



South Central Elementary School

2024-2025

Elementary Handbook

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WELCOME!

Dear South Central Elementary Families,

It is with great pleasure that we welcome you to the 2024-2025 school year at South Central Elementary! We are excited that you are a part of our wonderful school community! Our staff is eager to meet and begin working with all of our SCE Satellites!

At South Central Elementary, we encourage, promote, and maintain strong family and community relationships. Communication plays a vital role in this partnership. We are committed to keeping you informed about your child's academic progress and the daily activities at our school. We also value and need your input! Please do not hesitate to contact your child's teacher or the office staff with any questions or concerns. Additionally, we ask that all parents utilize their student's Harmony Family Access account, as this serves the entire school corporation as another valuable communication tool.

Students and staff at South Central Elementary maintain Satellite pride! We promote a respectful and responsible atmosphere, where all students are ready to learn. This is promoted in all aspects of the student day, including in the classroom, on the bus, on the playground, and in the cafeteria. Please assist us by supporting our efforts at home and take time to read over this student handbook. It is filled with information that will assist you with questions, policies, and daily practices at South Central Elementary.

Our staff has been working throughout the summer to prepare for another great year, full of meaningful educational opportunities and exploration! We appreciate your continued support and are looking forward to an excellent school year.

Sincerely,

Mr. Nick Kimmel

ABSENCE

In order that the school is certain of the safety and whereabouts of students, parents/ guardians must phone the school between 7:30-9:00 AM to inform the school secretary of a student's absence, the reason for the absence, and the length of time the student will be absent.

When returning to school, a note from a parent/guardian or doctor must be provided if a parent has not contacted the school office earlier. After five (5) consecutive days absent, a doctor's note is required for re-admittance to school.

Absences of more than two (2) hours in grades K-6 will be considered a half-day's absence.

Attendance checks will be done weekly. If unexcused absences become a chronic problem, the following may occur:

1. Parent will be contacted by email or letter for three (3) day absences and above.
2. Parent will be contacted by email or letter for five (5) day absences and above.
3. Parent will be contacted by email or letter for seven (7) day absences and above.
4. Juvenile probation and/or DCS may be asked to intervene at ten (10) days.

EXCUSED ABSENCES

Excused Absences from school may be granted for all or part of a day when the parents notify the school promptly for such reasons as:

- 1) Absences excused by Indiana Law
 - a) Absence due to student's illness or injury.
 - b) Absence due to death in the immediate family.
 - c) Absence arranged in advance through parental contact with the principal or his/her designee.
 - d) Absence of an unusual or emergency nature that is approved by the principal or his/her designee.
 - e) Illness for which there is verification from a doctor or school nurse that states the student should not be in school for specified days.
 - f) Court appearance.
 - g) Service in the state legislature.
 - h) Recognized religious holidays.

- 2) In addition, a student will not be counted as absent from school for the following reasons when legal documentation is submitted:
 - a) An absence due to approved school-related field trips, rehearsals, contests, etc.
 - b) Court appearance when required by legal authorities. (A student is expected to attend school except for the time of the court appearance.)
 - c) Homebound or institutionalized student. (A student must be receiving tutoring).

UNEXCUSED ABSENCE/TRUANCY

An unexcused absence is an absence from school for all day or for any single part of the day for activities such as family errands, missing the bus, recreation, or instances when a parent contact with the school has not occurred. In most instances, an unexcused absence would violate the Indiana mandatory school attendance law.

Truancy is absence from school for all day or any part of the day initiated by the student without parental/guardian consent under circumstances not covered by law or recognized by the school. Truancy is a serious matter and administrative action will be taken as follows:

1. Students will be required to make up work missed; and,
2. A parent will be notified.

Excessive absences and/or truancy may be reported to Project ATTEND and appropriate services provided.

TARDINESS

Since punctuality is an important value for everyone, tardiness will be handled as a rule infraction and will be dealt with accordingly. A student who is late for school is to report to the school office to sign in. Parents/Guardians are requested to send a note or phone the school to explain the tardiness. Habitual tardiness will result in referral as a disciplinary matter to the principal. This includes tardiness to school in the morning. Additional instruction time may be required of students who are frequently tardy.

PROJECT ATTEND

Project ATTEND (**A**iming **T**oward **T**ruancy **E**limination and **N**on-attendance **D**ecrease) is designed to assist children and their parents in an effort to eliminate excessive full/partial day absenteeism and excessive tardiness. When the school has exhausted all options in dealing with excessive

absenteeism and/or tardiness, there may be a referral to the Project ATTEND Program. This program provides a partnership between families, juvenile probation officers, a juvenile deputy prosecuting attorney, a representative from the Office of Families and Children, a representative from Family Court, and the school. This program is voluntary; however, if a student's attendance does not improve after the services offered by Project ATTEND, the child may be referred to Juvenile Court and charges may be filed against the parents for educational neglect.

APPOINTMENTS

1. Students going to appointments are to bring a note to the school office from a parent/guardian stating the time of the appointment and reason for release.
2. The student will be released from the school office (not the classroom) to the parent/guardian after the child has been signed out.
3. When returning from an appointment, the student is to come to the school office to sign in before going to class.
4. An appointment of more than two (2) hours is considered a half-day absence from class and make-up work assigned by the teacher is allowed one day for completion.

