

# Southern Wells Elementary School



## Raider Family Handbook

2022-2023

*Learning Today; Leading Tomorrow*

*Southern Wells Community Schools does not discriminate, deny benefits to, nor exclude anyone from participation on the basis of sex, race, national origin, religion, handicap, or limited English proficiency.*

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Welcome to Southern Wells Elementary School.....

...We are glad you are here!

Southern Wells Elementary School is a community of students, staff, and families who work hard for themselves and in support of one another. Each member of this community is vital and makes important contributions to the overall success of the school. Our staff is dedicated to helping each child reach his or her highest academic potential in a safe and supportive learning environment. By working closely with students and their families, we are able to help children obtain the highest quality education in a culture of steadfast values.

Southern Wells Elementary School  
9120 S 300 W  
Poneto, Indiana 46781

Telephone: (765) 728-2121  
Fax: (765) 728-8124  
Web: [www.swraiders.com](http://www.swraiders.com)

Other Contact Information

Southern Wells Community School Corporation

(765) 728-5537

Southern Wells Junior-Senior High School

(765) 728-5534

Annual notices required by federal law can be found on the Southern Wells Corporation website.

- ◆ Parental involvement policy
- ◆ Release of student information to military recruiters
- ◆ Student/Parent rights with respect to students' records
- ◆ Directory information definition
- ◆ PPRA notice/consent/opt-out for specific education activities
- ◆ Free and reduced lunch program eligibility
- ◆ Education rights of homeless students
- ◆ Internet safety policy - acceptable use
- ◆ Parental right to inspect evaluations, examinations and surveys

**Southern Wells Community Schools is a place where people are  
empowered to become their personal best.**

## Faculty and Staff

### CORPORATION

<u>Superintendent</u>	<i>Brian Sloan</i>	<u>Board President</u>	Kevin Scott
<u>Secretary</u>	<i>Shirley Klowetter</i>	<u>Board Vice President</u>	Chad Roush
<u>Treasurer</u>	<i>Lora Warner</i>	<u>Board Secretary</u>	Aaron Westfall
<u>Maintenance</u>	<i>Ryan King</i>	<u>Board Legislative Liaison</u>	Todd Fiechter
<u>Technology</u>	<i>Brandon Hoff</i>		
	<i>Abby Ramseyer</i>		
<u>Cafeteria</u>	<i>Chris Mossburg</i>		

### ELEMENTARY SCHOOL

<u>Principal</u>	<i>Cari Whicker</i>	<u>Custodians</u>	<i>Daniel</i>
<u>Assistant Principal</u>	<i>Jessica Killingbeck</i>		<i>Lisa Wesco</i>
<u>Secretary/Treasurer</u>	<i>Robin Collins</i>		<i>Wendy Springer</i>
<u>Secretary/Publications</u>	<i>Tina Blevins</i>		
<u>Counselor</u>	<i>Jennifer Wilson</i>		
<u>Nurse</u>	<i>Alyssa Roush</i>	<u>Library</u>	<i>Chelle Gates/ Dawn Ulfig</i>
		<u>STEM</u>	
<u>Kindergarten</u>	<i>Rebecca Frazee</i>	<u>Art</u>	<i>Shelly Ivins</i>
	<i>Crystal Palmer</i>		
	<i>Taylor Roush</i>	<u>Band</u>	<i>Mike Haigh</i>
<u>First Grade</u>	<i>Kari Johnson</i>	<u>Music</u>	<i>Natalie Inskeep</i>
	<i>Leigh Lieurance</i>	<u>Physical Education</u>	<i>Mike Carter</i>
	<i>Caleb Sleppy</i>		
<u>Second Grade</u>	<i>Peggy Haigh</i>	<u>Special Education</u>	<i>Vonda Bradt</i>
	<i>Kim Huffman</i>		<i>Martha Paxson</i>
	<i>Alex Stanley</i>		<i>Lauren Hamilton (IA)</i>
			<i>Megan Williams (IA)</i>
<u>Third Grade</u>	<i>Rebecca Miner</i>		
	<i>Betsy Needler</i>		
	<i>Emily Steffen</i>		
<u>Fourth Grade</u>	<i>Kaley Stroup</i>		
	<i>Paula McMillan</i>		
	<i>Susan Oswald</i>		
<u>Fifth Grade</u>	<i>Megan Boots</i>		
	<i>Cassie Moser</i>		
	<i>Ross Palmer</i>		
<u>Sixth Grade</u>	<i>Nikki Barcus</i>		
	<i>Nikia Bradley</i>		
	<i>Nathan Busse</i>		

~ Our Mission ~

Southern Wells Community Schools provides an exemplary educational experience that maximizes each student's potential in a safe, innovative, and nurturing environment.

## Daily Schedules



Office Hours

7:00 a.m. – 4:00 p.m.

Regular School Day

Students may enter building*	7:30 a.m.
Classes begin (Tardy bell)	8:00 a.m.
K-2 Bus / Car rider dismissal	2:52 p.m.
4-6 Bus dismissal	2:55 p.m.

One Hour Delay

Students may enter building*	8:30 a.m.
Classes begin (Tardy bell)	9:00 a.m.
K-2 Bus / Car rider dismissal	2:52 p.m.
4-6 Bus dismissal	2:55 p.m.

Two Hour Delay

Students may enter building*	9:30 a.m.
Classes begin (Tardy bell)	10:00 a.m.
K-2 Bus / Car rider dismissal	2:52 p.m.
4-6 Bus dismissal	2:55 p.m.

\*Students who arrive for breakfast may report to the gym at 7:30 a.m. (8:30 a.m. for 1-hour delay and 9:30 a.m. for 2-hour delay). Students who are transported by car and are dropped off early may report to the gym beginning at 7:30 a.m. (8:30 a.m. for 1-hour delay and 9:30 for 2-hour delay).

# Policies, Programs, and Procedures

## Academics

### GRADES AND GRADING

The grade a student earns indicates the progress being made in class and reflects academic achievement in knowledge and skills, and their ability to reason and think critically. Grades may also reflect students' participation in class, effort toward completing assignments, punctuality, and regular attendance. A checklist is used in Kindergarten, marked as "excellent," "good," "satisfactory," and "unsatisfactory".

A unified grading scale is used by the school corporation for students in grades 1-12. Additionally, the use of + and - are used to indicate the degree of achievement a child has attained within the range of a single letter grade (A+, A, A-).

At the end of the year, grades are placed on students' permanent records. Letter grades are recorded based on the following percentage ranges.

A+	100-99	B+	89-88	C+	79-78	D+	69-68	F	59-0
A	98-93	B	87-83	C	77-73	D	67-63		
A-	92-90	B-	82-80	C-	72-70	D-	62-60		

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A = Outstanding Achievement	D = Below Average Achievement
B = Above Average Achievement	F = Insufficient Achievement
C = Average Achievement	I = Incomplete
	Cr = No grade, but credit earned

### HOMEWORK

Staff members at SWES believe homework is a valuable tool to help students meet Indiana Academic Standards. Homework is part of the educational experience. Students improve their understanding of subject matter and develop study skills. They also develop the life skills of independence, responsibility, organization, and time management. The amount of homework may vary from student to student depending upon the child's reading level, his/her amount of background knowledge on a subject, and his/her time on task at school. It is difficult for students who are weak in a subject to catch up with grade-level peers during the regular school day; therefore, homework is one way to increase achievement. When homework is too difficult for a child, it is important that the teacher be informed right away. It is important to realize that even though assignments are designed to enable children to practice that which they have learned, the work will require thoughtful effort and will not necessarily be "easy." Parents can support their children's homework efforts by:

- ◆ providing a place in the house that is free from distractions and that has adequate lighting
- ◆ setting a time each night to begin homework
- ◆ encouraging them to do their personal best
- ◆ encouraging them to use perseverance when work seems difficult
- ◆ having a specific place for completed work so it will not be forgotten when leaving for school

### HONOR ROLL

An academic honor roll is published each grading period for students in grades 2-6. Students must have all A's in all courses to be on the High Honor Roll. Those who earn A's and B's are recognized on the Regular Honor Roll.

