3. In consideration for using the Intranet and 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 Intranet or Internet.
4. I have read and agree to comply with Board policy governing access to electronic information, services, and networks, and guidelines. I also understand if any violation of the regulations, criminal code, Board policy and/or these guidelines is committed, I understand and agree access privileges are subject to revocation and/or I may be subject to disciplinary action, up to and including expulsion.
5. I understand and agree I will assume full responsibility for any and all costs, financial and otherwise, incurred by the student while using the School Corporation provided access to the Intranet and Internet that have not been authorized or approved by the School Corporation.
6. I understand and agree to not disclose and/or receive, from unauthorized sources, user identification and passwords associated with School Corporation accounts and email.
7. I understand that by providing signatures below that this agreement is in affect until cancelled by the School Corporation or by written request from the student and/or his/her parents.

Student Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

I agree to the above rules and give permission for my child to access the Intranet and Internet.

Parent/Guardian (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

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

Switzerland County School Corporation  
Handbook Acknowledgement  
2012-2013

Statement of parent/legal guardian:

This is to acknowledge that I have received and read these policies which pertain to student conduct as outlined in the individual building student handbooks of Switzerland County School Corporation for the school year 2012 – 2013.

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Signature of Parent/Guardian

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Date

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Name of Student

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Grade