PLANNED FAMILY ABSENCE

South Central Elementary recognizes that vacations and out-of-town trips do not always coincide with school vacations. In order to be fair to both the school and the students involved, parents desiring to have their child(ren) absent from school for family trips must follow these procedures:

1. The parent/guardian should arrange with the principal at least five days in advance for the student to be out of school.
2. The student will be counted absent, and the absence will be marked excused.
3. The parent(s) must tell the child's teacher of the planned absence. The student is responsible for work missed during the absence. At the discretion of the teacher, homework may be provided in advance if appropriate assignments are available. The amount of time allowed for make-up work shall be one day for each day absent.
4. When the above arrangements have been met and the work is made up on time, there will be no penalty for their classwork.

**Please note that there will be no approved anticipated absences during the weeks of ILEARN testing.

ACHIEVEMENT TESTING

ILEARN

The state of Indiana requires that students participate in the Indiana's Learning Evaluation Assessment Readiness Assessment (ILEARN) as directed by the State Department of Education. This test is given in the spring. It measures student achievement in reading, language, mathematics, social studies, and science in order to determine the progress of students and assist them in attaining school district and Indiana State Department goals. Grade levels and subject areas assessed are grade 3 mathematics and English/Language Arts; grade 4 mathematics, English/Language Arts, and science; grade 5 mathematics, English/Language Arts, and social studies; grade 6 mathematics, English/Language Arts, and science.

IREAD-3

Third grade students will take the Indiana Reading Evaluation and Determination (IREAD-3) assessment. The purpose of the IREAD-3 assessment is to measure foundational reading standards through grade three. While the educational focus for students in kindergarten through second grade is learning to read, a student's academic achievement level from fourth grade until graduation is based on that student reading to learn. Passing the IREAD-3 assessment is critical because, according to Indiana Code, beginning with the 2012 – 2013 school year, a student will be retained if he/she does not achieve a passing score on the IREAD-3 assessment during the previous school year unless good cause exemptions are available per Indiana Code.

OTHER STUDENT ASSESSMENT

Additional assessments of student progress are administered at various grade levels through standardized and criterion-referenced tests. These tests help determine the progress of students and assist them in attaining school district and State Department goals. The results of these tests help determine which students qualify for remediation.

ANTI-HARASSMENT POLICY

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

REPORTING, INVESTIGATION, AND SANCTIONS

It is the express policy of South Central Community Schools to encourage students who believe that they are victims of harassment to come forward with such claims.

Students who feel that grades or promotion are dependent upon sexual favors should report their situation to the building principal.

Students or staff are also urged to file a written report for any conduct by staff or fellow students if such conduct interferes with the individual's work performance or creates a hostile or offensive learning environment.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

All written reports of harassment will be given to the principal or supervisor and forwarded to the Complaint Officer.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Complaint Coordinator has the responsibility of investigating and resolving complaints of harassment.

Any student found to have engaged in harassment shall be subject to sanctions including suspension and expulsion.

ANTI-HARASSMENT COMPLAINT COORDINATOR

The following individual shall serve as the "Anti-Harassment Complaint Coordinator:

Title: Superintendent

Address: 9808 S. 600 West, Union Mills, IN 46382

Telephone No: 219-767-2263

BAND

Students in 5th and 6th grades may choose to participate in either General Music or Band. Students in 5th grade who choose Band must stay in that class for at least one full semester. Students in 6th grade who choose Band must stay in the class for the entire school year.

BEHAVIOR

South Central Elementary establishes fair, workable, consistent, and educationally productive procedures by which the classroom and other areas of learning will operate, based on an analysis of the program, the maturity level of the students, and their needs, abilities, and interests. In general, students are expected to:

1. Treat everyone with respect.
2. Refrain from fighting and using profanity.
3. Be respectful of their school and the property of others.
4. Act as responsible and cooperative school citizens.

Most of our students demonstrate responsibility and follow school rules and are, therefore, regularly recognized for their good behavior.

If a student misbehaves in school, he/she will be subject to one or more of the following consequences depending on the severity and/or frequency of the misbehavior:

1. Verbal warning
2. Loss of recess
3. Isolation from other students
4. After-school detention
5. Note or phone call to parent
6. Conference with the principal
7. Conference with the parents
8. Loss of special privileges (i.e., recess, field trips, Intramurals, class parties, etc.)
9. Restitution
10. Removal from school bus
11. In-school suspension
12. Out-of-school suspension
13. Expulsion

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship (including an appreciation for the rights of others) must be taught and demonstrated.

However, no school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all.

The foundation of public school education is based upon the concept of self-discipline which allows individuals to exist in a world of change and with the rights afforded them by our federal and state constitutions. Standards of conduct are necessary to assure that students seeking to express their

own individual rights do not, at the same time, infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.

Much of the responsibility for rulemaking, enforcing disciplinary procedures, and other authority as reasonably necessary to carry out the school purposes of the school corporation is delegated by the Board of Education to responsible officials within South Central Community Schools. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the education process. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right to take disciplinary action necessary to promote student conduct that conforms to an orderly and effective education system.

An environment that permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively with appropriate available community resources to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the superintendent, principal, and administrative personnel, or any teacher of the school corporation is authorized to take certain actions reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the education process.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Verbal warnings, detention, reprimand, probation, referral to special personnel in the schools (counselor, principal), parent conferences, restitution, suspension, and expulsion are examples of devices available to school personnel in dealing with pupils who are involved in school discipline problems. Any or all the techniques may be used.

Certain acts of misconduct will subject the student to suspension or expulsion from school.

Suspension: Subject to the procedural provisions of the applicable Indiana State Statutes, a student may be suspended by a building principal for a period of not more than ten (10) school days for any conduct constituting grounds for expulsion. A hearing examiner may continue the suspension until the date of an expulsion or until the date

the hearing examiner makes a report of his or her findings and recommendations of the action to be taken to the superintendent.