### FIELD TRIPS

Field trips are used to extend and enhance the learning experience for students. Trips are always carefully planned and supervised by school personnel. Teachers are responsible for determining whether or not other chaperones will be required and the manner in which such chaperones will be selected. Permission forms, granting parents' approval for their children to participate in such an event, must be obtained prior to attending the off-campus activity. All students are required to ride the school bus to and from the activity.

- ◆ Field Trips are a privilege for students to attend
- ◆ Approved chaperones attend only – NO SIBLINGS
- ◆ Chaperones are expected to follow all school policies
- ◆ Chaperones must pass limited criminal history report

## Attendance

Indiana's Compulsory Attendance Law mandates that children attend school every day school is in session. School officials and parents are obligated, by law, to ensure that students attend school in compliance with this regulation. Being at school, regularly and on time, is vital for children to be successful learners. Students who accrue more than ten(10) countable days during the school year will be considered excessively absent.

### ABSENCE AND TARDINESS DEFINED

The following is the means by which student attendance is recorded.

Students who arrive:

- After 8:00 a.m. and before 10:00 a.m..... Tardy
- After 10:00 a.m. and before 2:00 p.m..... Half-day absent
- After 2:00 p.m..... Full-day absent

Students who leave:

- Before 10:00 a.m..... Full-day absent
- After 10:00 a.m. and before 1:00 p.m..... Half-day absent
- After 1:00 p.m..... Tardy

Absences to school will fall under one of three categories. Those categories are defined below and include – ***Excused, Illness, Unexcused.***

### ***Excused Absences***

1. Absences of the student when confirmed by a doctor. Exact dates must be specified by the doctor in writing. A doctor's note must be submitted within two(2) days after returning to school.
2. Attendance at a funeral when requested by a parent.
3. Vacation with parents: Students may receive up to five(5) excused absences each year when accompanying their parents on a family vacation. These excused absences will be granted only WITH A PRE-ARRANGED ABSENCE FORM TURNED INTO THE ELEMENTARY SCHOOL OFFICE FIVE (5) DAYS PRIOR TO THE ABSENCE and WILL COUNT AGAINST PERFECT ATTENDANCE.
4. Students shall not be counted absent for missing school because of any reason authorized by Indiana Criminal Code.
5. Other emergency and unusual circumstances as approved by the attendance dean may be considered on an individual basis, taking into account the student's attendance history.
6. A nurse or front office visit.
7. In-school suspension, SOS school suspension, and out-of-school suspension.
8. Absences caused by school activities or school business.
9. Placement in a hospital or other juvenile facility.
10. Absences due to religious holiday or observance.
11. Absences during the school day when being sent home by the school nurse.

### ***Illness***

Personal illnesses not requiring a doctor's attention. Parents or guardians must contact the school by 9:00 a.m. the day of the absence to verify the student's absence. Students who miss school because of illness MUST refrain from attending social or school activities on the day of absence. Any violation of this policy will result in an unexcused absence for the time in question.

### ***Unexcused Absences***

1. Any absence not falling under Illness or Excused category
2. Any Excused absences if a note is not submitted within two(2) days of the student returning to school.

By Indiana law, the school is responsible for the safety, health, and well-being of all students during the school day, or until the parent resumes responsibility for that student. Therefore, students will be allowed to leave school only for necessary or emergency reasons. (Students will not be allowed to leave school to change clothes or pick up material for class projects.)

### PROCEDURES AND ATTENDANCE CONTRACTS

Any student who reaches six(6) combined absences in the Illness and/or Unexcused category will be placed on an attendance contract. At this point, all future absences not deemed Excused will be considered Unexcused.

When a student reaches ten(10) Unexcused absences, they will be referred to the probation department.

Parents can keep record of student attendance via the parent portal on PowerSchool.

### TARDINESS

Students, who are not in their assigned locations at the beginning of the school day, as designated by the tardy bell, are marked as tardy. Any portion of the day missed will be reflected on the student's attendance record. This does not apply when students have obtained permission from school personnel to be elsewhere or submits a Physician's verification for an appointment. Accumulation of tardy episodes may result in disciplinary action.

- ◆ A letter, notifying parents of excessive tardiness, will be sent home after the third (3) occurrence and student may serve lunch detention and/or a loss of recess.
- ◆ Tardies reset at the semester.
- ◆ Contact will be made with parents/guardian and a referral may be made to the Wells County Probation Department and/or an educational neglect referral to the Department of Child Services after the tenth (10) occurrence.

### REPORTING ABSENCES

All absences, excused and unexcused, should be reported to the school office. If a child must be absent, the child's parent or guardian is expected to:

1. Call the school by 9:00 A.M. Speak with school personnel or leave a voice mail message. (This may also be reported in person at the office).
2. A telephone report should include:
  - ◆ The callers name;
  - ◆ The child's name and his/her classroom teacher's name;
  - ◆ The reason for the child's absence;
  - ◆ Any special information (homework arrangements, possible return time for later in the day, etc. )

If a child is absent and no call to report the child's absence is received, office personnel will make every effort to contact the child's parent/guardian. Please remember that such calls are intended to make sure that parents are aware that their children are not in school. The safety of each Southern Wells student is our primary concern.

### PRE-ARRANGED ABSENCES – FAMILY VACATIONS

Students may be absent up to five (5) school days due to a pre-arranged absence. While permitted, students are not encouraged to miss instructional time for any reason. Pre-arranged absences require students to accompany their parent(s), guardian(s), or grandparent(s) on a trip. A request, or portions of a request, may not be approved if the length of the absence exceeds the five (5) day pre-arranged limit. Days missed that extend beyond the five (5) day limit are countable absences. For pre-arranged absences to be approved the following guidelines must be met.

1. A completed Pre-Arranged Absence Request must be submitted to the school office no less than five(5) days prior to the first day of the requested absence.
2. Pre-arranged absences may not occur during state-mandated testing days, usually in the spring.

### HOMEWORK DURING AN ABSENCE

Generally, the allotted time to make up work will be one day for each day absent. It is the child's/family's responsibility to request homework prior to 10:00 a.m. for a child who is absent. This work may be sent home with another student or picked up in the office before 4:00 p.m. Although students will not be expected to submit an assignment or take a test on the day following the absence in most instances, they may be held responsible for completing such work immediately upon return, if the assignment or test was announced in advance of the absence and reasonable opportunities for preparation and/or completion have been given. If questions regarding due dates are of concern, parents should discuss such matters with their children's teachers as soon as possible.

### ABSENCES AND EXTRA-CURRICULAR ACTIVITIES

To attend or be a participant in an extra-curricular activity, students must have attended all classes after lunch on that day. To attend such activities due to extenuating circumstance (funerals, acute injury, etc) prior approval must be obtained from the principal. Participation in a school activity is not a permissible reason for a student's absence on the next school day. Students who are suspended or expelled from school are not permitted on school property or at school functions during the period of their removal.

### MONITORING ABSENCES

The following procedures are in place to make sure students attend school in compliance with Indiana law.

Upon 4 accumulated absences	Letter home to child's parent
Upon 5 accumulated absences	Letter home to child's parent
Upon 6 accumulated absences	Letter to child's parent, a parent meeting with the principal/designee, and attendance contract between home and school.
Absences in excess of 10 days	Note from physician required or a home visit may be conducted by school personnel. In addition, a referral may be made to the Wells County Probation Department and/or an educational Neglect referral to the Department of Child Services



### ATTENDANCE AWARDS

Students who are not absent or tardy will be recognized each nine (9) weeks and at the end of the year. Tardy includes not being in school for any portion of the day. Perfect attendance for the entire school year will be calculated during the last week of school. Students with zero illness and/or unexcused absences are eligible for perfect attendance.

## **Conduct and Discipline**

### A WORD ABOUT DISCIPLINE

One of our most important common goals as educators and parents is to create and maintain an environment that promotes quality learning opportunities for all children. At Southern Wells Elementary School, we believe that self-discipline is the most effective principle governing student behavior. The responsibility for the development and maintenance of self-discipline rests with the cooperative efforts of students, parents, teachers, and other school personnel. Together, we must all strive to help each student become a responsible and productive citizen in American society.

When students commit themselves to using positive behavior, the chances of serious misconduct are reduced. It is important for students and parents to understand the general expectations regarding conduct, and the possible consequences for misconduct. Students are subject to the direction and authority of all individuals who are employed by the school corporation, including, but not limited to teachers, bus drivers, custodians, secretaries, substitute teachers, instructional assistants, and cafeteria employees

### DISCIPLINE GUIDE

<b>VIOLATION</b>	<b>1<sup>ST</sup> REFERRAL</b>	<b>2<sup>ND</sup> REFERRAL</b>	<b>3<sup>RD</sup> REFERRAL</b>
Tardy to School	3 <sup>rd</sup> -4 <sup>th</sup> Tardy – Lunch Detention	5 <sup>th</sup> Tardy – 1 day ISS	6 <sup>th</sup> Tardy – 2 days ISS
Forgery of Any Signature	1 Day ISS	2 Days ISS	1 Day OSS
Dress Code /Improper Attire *Un-natural Hair Color	Change/Warning Wash out at school or be sent home to change color	Sent Home/1 Day ISS	Sent Home/2 Days ISS
Littering	Clean Up	Clean Up/Lunch Detention	Clean Up/1 Day ISS
Disregard Café Rules	Clean Tables	Clean Tables/Lunch Detention	Clean Tables/1 Day ISS
Food/Drink Outside Café	Confiscate/Warning	Confiscate/Lunch Detention	Confiscate/1 Day ISS
Writing on Equipment/Walls	Clean Up	Clean Up/Lunch Detention	Clean Up/1 Day ISS
Insubordination	Lunch Detention Office	1 Day ISS	2-3 Days ISS
Repeated Classroom Infractions	Lunch Detention Office	1 Day ISS	2-3 Days ISS
Horseplay	Warning	1 Day ISS	2-3 Days ISS
Unintentional Damage to School Property	Restitution	Restitution/Lunch Detention	Restitution/1 Day ISS
Use of Obscenity/Profanity	Conference/Office	1 Day ISS	2-3 Days ISS
Obscenity/Profanity Directed Toward Staff	1 Day ISS	2-4 Days ISS	1 Day OSS
Cell Phone/MP3 as a Distraction in Class	Warning/Taken Until the End of the Day	Taken/Parent Must Pick-up/ISS	Taken/2-3 Days ISS
Possession of Other	See Possession and	See Possession and	See Possession and

Electronic Devices	Use of Electronic Communications Policy	Use of Electronic Communications Policy	Use of Electronic Communications Policy
Academic Dishonesty	"0" on Assignment/Conference with Principal	1 Day ISS	2-3 Days ISS
Bus Violation	See Bus Policy	See Bus Policy	See Bus Policy
Threatening/Bullying Behavior	2 Days ISS	3 Days ISS	1 Day OSS
Fighting	2-3 Days ISS	4-5 Days ISS	2 Days OSS
Causing Intentional Injury to Another Person	1 Day ISS	2 Days ISS	4 Days OSS/Request Expulsion/Police Report
Physical Attack on a Staff Member	3 Days OSS/Police Report	5 Days OSS/Police Report	10 Days OSS/Request Expulsion/ Police Report
Inappropriate Use of Computer	Warning/Parent Contact/Lunch Detention	1-2 Days of ISS	3 Days of ISS
Intentional Vandalism	Restitution/3 Days ISS	Restitution/4-5 Days ISS	Restitution/2 Days OSS
Theft	Restitution/1 Day ISS	Restitution/2-3 Days ISS	Restitution/2 Days OSS
Possession of Drugs, Alcohol, Stimulant, Cigarettes and/or Offering Such to Another Student	Parent Contact/1 Day OSS	2 Days OSS	3 Days OSS
Possession of a Weapon (knife, club, gun, etc)	Confiscate/Parent Contact/1 Day ISS	Confiscate/2 Days ISS	Confiscate/3 Days OSS
Use or Threatening Use of a Weapon	Confiscate/Parent Contact/3 Days OSS	Confiscate/Parent Contact/3 Days OSS	Expulsion/Police Report

Grounds for suspension or expulsion are *student misconduct* and/or *substantial disobedience*. Such grounds apply:

- a. on school grounds immediately before, during, and immediately after school hours or at any time when the school is being used by a school group or for school purposes:
- b. off school grounds at a school activity, function, or event.
- c. traveling to or from school or a school activity, function, or event

In addition, to the grounds for suspension and expulsion listed here, a student may be suspended or expelled for engaging in unlawful activity, on or off school grounds, if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes unlawful activity which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### STUDENT QUESTIONING BY LEGAL AUTHORITIES

Southern Wells Community Schools has written policy regarding contact between students and law enforcement officials and investigators from the Child Protection Services team. These policies are available for review at the school office.

#### REGULATIONS REGARDING APPEARANCE

It is our goal that Southern Wells Elementary School be a safe haven for students and that the culture of the school is positive. Students are expected to dress and groom in a manner that reflects pride in personal appearance. While fashion changes, the reason for being in school does not. Students are in school to learn. School dress is different than typical dress for the mall, a concert, a party, or the beach. No dress code can itemize every item of dress that is unacceptable for school; however, there are certain guidelines for good decision –making about daily school apparel. The school expects students' appearance to meet standards of decency, safety, and cleanliness. Although

the selection of clothing worn to school is the responsibility of parents and students, school administration reserves the right to make the final judgment concerning the appropriateness of students' attire and appearance. Any clothing, items, or appearance considered by the administration to be disruptive to the educational environment will not be permitted. Regulations regarding appearance include, but are not limited to:

1. Clothing is to be neat, clean, and properly repaired. Clothes may not be cut, torn, or have holes in them higher than where the student's fingertips hang at his/her side.
2. Clothing and accessories may not contain, promote, suggest, or illustrate in pictures, writing, or by other means the concepts of violence, death (e.g. skull and crossbones), destruction, blood, illegal conduct, gang affiliation, use of alcohol, tobacco, drugs, sex, or derogatory/offensive language.
3. The body must be adequately covered. Mesh shirts/tops must have shirts underneath them. Tank tops, tube tops, tops with spaghetti straps, and any clothing that exposes the midriff are not permitted. Undergarments may not be visible or worn as an outer garment.
4. Headgear is not to be worn in the school building except by special permission from the principal.
5. Shorts, skorts, skirts, and dresses must be at least at mid-thigh or to the student's fingertips when his/her arms hang to the side. Slits in skirts or dresses may not extend higher than this point. Spandex or other such tight-fitting apparel must be covered with loose-fitting clothing that does not extend higher than this measure.
6. Clothing should be appropriate to weather conditions and enable children to function comfortably inside and outside of the building. Please keep in mind we will go outside for recess as long as the temperature and/or wind chill does not fall below 15 degrees. Dress your child for playing out in chilly weather and snow, including a hat, gloves or mittens, boots, and snow pants.
7. Jackets and coats may be worn to enter and leave the building, but may not be worn in classroom or during instructional time in the building (unless permission is granted by staff). Students may wish to keep a sweater or sweatshirt at school for cooler temperatures inside the building.
8. Spikes and chains on as jewelry or on clothing or accessories are not permitted.
9. Footwear must be worn at all times on school property. For safety purposes, shoes are to be secured to the heel of the foot by a strap or enclosure. Footwear that damages or defaces flooring must not be worn.
10. Hair color must be that which is considered a natural color.
11. Suitable dress for special functions and events (e.g. athletics, field trips, etc.) will be determined by school administration.

#### SUPERVISION OF STUDENT BEHAVIOR

All faculty members, administrators, custodians, transportation, and office staff have the responsibility and authority at all times and in all areas to correct any act of misbehavior. Any of these persons may send a student to the Principal's office.

#### TEACHERS AS DISCIPLINARIANS

Since Southern Wells Elementary School is an extension of your home, teachers are working to educate you and stand in the place of your parents/guardians and require the same respect that your parents/guardians deserve. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Any student who disrupts the educational process in the classroom will receive the appropriate disciplinary action as listed in the Office Discipline Guide. Insubordination to teachers or staff members will not be tolerated and will result in the appropriate disciplinary action.

Additionally, it is understood that each teacher will handle as much of their own discipline within the classroom as possible. Teachers will submit a classroom management plan to the Assistant Principal at the beginning of the school year and therefore they will address discipline according to those plans. These plans are shared with students on the first day of class and are reviewed as needed throughout the school year. By following these classroom management plans, it is understood that teachers' consequences may differ from those outlined in the Southern Wells Student Handbook.

#### DETENTION

Detentions are most often assigned by the student's teacher. Every effort will be employed to change the objectionable behavior before a detention is assigned. If a detention is assigned, the parents of the student will be notified by the teacher and arrangements will be made.

#### IN-SCHOOL SUSPENSION (ISS)

When students choose to misbehave, they disrupt the learning environment, and as a result, they deny other students their right to learn. ISS is reserved for those students who have been unable to change their behavior through previous consequences. Students in ISS will spend all, or a portion of the day, in the office under adult supervision completing class work.

### OUT-OF-SCHOOL SUSPENSION (OSS)

OSS is reserved for those students who have been unable to change their behavior through previous consequences. Students are also not allowed to attend extracurricular events during an OSS and are not allowed on the school campus. (IC 20-33-8-14)

### POSSESSION AND USE OF ELECTRONIC COMMUNICATION DEVICES

Personal communication devices (e.g. cellular telephones, pagers, tablets, etc.) are permitted on school premises only after students' parents complete and submit the school's use acknowledgment page. Students found with devices who do not have a signed acknowledgement page on file are subject to disciplinary action as described in this handbook. **Devices must be turned off and may not be on a student's person during school hours. Devices may not be used between 7:15 a.m. and 3:15 p.m.** Students who bring such devices to school provide implied consent for school administration to view the contents of such devices if reasonable suspicion exists that the device contains content that is in violation of school rules, Indiana law, or that would put other students or school personnel in imminent danger. Violation of policies regarding these devices, range from initial confiscation and return to the student's parents, to a permanent ban on the student having such devices at school. Upon signing the use agreement, students and parents acknowledge the following:

1. Having a cellular telephone or other electronic communication device on school property is a privilege and not a right. Additionally, it is understood that such devices must be stored in lockers, book bags, etc during the school day. The device must be off.
2. Any cellular telephone or electronic communication device possessed at school will not be used to download, transmit, or store photographs, voice, or text messages or other communications that constitute a violation of school rules. This includes, but is not limited to lewd, vulgar, indecent, offensive, or profane images, audio, or text.
3. Taking or displaying pictures, or obtaining any such electronic recordings utilizing such device, without the consent of a staff member or in a situation not related to school purposes or educational functions is forbidden.
4. The device possessed on school property will not be used for the purposes of harassment or the facilitation or furtherance of any violation of rules established in the student handbook or state or federal law.
5. School officials have implied consent to search such devices at any time when reasonable suspicion exists that the device has been used in contradiction to school policy on school property or at a school-sponsored event, on or off school property.
6. School officials may seize personal electronic communication devices in the event that such devices are used to violate a criminal law or school rules, and when reasonable suspicion exists of such.

### SCHOOL AND CLASSROOM RULES FOR BEHAVIOR AND PERFORMANCE

General expectations for conduct remain the same throughout the school building, throughout the school day, and during all school events. Procedures for these behaviors will be posted at appropriate places in the building. Individual teachers may develop additional or more specific expectations for conduct (i.e. grade level or classroom rules). The goal for every child should be to regulate his/her own behavior by assuming personal responsibility. When this is done, students enjoy the benefits of keeping their Raider cards.

### Recess

Recess will be held outside unless weather demands it be inside. If the temperature or wind chill factor is below 15 degrees, inside recess will be in effect. Other possible reasons for inside recess are rain, excessive snow, ice, etc. Conversely, if 90 degrees or higher heat index is reached, the school will take special precautions for any outdoor activity and will monitor students. Students will be provided ample amounts of water or may be moved indoors. The decision may vary based on the grade-level playground used and the time of day. Discretion of the administration and staff will be used. Students are required to dress appropriately for outdoor recess. During the winter months heavier coats, hats, mittens, and gloves, and boots are necessary.

### Counselor/Social Worker

Southern Wells Elementary School has a school counselor/social worker to help students deal with any conflicts that keep them from performing their best in the classroom. Often they help students with educational program planning, study habits, personal and home concerns, health problems, social questions, career plans, and decision making. The school counselor/social worker does a variety of classroom guidance activities and lessons that enhance the development of proper school and social growth. Some students may be asked to become members of small groups that meet on a regularly scheduled basis with the counselor/social worker. It is not the role of the school counselor to replace long term outside counseling services.

### Lost and Found

Any items of clothing or lost articles are generally kept by the school for a short period of time due to the quantity of items we accumulate. Please check promptly if an item is lost. It is helpful if items are labeled with identification. Students should refrain from bringing unnecessary items, such as toys, electronics, trading cards, etc. to school. Each child is responsible for his/her own belongings. Items not claimed will be donated periodically throughout the year to a local charity.