Expulsion: South Central Community Schools recognizes that removal from the educational programs at the school by expulsion is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process since removal deprives a child of the right to an education. In accordance with Indiana Code 20-33-8, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for any summer school and may remain in effect for the first semester of the following school year. At the discretion of the administration, an Expulsion Waiver Agreement may be offered to the student when deemed appropriate.

Grounds for suspension or expulsion: A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may be reasonably considered as interference in school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria 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.

The grounds for suspension or expulsion apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event, including school buses.
4. Habitual misbehavior of any kind may lead to suspension and/or expulsion.

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, harassment (verbal or physical which includes but is not limited

to sexual, racial, and ethnic) or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct which may result in expulsion:

- a) Occupying any school building, school ground, or part thereof with intent to deprive others of its use.
- b) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- c) Setting fire to or damaging any school building or property.
- d) Falsely activating the fire alarm system; setting off firecrackers or similar items.
- e) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
- f) Continually and intentionally making noise or acting in any manner so as to interfere seriously with the ability of a teacher or any other school personnel to conduct the educational function under their supervision.

However, none of the foregoing restrictions are to be construed as to make any particular student's conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other rights under the Constitution of Indiana or the United States.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property or being in possession of stolen school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property or being in possession of stolen private property.
4. Causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

6. Possessing, handling, or transmitting a knife or any other object that looks like or can be reasonably considered a weapon or other dangerous devise, including but not limited to chains, stars, numb chucks, metal knuckles, spiked bands, laser light pens, etc.
7. Possessing or attempting to possess, using or attempting to use, selling or attempting to sell illicit drugs, drug related paraphernalia, substances represented to be illicit drugs, prescription drugs, alcohol, stimulant, inhalant, intoxicant of any kind, or/and any product that produces an altered mental or physical state when used.
8. Providing or bartering for illicit drugs, drug related paraphernalia, substances represented to be illicit drugs, prescription drugs, alcohol, stimulant, inhalant, intoxicant of any kind, or/and any product that produces an altered mental or physical state when used.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary to carry out school purposes or educational functions and are validly adopted in accordance with Indiana law.
12. Failing to comply with the smoking/tobacco restrictions for school buildings.
13. Being absent; truant from school or class without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance law.
14. Engaging in any speech, drawings or conduct that is lewd, vulgar, indecent, or offensive to the purposes of South Central Community Schools; including, but not limited to speech, drawings, or conduct that relates to cults, street gangs, skinheads, etc., that are disruptive to the educational atmosphere or that relates to acts of serious disrespect to school employees.
15. Aiding, assisting, or conspiring with another person to violate student conduct rules or state or federal law.
16. Possession of a firearm or other deadly weapons.
 - a) No student shall possess, handle or transmit any firearm on school property.
 - b) The following devices are considered to be firearms or other deadly weapons:
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - The frame or receiver of any weapon described above;
 - Any firearm muffler or silencer;
 - Any destructive device which is an explosive, incendiary, or poison, gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device;
 - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
 - An antique firearm;
 - A rifle or a shotgun which the owner intends to use solely for sporting, recreations, or cultural purposes;
 - A weapon, device, laser or electronic stun weapon, equipment, chemical substances, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; or
 - An animal that is readily capable of causing serious bodily injury.

- c) The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar year.
- d) The superintendent shall notify the county prosecuting attorney’s office when a student is expelled under this rule.

17. Gang prevention

The presence of gangs and gang activities can cause a substantial disruption to school and school activities. A “gang” is defined as any group of students who are perceived as a distinct group (not an approved school organization), which prompts a disruptive response in the school community.

The following rules act to prevent disruption and to prohibit gang activities by restricting those actions which foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation.

No student on school property or at any school activity:

- a) Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other items which may be viewed by school officials as evidence of membership in or affiliation with a gang.
- b) Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawing, graffiti, other written communications, etc.) showing membership or affiliation in a gang.
- c) Shall use any speech or commit any act or omission in promoting the interests of any gang or gang activity, including but not limited to:
 - 1) Soliciting others for membership in any gangs;
 - 2) Intimidating or threatening any persons;
 - 3) Violating any other rules as stated in the student handbook;

18. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

19. Failing to report the actions or plans of another person to a teacher or administrator where those

actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

20. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

21. Bullying, Harassment and Threats
It is a violation of school rules, and Indiana law, for any student or staff member to harass, intimidate, or bully another student or staff member.

“Bullying” means overt, repeated acts or gestures, including:

- (1) **Verbal or written communications transmitted;**
- (2) **Physical acts committed; or**
- (3) **Any other behaviors committed with the intent to harass, ridicule, humiliate, intimidate, or harm the other person.**

If a student is the victim of any unwanted sexual conduct or communications or of derogatory communications or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible.

All threats of any nature will be taken seriously and dealt with accordingly. Threats of disrupting the educational process; administering bodily harm; damaging property; or committing acts of violence will all be dealt with severely. **School board policies and administrative guidelines are in place stating that a student threatening others or a student threatening suicide may be required to be evaluated before being allowed to return to school.** “I was only kidding”, is not a justifiable defense or excuse.