## SCHOOL BUS RULES

***Riding a School Bus is a Privilege, not a Right.*** Therefore, it is important that you be on your best behavior at all times to keep from losing the privilege to ride the bus to and from school. **Student safety is our number one priority.**

The bus driver has a tremendous responsibility to transport students to and from school safely each day. This job demands full attention. Therefore, students are expected to cooperate fully with the driver. If a student becomes a discipline problem or jeopardizes the safety of others, he/she may be assigned a permanent seat by the driver, sent to the principal for disciplinary action, or have the bus riding privilege withdrawn by the administration and/or driver.

Each bus driver may have his/her own specific rules, but to enhance the safe operation of a school bus, the following regulations are established in compliance with Indiana Code and current administration guidelines.

1. Each student should be waiting at his/her boarding station when the school bus arrives. Unless a driver is earlier than the regular pick-up time, he/she is not required to wait for the student. It is the responsibility of the student to be at the bus stop at the regular pick-up time.
2. Each student shall be seated immediately upon entering the bus in a place assigned by the driver. The driver has the right to establish a seating plan, and to change it at his/her discretion.
3. No student shall stand or move from place to place while the bus is in motion.
4. Loud, boisterous, or profane language, and other improper conduct shall not be tolerated. Improper conduct may be defined as bullying, teasing, scuffling, tripping, holding, hitting, or using hands, feet, or body in any other objectionable manner. Similar rules outlining improper behavior in the classroom or school where the student attends will also apply. Do not divert the driver's attention by creating excessive noise or activity.
5. No windows or doors will be opened or closed except by permission of the bus driver. When permission is given, windows may be lowered only to the line clearly marked at the side of each window. No part of the body should be extended through the window opening.
6. No student shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. A driver has the authority to suspend a student from riding the bus for a period of one (1) day. The administration can extend the suspension to five (5) days. The driver may request that the student be denied the privilege of riding the school bus for up to the rest of the school year.
8. Students are responsible to help keep the bus clean. Eating is not allowed unless the driver grants permission for special occasions.
9. The use of alcohol, tobacco products, or any illegal substance may result in suspension for the rest of the school year and will be reported to individual school authorities for further action.
10. Any act of violence, mutilation of seats, or written obscenities on the bus will be grounds to deny bus-riding privileges to the offender and uncooperative witnesses. Restitution is required.
11. The emergency door on the bus is to be used ONLY when instructed to do so.
12. Permission to ride any bus other than the assigned bus will be denied unless the student (K-12) presents the driver a written request approved by the parent/guardian.
13. Students are subject to both the rules of the bus and the rules of the school attended.

Students are to extend the same respect and cooperation to bus drivers as to teachers and principal. Students are expected to obey the requests of the driver. They have the same authority as a teacher. Please remember, **to ride a bus is a privilege extended to students, not a right.** This privilege can be guaranteed by thoughtful and cooperative conduct and compliance with the above regulations. Any bus suspension is applicable to all buses during suspension time unless prior approval by a building administrator.

### **Depending upon the bus offense, the consequences may be:**

1<sup>st</sup> time: Driver gives written warning; days off may be warranted depending upon offense.

2<sup>nd</sup> time: Bus driver may suspend the student for one day. Driver will notify the school office and the parent.

3<sup>rd</sup> time: Student is suspended for three days from the bus, parent is notified. The bus driver will be included in any meeting with the student and/or parent.

4<sup>th</sup> time: Student is suspended and/or removed from bus riding privileges. Length of suspension to be determined by administration based on offense. Parents notified.

Severe disruptions will result in immediate denial of bus privileges plus additional action invoked by the principal and/or driver. This type of behavior includes physical harm to another, physical harm or threat of physical harm to the driver (may result in arrest), property damage, and total disruption or defiance.

## TRANSPORTATION CHANGES POLICY

Starting in the 2021-2022 school year, we will be implementing a new transportation policy outlined below.

1. Transportation is determined by a student's home address.
2. Students may be picked up at their childcare address if: a) the childcare address is within the same boundary as the home address; and b) the childcare address is within distance guidelines for transportation service.
3. SWCS **does not allow alternating addresses** during the week. Students are allowed one pick up location and one drop off location every day. In other words, the morning address and the afternoon address can be different such as home in the morning and daycare in the afternoon. All stops must be within the boundaries of the school the student attends. In the interest of keeping our students safe, we can no longer accommodate complex schedules involving multiple stops. SWCS will continue to provide transportation at our Warren, Montpelier, and Pennville stops for our out of district students.
  - a. **Families that have joint custody will be allowed to have two stops due to court order custody agreements. The school must have the court agreement on file. A calendar must be provided to the school offices in order to ensure safety of our students.**
4. SWCS will pick up a child from one location in the morning and drop him or her off at another in the evening as long as both stops are within the same school boundary. Buses are only to stop at the authorized stops on designated routes.
5. Students must ride on their assigned bus, to their assigned stop. All stops are assigned by the Director of Transportation or designee.
6. Students must be at their assigned stop location five (5) minutes before the scheduled pickup time.
7. Non-students, including parents, are not permitted on a school bus without explicit consent from a school official. Entering without permission constitutes criminal trespass, a class D Felony. (I.C. 35-43-2-2).
8. Bus drivers are not authorized to assign or change bus stops.
9. Students are not allowed to ride to (or from) another student's home/ bus stop. Emergencies will be considered and approved by the Director of Transportation or the student's principal.
10. Bus stop change requests should be directed to the transportation office by emailing [jkillingbeck@swraiders.com](mailto:jkillingbeck@swraiders.com). **Transportation changes may only be made once a quarter. Once a change has been made, it is permanent for the remainder of the quarter.**

## Enrollment

When students enroll they must be accompanied by a parent or guardian, who must present a complete record of immunization to school officials. Attendance beyond the first day will not be permitted without proof of immunization. Placement of a student at a specific grade level will be made by the principal after reviewing the child's academic records. If necessary, the principal will arrange for educational assessments to aid in this decision. Students new to the school that live within the corporation's legal boundaries need to bring – a birth certificate, court papers allocating parental rights (if appropriate), proof of residency, proof of immunization, and academic records from previous school(s). Children of parents/guardians who do not reside within the boundaries of the Southern Wells Community Schools Corporation will be required to submit a request for enrollment/transfer prior to being accepted as a student. The principal will consider class size and the corporation transfer policy in light of the corporation's policies to determine if acceptance is feasible.

## Extracurricular Program

Organization, class, and various other activities are available to extend the academic and social atmosphere of the school. These include athletics, drama, band, choral groups, academic contests, leadership contests, and clubs.

1. Each organization is to be under the direction of the school and conform to school regulations.
2. A constitution and by-laws is to be on file in the elementary and/or high school office. Membership requirements must be clearly stated in the constitution/by-laws.
3. Each organization is to have a list of membership, officers, and a plan of activities (including anticipated budget) on file in the office.
4. An organization may be declared "Non-functioning" or completely removed from the school if they act contrary to school policies, or if they cease to have planned activities.
5. All activities, trips, excursions, etc. are to be approved by the administration and coordinated through the Master Calendar of Activities.
6. No Sunday activities will be permitted unless approved by the school administration.
7. Adequate chaperoning must be provided for all affairs whether on or off school grounds.

8. No private home meetings are permitted unless approved by the administration.
9. Hazing is not permitted as a part of induction into a group.
10. Any regulations governing the group or activity shall be approved by the school and copies made available to involved students.
11. When school is dismissed due to inclement weather conditions, all student activities and practices that are scheduled for the day will be cancelled unless there is a significant change for the better, such as fog. This includes athletic, choral, drama, etc. practices and contests. To conduct a practice on these days needs administrative approval. If approved, attendance by student participants will be voluntary and not required.
12. Every effort will be made to end all practices by 6:30 p.m. on Wednesday.

#### REQUIREMENTS TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES

In order to attend or be a participant in a school activity (including practices) students must be in attendance at school for all afternoon classes on that particular day, or because of extenuating circumstances (e.g. valid appointment, funeral, etc.) must receive prior approval from an administrator. Extracurricular activity participants are expected to attend school on the day following an activity, maintain a good attendance record, and be prompt to school and classes. Any student who withdraws from school is ineligible to be a participant in any school organization, club, or school-sponsored activity, with the exception of school sponsored dances. Students must maintain a grade of D- or better for all classes in which a grade is given. If a student has a failing grade on a mid-term report or report card, that student is ineligible until the next mid-term report or report card is issued. Grades from the final nine weeks will be used to determine eligibility for the next school year. Grades from the previous school will be used to determine eligibility for transfer students. Students attending a private school or that are homeschooled need to be enrolled at SWCS at least one period a day to participate in extracurricular activities for grades K-8.

#### CONDUCT OF EXTRACURRICULAR PARTICIPANTS

Participation in school activities is a privilege. Since all participants represent the school and community, it is their responsibility to conduct themselves in a manner that creates a positive image. School rules are always in effect when a school activity is involved. Extracurricular participants are to give respectful attention to classroom activities, staff members, and other students. They are to maintain self-discipline and self-control in the classroom, school, and contest area. Additionally, they are to give their best efforts on the athletic field, in leadership and academic contests, and in club activities. Finally, they are to conscientiously fulfill all the rules established for the organization and the school.

#### SCHOOL-SPONSORED TRIPS

The sponsor or sponsors of the individual organization are responsible for establishing, maintaining, and enforcing rules, regulations, and procedures within the guidelines of normal school behavior and rules. Regulations governing school trips will include proper chaperoning with explicit duties, traveling rules, conduct at eating establishments and other public places, and curfew regulations. Rule violations while on a trip may result in a student being sent home at his/her own expense, being prohibited from future school-sponsored trips, being removed from the organization, being suspended from school, or other appropriate penalties.

#### ATHLETIC OPPORTUNITIES AND PARTICIPATION

All students are encouraged to participate in the athletic program. Additional information may be obtained in the high school office. Participation in school activities is a privilege, which carries with it varying degrees of honor, responsibility, and sacrifice. Since athletes represent their school and student body, it is their duty to conduct themselves in a manner that is healthy and positive for themselves, their families, their school, and their community.

#### RETENTION AND RED-SHIRTING

The Southern Wells Community School Corporation will enforce a policy that students will not be retained in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs. Southern Wells Community Schools recognizes that participation in interscholastic athletics is a privilege and not a right. Fair competition and safety of participants are prime concerns of this school corporation. To ensure these goals, the Southern Wells Community Schools strongly recommends that students of equal physical maturity and age participate at each grade level. Therefore, any student who repeats any grade for reasons other than academic failure will lose his/her last year of athletic eligibility in high school.

Students shall normally be promoted in accordance with their chronological age group and academic achievement. Retention is rare. The Indiana Department of Education has recently articulated standards of proficiency. Failure to

meet these standards may result in placement in summer school or retention. The building principal has the authority to determine student placement.

The Indiana Department of Education has developed the Indiana Reading Evaluation and Determination (IREAD3) assessment which measures foundational reading standards to grade 3 students each spring. Students that do not pass the IREAD3 exam are required by the state to participate in remediation and retake the assessment, this includes all special education students. The remediation may take place during summer school. Failure to pass the IREAD3 on additional attempts may result in retention.

## **Parents and Guests**

### CHANGING DISMISSAL TRANSPORTATION FOR STUDENTS

In order to change dismissal arrangements for a student (one-time or permanent change), a signed and dated note from a parent or guardian must accompany the student to school on the morning of the change. Once the student turns in the note in to his/her teacher, it will then be sent to the office to be logged. At the end of the day, the note will be returned to the student so they are reminded of the change. Parents must clarify details about these changes with their children to avoid confusion at the end of the day. If a note from home (the preferred method) cannot be sent, parents should email BOTH secretaries in the office at [rcollins@swraiders.com](mailto:rcollins@swraiders.com) and [tblevins@swraiders.com](mailto:tblevins@swraiders.com) before 2:00 p.m. THE SCHOOL DOES NOT TAKE PHONE CALLS TO CHANGE DISMISSAL ARRANGEMENTS. Additionally, for safety purposes, parents may not park in the front lot to pick up children at the end of the day. Instead, the car rider line is to be used.

### CAR RIDER PICK-UP LINE

Children who are to be transported home from school by automobile are dismissed to the sidewalk at Door 20, where school personnel direct them safely into designated vehicles. Vehicles in the pick-up line face north and wait along the sidewalk that runs parallel to the front of the school. This line is formed by vehicles entering the property from the high school entrance (the north most entrance on County Road 300 W) and proceeding south through the rear parking lot. The starting point for pickup is at Door 20. Vehicles behind this, wait in a line that extends southward around the blacktop playground/roadway at the south end of the building. Parents may not enter the pickup line via any of the elementary entrances on County Road 300 W unless the line is no longer present.

Please do not park in the parking lot and enter the building at dismissal to pick up students. Please do not park in the parking lot and exit your vehicle to pick up your student from the sidewalk. If you need to stop in the office when you arrive at the school for pick up, you may park and enter the office, but you will then need to re-enter your vehicle and proceed around the back of the school to take your place in line for pick up. If you are at the school before dismissal (for example: volunteering in a classroom, meeting with a teacher or staff) and will be taking your child(ren) with you, please wait until all car riders have been loaded before pulling out of your parking spot. Parents' cooperation in following this procedure is necessary to ensure the safety of all children and occupants of all vehicles.

### FUND-RAISING

All projects and fund raising activities by clubs, organizations, groups, and/or classes must receive approval from the administration, be scheduled in advance, and listed on the Official School Calendar (in each building's office). Advertising, selling, or collecting money for any cause during school hours or on school premises is not permitted unless prior approval has been granted by the administration. Advanced permission is necessary before any sales or collection of money for any non-school activity will be considered.

### PARENTS IN EDUCATION

Parents In Education, or PIE, is a parent group dedicated to working with the school to enhance the educational experiences for all children. PIE plays an important role at Southern Wells by sponsoring parent-involvement activities and by supplying funds for student-related equipment and events. Even though this organization functions under the dedicated direction of volunteer officers, all parents are members of the group. *By supporting PIE functions and fund-raisers, parents and friends of Southern Wells support the education of each and every child.* Below are a few examples of the many things PIE does for Southern Wells Elementary.

Donuts with Dad Muffins with Mom Back to School Night Teacher Appreciation Purchase classroom supplies

### PARENT-TEACHER CONFERENCES

On-going, open communication between parents and their children's teachers is critically important for children to do well in school. A positive, respectful relationship between individuals in the home and school is important for children to feel confident that everyone important to them is working for their benefit. Each fall, conferences are scheduled to allow parents and teachers to sit down and discuss goals and share information relevant to academic and social success.