Guide to Student Consequences (Not an Exhaustive List)

Violation	1st Offense	2nd Offense	3rd Offense
Fighting	1-3 Days Suspension	2 or more Days Suspension	Suspension pending Expulsion
Tobacco/ Other Smoking Devices	1-3 Days Suspension	2 or more Days Suspension	Suspension pending Expulsion
Firearms	Suspension pending Expulsion		
Weapons	Up to Multiple-Day Suspension/ Suspension pending Expulsion	Suspension pending Expulsion	
Theft	Up to 1 Day Suspension/ Restitution	Up to 3 Days Suspension/ Restitution	Up to Suspension Pending Expulsion/Restitution
Threats	This is done on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. May include Up to Suspension pending Expulsion	May include Up to Suspension pending Expulsion	Up to Suspension pending Expulsion
Sexual Harassment	This is done on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. May include Up to Suspension pending Expulsion Student Counseling	May include Up to Suspension pending Expulsion	Up to Suspension pending Expulsion
Violation of Password Access	Suspension or revocation of computer and/or Network privileges Disciplinary Action determined by South Central Community Schools	Suspension or revocation of computer and/or Network privileges Disciplinary Action determined by South Central Community Schools	
Violation of Internet Acceptable Use Policy	Suspension or revocation of computer and/or Network privileges Disciplinary Action determined by South Central Community Schools	Suspension or revocation of computer and/or Network privileges Disciplinary Action determined by South Central Community Schools	
Plagiarism/Cheating	Included, but not limited to, redoing assignment or retaking tests, detention, or suspension	This is done on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.	
Profanity, Vulgarity, or Disrespectful Language or Gestures	This is done on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.	This is done on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.	Up to Suspension pending Expulsion

BUS TRANSPORTATION

In order to bring about safe and orderly transportation of pupils to and from South Central Elementary School, all parents/guardians should share the following information with students before each school year begins. (It is important for students to know that the safety of all students may be directly connected with **their** individual behavior.) **The driver is in complete charge, and for the safety of all, must be obeyed.**

Expected school bus behavior:

1. Arrive at the bus stop before it is due. This common courtesy is appreciated by all.
2. Stay off the road at all times while walking to and waiting for the bus.
3. Line up single file off the roadway to enter the bus.
4. Wait until the bus is completely stopped and the driver has opened the door before moving forward to enter.
5. Do not cross a highway until the bus driver signals it is safe.
6. Go immediately to a seat and be seated. Standing or moving from seat to seat while the bus is in motion is not permitted.
7. Keep head, hands, arms, and legs inside the bus at all times.
8. Windows and doors are opened or closed only when the bus driver gives permission.
9. Do not litter in the bus or throw anything from the bus.
10. Do not throw books, caps, or other articles of clothing back and forth in the bus.
11. Keep books, packages, coats, backpacks, and all other objects out of the aisle.
12. Students shall not intentionally cause or attempt to cause damage to the school bus.
13. Refrain from loud, boisterous, or profane language. Be courteous to the driver and bus riders. Teasing, wrestling, or shoving is not allowed.
14. Cross the road when leaving the bus at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
15. Students should only depart from the bus at their regular stop or at school unless they have proper authorization from home (a parent note) and authorization from the office.
16. Students are never to go between parked buses. Vehicles cannot react quickly enough if students emerge from between parked buses.

17. Students who ride with any person other than their parents or on a bus other than their own must first submit a note from their parent and are granted approval through the office.
18. Due to the capacity of each school bus, students may not ride an alternate bus to attend a party, sleep-over, or other event that is not for child care purposes.

Severe or repeated offenses may result in the issuance of a bus conduct discipline. The bus driver will report to the principal who will decide on appropriate consequences. A copy of the discipline form will be entered into Harmony and provided to parents. A student who becomes a discipline problem on the bus may be deprived of the privilege of riding on the bus. If a student is suspended from the bus, the student's parent(s) shall be required to furnish transportation to and from school during the entire period of suspension. The school bus is a part of the school environment and all elementary rules also apply on the bus.

CHROMEBOOK EXPECTATIONS

As a 1:1 school, students are expected to bring their charged Chromebook to school on a daily basis. Students will have some assignments that must be completed on their Chromebooks. More expectations regarding Chromebook usage are listed in the Responsible Use Policy which is included in this handbook.

CLASSROOM TREATS

Students celebrating their birthdays or holidays often bring in treats to share with their classmates. Students are encouraged to bring in non-food items for classroom treats, such as pencils or stickers. If food items are brought in to be shared with classmates, the food items must be store-bought and include an ingredient list.

DRESS AND APPEARANCE

The type of clothing worn to school has a definite effect upon attitude, conduct and work habits of the child. The South Central Elementary Staff will notify parents of any student who is inappropriately dressed or groomed for school and will be asked that a change of clothing be brought to school. To avoid this situation parents and students are asked to observe the following rules and regulations in regards to school attire.

1. The dress and grooming of students cannot be disruptive to the educational program. Therefore, any clothing that:
 - a. Promotes or advocates gang activity;
 - b. Indicates profanity or obscenity;
 - c. Advertises drug, alcohol, tobacco, or illegal activity will not be allowed at South Central Elementary because of the distraction they may cause.
 - d. Students may not wear:
 - i. hats, caps, or other head coverings (except for religious coverings);
 - ii. shorts or skirts that reach less than a fingertip length on the leg;
 - iii. midriff tops, bare midriff, bare back, spaghetti strap, or revealing tops;
 - iv. coats or jackets (unless conditions warrant them);
 - v. or shoes with wheels;
 - vi. no pajamas or slippers will be allowed to be worn in the building;
 - vii. pants with holes above the knee.
2. The dress and grooming of students can present a problem relating to hygiene. Shoes must be worn at all times and clothing should be clean and free of offensive odors.
3. The dress and grooming of students cannot pose a problem relating to the safety or security of other students or cause damage to the building or school property.
4. The dress and grooming of the student cannot be slanderous, suggestive, obscene, or profane.
5. Any apparel that could cause damage to any school property in the building itself, such as clothing with rivets or shoes with heel plates, is not to be worn.

Students and parents are asked to use common sense when dressing for school. Please keep in mind that classrooms are air-conditioned. Indiana weather changes often. Students should wear clothing appropriate for outdoor recess. Boots and snow pants are required for snow play. Children need the fresh air and exercise that recess provides. Please see that they bring the proper apparel.

On occasion, spirit days will be arranged. At that time some of the above regulations will be lifted (for example, hats may be worn in the building on Hat Day). Please check for special dates in the Elementary Newsletter

ELECTRONIC DEVICES

Students are discouraged from bringing electronic devices to school. The school will **NOT** be responsible for these lost or stolen items. Students must leave these items in their book bags and **NOT** carry them on their person. **To adhere to SEA 185, if these devices are used or visible during school hours or disrupt the educational process, the student may face disciplinary consequences.** Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities. In addition, if a student violates this policy, his/her cellular telephone or electronic device may be confiscated. Under such circumstances, the cellular telephone or electronic device will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. **There is to be no unauthorized videotaping or photographing of any part of the building, grounds, students, and staff without the prior written consent of South Central Elementary School. This section is not intended to prevent parents or other interested parties from videotaping extracurricular activities.**

ELECTRONIC TRANSMISSIONS

Using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function are prohibited. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities. I.C.35-42-4-4

EMERGENCY CLOSINGS

School closings or delays will be announced as soon as possible. Parents may access closing information on our school website: www.scentral.k12.in.us. This information is also available on the South Central Elementary Facebook page. You can tune into one of the following stations for announcements regarding weather conditions.

WAKE/WLJE	1500AM	105.5FM	Valparaiso
WLOI/WCOE	1540AM	96.7FM	LaPorte
WKVI	93.3FM		Knox
WEFM	95.9FM		Michigan City
WNDU	CH 16		South Bend
WSBT	CH22		South Bend

South Central will utilize a rapid calling system to notify families of changes in the school day. **In order to receive a call, be sure the school has your updated contact information.**

Parents must make arrangements for their children in the event school is closed during the day and relay these arrangements to your child(ren). Every child needs to know where to go and what to do. Please review this information regularly with each child.

EMERGENCY INFORMATION

Parents/guardians must check emergency information at the beginning of each school year during registration. In order to provide emergency care to students in case of illness or injury, it is important that the following be on file:

1. Names and telephone numbers of the employers of both parents/guardians;
2. Names and telephone numbers of two additional local residents (grandparent, relative, neighbor, etc.) who are authorized to act on the parents' behalf should the child need to be sent home because of illness or emergency;
3. Name and telephone number of family doctor; and
4. Parent signature, which authorizes emergency medical care.

Please be sure that accurate information is given to the school and that it is kept updated when changes occur. If your information changes during the school year, please send the office an update as soon as possible.

EXCESSIVE PERSONAL ITEMS

No single factor interferes more with normal routine and the instructional program at school than the presence of numerous items that should be left at home. With the exception of items brought for special occasions or with advance teacher permission, all items such as electronics, laser pointers, toys, radios, CD players, games, trading cards, video games, headphones, etc. are to be left at home. The school is not responsible for personal property brought to school. All items brought to school that do not belong at school will be taken and returned upon parent request. Confiscated items not picked up by the last day of school each year will be properly disposed of.

Things to leave at home: toys, radios, games and articles not directly related to educational goals. In addition, it is recommended that students bring only the amount of money required for meals to school, since this risk of loss is ever present.

Student school supplies, coats, jackets, etc. should be clearly marked with their first and last names.

EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular and co-curricular activities is a privilege. A student who represents South Central Elementary must exhibit at all times the highest standard of personal behavior. When the student becomes an athlete or extra-curricular participant, he/she takes on a special responsibility for exemplary conduct because there will be times when he/she will be representing the school to other communities as well as his/her own.

A. Grade certification will occur at the midterm of each nine-week grading period and at the end of each nine-week grading period.

B. To be academically eligible for participation in elementary athletics, the student must receive no more than one failure at any grade certification. If a student receives a failing grade at any grade certification, he/she must receive no failures the following grade certification. Two consecutive failures (not necessarily in the same class) will make the athlete ineligible for participation until all failures have been removed.

C. If a student is academically ineligible at a grade certification, he/she may become eligible at the next grade certification, provided he/she has received no F's on his/her progress report.

It is the duty of the athletic director to inform the students and their parents of academic ineligibility. Extenuating circumstances regarding grade certification will be reviewed by the athletic director and the building principal.

No student who has been absent for a school day may participate in an extracurricular activity scheduled for the afternoon or evening of that school day without the approval of the principal. According to Indiana Code 20-33-8-14, a student who is not in good standing regarding attendance (10 unexcused absences) may not participate in extracurricular activities based on principal discretion.

Parents of elementary students participating in extracurricular activities will be asked to read and sign a copy of the athletic policy prior to the beginning of the athletic season. Students in sixth grade may be allowed to participate in the following: Cross Country, Football*, and Track on an "if needed" basis. (*weight/height requirement)

BASKETBALL

Boys and girls in grades five and six will have the opportunity to participate on a basketball team. All participating students must have a current physical on file in

the office. A physical is good for one school year. Pop Warner physicals will not be accepted. Games will be played against teams from other schools during the following months:

Boys' Season –Approx. November through December
Girls' Season –Approx. mid-January through late February

While it is not often regulated, coaches are encouraged to provide similar or equal playing time to all students, regardless of their ability level. This allows less athletically gifted students the opportunity to enjoy the thrill of a basketball game.