### PHOTOGRAPHS

Almost all parents want photographs to remember their children's years in school. In the digital age where photographs can be posted on the internet and viewed by individuals across the globe, some parents are reluctant to have their children's photograph and/or identity exposed to complete strangers. For this reason, we ask that photographs only include the child/children of the person taking the picture. If other students appear in a photograph, we urge the photographer to contact the parents of those students to request permission before posting the photograph on the internet or displaying it in any public manner. With the number of students in the cafeteria during lunch, we prohibit photographs being taken during this time.

### PICKING UP/DROPPING OFF STUDENTS DURING SCHOOL HOURS

When picking up or dropping off students during school hours, parents/guardians MUST sign the child out or in with a reason and time documented (example: student is tardy, the parent/guardian must bring him/her into the elementary office to sign them into school with a time and reason the student is tardy).

### VIDEO SURVEILLANCE

To protect students, staff, and school property the school corporation uses video and/or audio surveillance. This may include areas within and outside of the school building as well as on school corporation buses.

### VISITING THE SCHOOL

For the safety of students and staff, all doors into the building are locked during the school day. To obtain entry, visitors must use the main entrance (Door 20). Access may be granted by pressing the call button, located to the far right of the office door inside the vestibule. After identifying guests, office personnel will unlock the door and follow the procedures listed below.

- ◆ If any person should enter the building and be leaving the office (i.e. to visit a student in class, contractor on assignment, or parent eating lunch with a student) that visitor is required to leave their ID at the desk with the secretary for the duration of their visit. Along with leaving their ID with the secretary, the visitor is required to wear a visitor badge on their person in a location visible to staff members. The ID is to be returned to the visitor when the visitor has completed their visit of the building and has returned the visitor's badge.
- ◆ If a visitor should enter the building but will not be leaving the office (i.e. waiting to pick up a student), the visitor is not required to leave their ID or sign in for a visitor's badge. This person is required to sign the student out of school.
- ◆ If a subject should come to the building to sign out a student, they may still be required to show valid ID to the secretary to insure that the student is leaving with a permitted adult.
- ◆ If a secretary finds that a visitor is unwilling to comply with secure entrance protocols, the visitor should be instructed to wait in the office until an Administrator can arrive on scene or the School Resource Officer can arrive on scene.
- ◆ Failure to comply with secure entrance protocols could result in the loss of visitor's privileges for the remainder of the day, escort from the building, or arrest.

### VOLUNTEERS

Southern Wells Elementary encourages parents to take part in their children's education. Parents are often needed and much appreciated. To volunteer in the classroom, please talk with your child's teacher to make arrangements on what day and time works best. For the safety of our school and children, ALL volunteers will be asked to fill out a volunteer form annually in order to run a limited criminal background check.

## **Student Services**

### ACCIDENTS AND INSURANCE

Any accident that happens on school premises is to be reported to the school nurse as quickly as possible. A record will be kept on file in the nurse's office. Parents/guardians are responsible for medical costs related to students' injuries experienced during school or at any school-related function.

### HEALTH SERVICES

A school corporation nurse is on site during the school day to provide health counseling, first aid, and emergency treatment. In emergency medical situations, the school nurse will take appropriate action to secure proper medical care. Working with the school office, the nurse will monitor health and immunization records and notify parents if any

action is required by them. Students who do not have proof of immunization may not attend school until such proof is provided. The primary goal of this service is to prevent illness and injury.

### TESTING

Each year, all students in kindergarten, and in grades first, third, and fifth will be given vision tests by the school nurse. Hearing tests are given to the nurse each year to students in first and fourth grades. All newly-enrolled students are given both tests, as are any students referred to the nurse by a classroom teacher.

### BREAKFAST AND LUNCH PROGRAMS

Breakfast and lunch are served each day that school is in session. Students can choose a hot lunch, sack lunch or a student salad (these are Type A lunches) for their lunch. Students are offered a hot item for breakfast along with other choices. Breakfast will be served on two-hour delays. A student lunch costs \$2.30 and student breakfast is \$1.50. Students that qualify for reduced meals are charged \$0.40 for lunch and \$0.30 for breakfast. Students that qualify for free meals will receive lunch and breakfast for free.

The policy of the Southern Wells Community Schools lunch program is that no student can purchase anything a la carte if a student's account is in the negative. A Type A lunch may be purchased until the student's account reaches negative \$5.00. Once the account is -\$5.00 the student will be offered a Type D lunch, which consists of a peanut butter sandwich and milk.

You may use the Titan School Solutions Portal to apply money directly into your student's lunch account. Titan School Solutions charges a fee of \$2.60 for each transaction within your account. Students are welcome to bring lunch money (cash or check) directly to school to be placed into their account.

### MEAL PROGRAMS

Southern Wells Community Schools is proud of the nutritious meals available to students. Breakfasts and lunches are offered for children. The school uses a system in which students pay for lunches by depositing money into their own meal accounts. When they go through the cafeteria line, the costs of their meals are deducted from their accounts. There is no limit as to the amount of money that parents may send to be deposited into these individual accounts. It is preferred that money be sent to school on the first day of the week. For parents' convenience, envelopes are provided for sending checks or cash to school. One check may be written for several children. It is important, though, that the amount to be deposited for each child is clearly explained.

Guests who wish to join students for lunch are always welcome. In order to have meals ready, guests should contact the school by 8:15 a.m. Payment for lunch is made in the school office. We request that guests limit bringing food from restaurants and soft drinks to the lunch room. Instead, we invite our guests to enjoy school lunches with the children. Current menus are posted on the school's webpage.

### LATCH KEY PROGRAM

The school offers supervised care before school for students arriving early. The earliest time students may arrive is 7:30 a.m. We do not currently offer any after school care.

### LOCKERS

Each student will be assigned a locker(s). You are to use only the locker(s) assigned to you, do not store your materials in another student's locker. All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an education function, or which are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol. In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

1. Use of Lockers. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drug (prescription drugs must be kept in the office), drug paraphernalia, beverage containing alcohol, weapons, any flammable substance, bomb or explosive device, any pungent acid or

nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products. Student will be expected to keep their lockers in a clean and orderly manner.

2. Authority to Inspect. The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule NO.1. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal (the principal may give the following staff member's authority to inspect lockers: guidance counselor, physical education instructor, etc.)
3. Inspection of Individual Student's Lockers. A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. ("Reasonable suspicion" as used in these rules may be based on a number of factors including (1) information received by the principal or his designee from teachers, or students, law enforcement officer, or detection devices, including trained dogs, (2) the past records of the student whose locker is to be inspected, (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school, and (4) the behavior of the student, for example, indications that the student is intoxicated. B. Before a particular student's locker is inspected, the student if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduction of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises.
4. Inspection of All Lockers. A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant principal reasonably believes that such inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are: (a) When the school corporation receives a bomb threat; (b) When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use; (c) At mid-term, end of grading period, and before school holidays to check for missing library books, chemicals or school equipment; (d) Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers. B. If a general inspection of a number of lockers is necessary, and then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
5. Student Material. When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily in to any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, being used to conceal contraband.
6. Disposal of Confiscated Contraband. All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC20 81 5-4; or school rules; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (d) destruction.
7. Involvement of Law Enforcement Officials. If the principal or superintendent has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal drug paraphernalia, weapons, or a bomb, explosive chemicals or stolen property, he may request law enforcement assistance in making an inspection of a locker or lockers. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such official to inspect. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such officials, the request shall be denied. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to reasonable suspicion that a locker or lockers contain contraband.
8. Locker Cleaning. Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) lockers from time to time in accordance with general housekeeping schedule or (b) the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such contains rotting, spoiling or mildewing items such as food, wet clothes, etc.