CHEERLEADING

All fifth and sixth grade girls may participate as cheerleaders. All participants must have a current physical form on file in the office. A physical is good for one school year. Pop Warner physicals will not be accepted. Cheerleaders perform at the fifth and sixth grade home basketball games.

JUNIOR COUNCIL

Sixth grade students, chosen by the sixth grade teachers and the Jr. Council Sponsor, may serve on the Junior Council. Students are chosen on the basis of leadership, responsibility, conduct, and interest. Students will meet with the Junior Council Sponsor on a regular basis to promote school pride and philanthropic activities

FIELD TRIPS

Field trips are planned educational activities for the enhancement of the curriculum. All students are expected to participate. Students who turn in a signed permission slip will be allowed to attend. The number of chaperones for a field trip will be based on need and interest. Parents volunteering to chaperone field trips must have a Limited Criminal History Report completed before going on the trip. Chaperones and students must ride the bus to and from the field trip. Students are to follow the directions of adult supervisors on the trip. Regular school rules for halls, buses, restrooms, etc. are to be followed. Parents not wishing to send their child on the field trip are still expected to send their child to school, where they will have an alternate placement for the day with assignments to complete. Students may be excluded as a disciplinary action, but school attendance will be required.

FREE AND REDUCED-PRICE MEALS

Applications for free or reduced-price meals are available online through the school website. Children from families

whose income falls below the guidelines are eligible for free or reduced-price meals. All children in the same family may be listed on the same application. Applications turned in during registration week will be processed as close to the first day of school as possible.

A new application form must be filed each year. Children approved for free or reduced-price meals last year will receive benefits based on last year's application for the first six weeks of the new school year.

HEALTH CARE

WELLNESS

South Central Community School Corporation recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

We believe this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

IMMUNIZATION

According to Indiana Code 20-8.1-7-10.1(c)(1) When a student enrolls for the first time in a school corporation, a statement of the student's immunizations which shows that the student has received at least the minimum number of immunizations for the student's age will be supplied to the school by a parent or guardian. All immunizations **MUST** be current **AT THE TIME OF REGISTRATION**. Students without current immunizations may not be allowed to attend school.

Children enrolling with less than the minimum immunization requirements are granted a period of twenty calendar days in which to begin or resume their series.

Students may remain in school at the end of a granted waiver period by documenting that they have either completed all requirements, are receiving immunizations according to a physician or Board of Health approved

schedule, or qualify for an exemption. If parents/guardians fail to provide immunization documentation or fail to provide a religious objection or medical exemption, or fail to meet other requirements, school officials will report parents/guardians to Child Protective Services and may prohibit the child from attending school.

Children may receive an exemption from minimum immunization requirements for medical or religious reasons. The parent or guardian is required to submit an annual written request for exemption with the school corporation. A physician is required to sign the request for medical exemption. The parent or guardian is required to sign the request for exemption for religious reasons. In the event of a disease outbreak, students who have not received required immunizations through exemptions may be excluded from school for the duration of the outbreak.

NOTE: Exemptions must be filed on an annual basis.

MEDICATION

1. All prescription and over-the-counter medication must be FDA approved and will be kept in the nursing office, unless a student has written physician permission to possess and self-administer the medication according to IC 20-8.1-5.1-7.5.
2. **Any medicine to be administered to a student shall be brought by the student's parent/guardian to the principal's or the school nurse's office where it will be kept in a secure place.** The medication will be administered to the student by the school nurse or a person designated by the school nurse or designated by the school principal. No medication will be allowed to be transported to or from school by students. The student's parent/guardian or an individual who is at least 18 years old and is designated in writing by the student's parent is responsible for bringing the medication to school.
3. Written instructions from the parent/guardian are required for all prescription and OTC medications. The instructions must include: name of medication, reason for medication, amount to administer, and time to be administered. OTC medication amounts must be age appropriate per product label, and may not be given more frequently than stated on label except with physician prescription.
4. Pharmacy and OTC medications must be in the original container affixed with a current pharmacy or package label.
5. Medication ordered three times a day or less should be given before and after school and at bedtime.

- Prescription medication with a specific time ordered that is during school hours will be given as directed.
6. **Students are not permitted to carry medication including aspirin, Tylenol, Advil, etc. on his or her person, in purses, pockets, backpacks, vehicles, lockers, etc.** The exception to this rule shall be an inhaler when the use of an inhaler has been approved by the school nurse and a written note or prescription from the student's doctor accompanies the inhaler. No student may keep an inhaler in his or her possession without the knowledge of the school nurse.
 7. Medications must be picked up in the school office, and will be released to the parent or a designee who is at least 18 years old with written permission from the parent. OTC and non-controlled medication may be returned home by the student with written permission by the parent. Controlled substances (stimulants, prescription pain medications, anxiety medications, etc.) can NOT be sent home with a student. These should also be brought in by a parent or guardian.
 8. Cough drops will be considered OTC and students should not be self-administering them at school. These should come to the nurse's office as well.
 9. Students with diabetes should have a medical care plan from their doctor on record at the beginning of each school year.
 10. Students with asthma should have a medical form for permission for inhalers, whether kept in the office or self-administered, signed by doctor and parent at the beginning of each school year.

HEALTH SCREENINGS

Vision screening is done with all students in grades 1, 3, 5 and 8 (MCT)

Hearing screenings are completed with grades 1, 4, 7 and 10

Parents or guardians will be notified by a referral letter if a concern is identified during the screening process. Referrals are based upon Indiana State referral recommendations. Further medical evaluation should be obtained. Questions regarding these procedures should be directed to your child's school nurse.

INJURY

The following medications and supplies are being used as first aid measures within SC schools:

- Contact lens solution, eye irrigations, topical antiseptics, topical analgesics, topical triple antibiotic ointment, topical anti-itch, band aids, bandages, elastic wraps, heating pads, and ice packs.
- Animal crackers, mints, throat lozenges are used for minor stomach and throat complaints. Tylenol, Ibuprofen, and Tums will be administered with parent's permission at registration. It is the parent or guardian's responsibility to notify the school nurse if they prefer that these products not be used when treating their child.

ILLNESS

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100.0 should not attend school. Students should not return to school until symptoms have resolved, or are fever free for 24 hours. Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school. Students will be sent home from school with temperatures over 100.0, vomiting, diarrhea, skin rashes, eye infections, or other symptoms of illness.

RECESS

All grade levels will have at least one recess each day. It is important for all children to take advantage of this opportunity for fresh air and exercise. **Children wishing to stay in for recess because of illness need a note. This request will only be honored for one day.** Children who are too ill to enjoy recess are too ill to be at school. **If the student should stay in for more than one day, a note from the child's physician must be supplied.**

HOMework POLICY

It is recognized that time devoted to study is a key part of mastering a skill or completing a learning task. The goal of homework assignments is to develop self-discipline, responsibility, and the ability to study independently. Assignments normally include reinforcing concepts taught in class, gaining new information, working on independent projects, completing tasks, and making up missed assignments. Parents can help by seeing that their children have a place and a specific time to study. If other help is needed, the teacher will contact the home.

LEAVING SCHOOL

DURING THE SCHOOL DAY

Families are encouraged to establish one dismissal plan to be followed by students every school day. Principals or their designee may release a student from school before the end of the school day when presented with a written or face-to-face request from the child's parent/guardian. These requests for early dismissal must be submitted at the start of the school day.

Students may be released only to a parent, or to a properly identified person authorized to act on behalf of the parent. Parents and/or their designees are required to sign the children out from the school office. Parents should sign students back in as well if returning them during the school day. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

AFTER SCHOOL

If children do not ride the bus and will be picked up at the end of the school day, parents shall proceed to the BACK parking lot at the cafeteria entrance to avoid interference with the buses. There will be two lines picking up students. Drivers who are picking up only elementary students should line up directly next to the school.

Drivers who are picking up elementary and high school students should line up outside of the first line. Drivers should display a school issued name sign in your window at pick up time. Anyone who does not have one will be asked to report to the office and show their ID in order to pick up a student.

Students who are to ride home with an older sibling need to bring a note signed by the parent verifying the arrangement and wait at the designated area until the high school student is dismissed.

A student without a note will be sent home on his/her regular bus. Verbal student requests will not be honored.

LIBRARIES 360

Libraries 360 is a cooperative project between the La Porte County Public Library and school corporations. A Libraries 360 card can be used at any location of the La Porte County Public Library System. The student is responsible for all materials borrowed, for returning all materials on time, and for paying any fees for lost and/or damaged materials.

LOST AND FOUND

All articles found in or near the school should be turned in at the school office. Children's articles including books, clothing, lunch bags, etc., should be marked clearly with the child's name and grade level. Remind your child to check the lost and found for missing items. Lost and found articles that have not been claimed in a reasonable amount of time will be donated to a charitable organization.

LUNCH PROGRAM

Nutritious lunches are served daily. Parents will be notified of lunch prices each fall. Milk is also available to students who bring their lunch or to those who want an extra milk with their meal. Advance deposits in any amount may be made to the child's account. Deposits may be made by cash, check, or through LINQ Connect module online. Checks should be made out to "South Central". The child's name and teacher's name should be on any envelope containing lunch money.

MAKE-UP WORK

Students may need to make up work as a result of an unexcused absence, extended vacation, negligence in not completing the work on time, and/or excused absences. It is the responsibility of the student to complete assignments given by the teacher. Failure to complete this work prohibits the teacher from effectively evaluating the student's progress.

If a student is on an extended vacation, some homework may be provided in advance at the discretion of the teacher, if appropriate assignments are available. The student is responsible for all work missed during the absence, and the amount of time allowed for make-up work shall be one day for each day absent.

NON-CUSTODIAL PARENTS

If one (1) parent has been awarded custody of the student by a court order, **the parent of custody shall provide to the principal of the school a copy of the custody order** and inform the school in writing of any restrictions and/or limitations in the rights of the non-custodial parent.

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. In the absence of a court order to the contrary, a non-custodial parent will be permitted to participate in school conferences related to the student.

The non-custodial parent may not visit with the student during the school day, nor may the student be released to the non-custodial parent unless written permission is given by order of the court or by the custodial parent.

NONDISCRIMINATION

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

The following person is designated to handle inquiries regarding the non-discrimination policies of the Corporation or to address any complaint of discrimination:

Name and/or Title: Ben Anderson, Superintendent
Address: 9808 S. 600 West, Union Mills, IN 46382
Telephone No: 219-767-2263

PARENTAL CONCERNS

Most parental concerns can and should be handled at the most immediate level, which is between the parent and teacher. Parents are encouraged to ask for a conference to discuss problems or concerns they have with the teacher at any time during the year. If a parent feels there is a need to involve the principal, the principal will discuss the concern with the teacher. If the principal, teacher, or parent feels the concern is of such a nature as to warrant a conference, a conference with the parent, teacher, and principal will be arranged.