## Technology

The increased availability of electronic resources requires the implementation of the following use guidelines. Students in the elementary school are specifically directed in Internet activities. However, there are times when older students are allowed specific projects. Students will be expected to follow instruction from their teachers. Students found to be non-compliant with building and/or district use policies will be subject to disciplinary action. Please adhere to these regulations:

1. Students will adhere to the Southern Wells Community Schools Acceptable Use Policy. The use of online/Internet services is restricted to school-related projects.
2. Students will observe software copyright laws and fair use guidelines. They will not be permitted to copy school software or bring software from home to copy on school machines.
3. Students' actions will be monitored when using telecommunications to link to resources outside the school. Guidelines are in accordance with the Southern Wells Student Behavior Policy.
4. Respect for personal data and e-mail of others including students, teachers, and administrators will be maintained. Passwords to files should not be shared. Desktop or network security should not be breached.
5. Users will have reserved space on network servers for file storage. When computers will not access the school-wide network, flash drives will be required to save files. Backup copies need to be made of most files.
6. Unacceptable Internet use will consist of, but not be limited to, the following:
  - a. Transmitting, accessing, printing, downloading, or uploading any material which might be deemed pornographic, obscene, sexually explicit, indecent, or vulgar; and any material which might be deemed abusive, hateful, degrading, demeaning, derogatory, or defamatory.
  - b. Vandalizing, damaging, disabling, or gaining unauthorized access to another person's files, property, data, or materials; and district owned computer systems, files, data or programs.
  - c. Accessing, printing, downloading, or uploading personal web pages.
  - d. Engaging in any commercial or business activity.
  - e. E-mail, on-line game playing, and chat rooms.
  - f. Printing, downloading, or uploading information from a personal disk without permission.
7. SWCS is providing eLearning days to provide students the opportunity to engage educationally outside of the traditional school day. Students are expected to complete assignments and have them returned to their teacher within 2 school days. If the work is not completed, the student will be marked absent for the eLearning day. Material/coursework along with corresponding assignments/tasks may be scored/graded to be included in a student's overall grade for the course. Consequences for incomplete eLearning work may also include missing recess and required detention time in order to make up work.

## Various School Corporation Policies

### BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - B. has a substantially detrimental effect on the targeted student's physical or mental health;
  - C. has the effect of substantially interfering with the targeted student's academic performance; or

- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
  4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal. This report may be made anonymously.
  5. The principal shall immediately investigate all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
  6. The principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
  7. False reporting of bullying conduct as defined in the rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
  8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
  9. Failure by a school employee who has responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
  10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
  11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
  12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
  13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2 and I.C 20-33-8-13.5

#### HARASSMENT

It is a violation of this policy for any employee or student of Southern Wells Community Schools to harass another employee or student through unwelcome conduct or communications relative to race, color, national origin, religion, sex, age, handicapping condition, or marital status. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

- a. Harassment consists of unwelcome comments, and/or inappropriate verbal or physical conduct when made by any employee to a student, any employee to another employee, any student to an employee or volunteer, or when made by a student to another student. This includes, but is not limited to, situations where:

1. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

2. An employee or a student engages in harassment against another employee or student respectively, as denial of employment or educational opportunity occurs as a result of harassment.
  3. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property or involved in school-sponsored activities.
- b. Harassment includes, but is not limited to, the following:
1. Verbal harassment or abuse.
  2. Repeated remarks to a person with discriminatory or demeaning implications.
  3. Engagement in discriminatory harassment, which is accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary.
  4. Verbal or physical conduct which has been expressly noted by the offended employee or student as being unwelcome.
- c. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by an employee or volunteer to a student, when made by a student to any employee or volunteer, or when made by any student to another student. Conduct of a sexual nature is defined as including verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. This is a violation of school policy. It may include, but is not limited to verbal harassment or abuse, repeated remarks with sexual or demeaning implications, circulated graphic or printed materials with sexual or demeaning implications, unwelcome touching, pressure to participate in sexual activity, or suggesting or demanding sexual involvement accompanied by implied or implicit threats.
- d. Any person who alleges harassment by any employee or student in the school corporation may use the report procedure explained in board policy or may register his/her complaint directly to his/her building principal or the superintendent. Filing a complaint or otherwise reporting harassment will not reflect future employment, grades, participation, or work assignments.

#### PESTICIDE USE POLICY

Southern Wells Community Schools is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacations. The corporation will provide notice, to those parents that have signed up to receive it, at least two school days prior to the date and time the pesticide application is to occur. 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 accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Southern Wells Community Schools is available for review and copying by students, staff and guardians during normal business hours in the central office. Information is also found on the corporation website under legal notices.

#### POLICY PROHIBITING CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The Southern Wells Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. This includes the prohibition of reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

"Criminal gang" is defined as a group with at least three (3) members that specifically:

- (1) either: (A) promotes, sponsors, or assists in; or (B) participates in; or
- (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

“Gang Activity” is defined as a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

A school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the code of student conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal’s designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator’s safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal’s designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation’s code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall ensure that notice of the corporation’s policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

# Southern Wells Community Schools

## Medication Administration Policy and Procedure

**Policy:** It is the desire of the Southern Wells School Board to meet the health needs of the student. It is the policy of the Southern Wells Community Schools that all students' medication be administered by a parent or guardian at home. Under certain circumstances, however, medication may be administered by authorized school personnel.

**Procedure:** If it is determined that a student needs to take medication while he or she is at school, the following guidelines will be used.

1. **NO** non-prescription medication shall be administered to a student without the written and dated consent of the student's parent/guardian.  
The consent will include, but is not limited to, the following information:
  - a. Name of the student
  - b. Name of the medication
  - c. Dosage to be given
  - d. Time to be given
  - e. Start and stop date
  - f. Signature and date of the parent/guardian
2. **NO prescription** medication will be administered without a completed "Medication Permission Form" and "Liability Release." A signed handwritten note from a parent/guardian will be accepted to cover **one day** until the proper paperwork can be completed.
3. All **prescription** medication must be accompanied by a physician's prescription, a copy of the original prescription, or a pharmacy label.
4. All medication, prescription or non-prescription, must be in the original labeled container. Under no circumstances will a medication sent in a plastic bag with a note be administered to a student.
5. A physician prescription is required for all herbal medications.
6. Parents/guardians are advised to bring the medication to the school nurse's office. A student is allowed to bring a medication to the school, but the school will not be liable for lost or stolen medication that is brought to the school by a student or those medications carried by a student.
7. Students in kindergarten through grade 8 are not allowed to transport prescription medication FROM school. A parent or guardian must pick up prescription medication from school OR authorize in writing a person 18 years or older to pick up the medication and bring it home. Students in grades 9 through 12 may be allowed to transport medication home ONLY if the student's parent/guardian provides written permission. Students in kindergarten through 8 may transport nonprescription medication FROM school with parent/guardian permission.
8. Students who need to carry and/or administer their own medication such as asthma inhalers, bee sting injections, or other medications must have a completed "Medication Permission Form" and "Liability Release Form."
9. Medication remaining in the nurse's office at the conclusion of the school year will be discarded.



## THE RAIDER CODE

- R** Respect one another's rights
- A** Attend school with a positive attitude
- I** Improve the world for the future
- D** Do what is right
- E** Encourage others every day
- R** Responsibility for one's own work
- S** Share special talents