PHYSICAL EDUCATION

Students will dress and participate every day even if participation is limited due to a minor medical problem (ex. cold, flu, sore throat, asthma, etc., students will still dress and participate to the best of their ability). A parent's note for limited activity will be accepted for one day only. The note must be dated and signed.

Any student who needs to be excused for more than one day should be under a doctor's care and will need a note, stating the medical problem and release date for participation, signed by the doctor.

PROMOTION, PLACEMENT, AND RETENTION

Promotion or retention of students is essentially a matter of suitable placement of pupils in a group where a student can learn most effectively. Students will be placed at the appropriate level of instruction at which they can function with due consideration being given to their educational, social, and emotional needs. Promotion occurs when a student is doing the caliber of work (grade level) that indicates the student has met the curriculum requirements.

Retention occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. Early in the second semester, teachers will contact parents regarding the possibility of retention if a child is producing work that is below grade level. In some cases, an additional year of reinforcing academic skills can give a child confidence, maturity, and a sense of well-being that is necessary for the child's educational achievement.

Final decisions on student promotion, placement, or retention rest with the building principal.

GRADE PLACEMENT

Placement of students is based upon academic achievement, social and emotional maturity, and information received from classroom teachers. Grade level placement decisions are made by the building principal in cooperation with parents and teachers. Grade placement of special education students is based on the decision of the case conference committee and the student's Individual Education Plan (I.E.P.).

South Central Elementary school will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3).

CLASSROOM PLACEMENT

The building principal assigns students to appropriate grades, classes, or groups based on consideration of the needs of the school, the students and the administration of the school. The previous year's teachers and the principal spend considerable time in assigning students to classrooms. The goal is to balance classes according to boy/girl ratio, academic ability, social-emotional issues, work habits, and special learning needs.

If a parent/guardian feels there is information the principal should have about his/her child, such written communication should be provided to the principal in the spring no later than May 1. This communication should identify specific educational concerns, not a request for a specific teacher.

RECESS GUIDELINES

The building principal is responsible for determining if outdoor recess will occur. The decision may vary from grade to grade based upon the discretion of the principal or designee. The following conditions are considered:

- Temperature (wind chill and heat index as recommended by IDOE guidelines)
- Conditions of the playground.

REPORTING TO PARENTS

REPORT CARDS/PROGRESS REPORTS

Reporting student progress serves many purposes, the most important of which is helping students and their parents understand how well the student is achieving program objectives and accomplishing the educational goals of the school district.

At the beginning of the school year, each classroom teacher informs students and parents of the specific requirements necessary to attain each grade. The specific grade scales and symbols are noted on each grade level report card.

Report cards are issued four times a year at the end of each nine week grading period. Parents should regularly check their child's progress online. If parents desire a conference concerning progress reports or report cards, they should contact the teacher.

If a parent is concerned about a child's progress at any time, he/she should contact the teacher. Please encourage your child(ren) to bring home graded papers and homework on a regular basis. This will help greatly in keeping you current on your child(ren)'s progress.

RESPONSIBLE USE POLICY

South Central Community School Corporation (SCCSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students and staff develop progressive technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed. This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus, including:

- The SCCSC network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, SCCSC makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert the Tech Department immediately of any concerns for safety or security.

Technologies Covered

School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with SCCSC's educational mission, curriculum and instructional goals. SCCSC may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Responsible Use Policy applies to both school owned technology equipment utilizing the SCCSC network, the SCCSC internet connection, and/or private networks/internet connections accessed from school owned devices at any time. This Responsible Use Policy also applies to privately owned devices accessing

the SCCSC network, the SCCSC internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, SCCSC will seek to provide access to them. The policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they don't know. User accounts and information are to be used by that individual only and not shared with others. It is imperative that all accounts and passwords are kept confidential.

Internet Access

SCCSC provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review via a staff member or the restricted access screen.

Email

SCCSC may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Web 2.0 (Email, Social Media, Collaborative Content)

SCCSC will be using a variety of Web 2.0 Tools. Web 2.0 tools are defined as Internet sites that allow users to communicate, collaborate, share, and message with others to create content beyond a static page. These sites enhance

the learning experience and help students develop important online skills. The sites require students to create an account that may ask for a student's name along with a username, password, and in some instances an email address. The email address your student will open their account with will be their individual district-provided email account.

Mobile Devices Policy

SCCSC may provide users with mobile computers or other devices along with charging equipment and cases to promote learning outside of the classroom. Users should abide by the same Responsible Use Policies when using school devices off the school network as on the school network. Users should bring the device fully charged to school each day. SCCSC retains the right to monitor, collect and/or inspect devices at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Students in the program must use the assigned device and may not substitute the device for other equipment. SCCSC retains sole right of possession of the equipment, and the devices lent to the students for educational purposes only. Under certain circumstances, students may be restricted from taking the device home. Users will be financially accountable for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.

Any school owned devices, along with any other accessories must be returned in acceptable working order by the last day of each school year. Students or staff who leave SCCSC during the school year must return all equipment at the time they leave the corporation and whenever requested by school staff. Any fees collected as a part of this initiative will not be refunded.

Users must report a lost or stolen device to the building administration immediately and a report also should be with the school resource officer and/or local police.

Device Repair

Only SCCSC may repair or replace a device or equipment. All other breakages will be the financial responsibility of the student and billed at the prevailing rate for materials and labor or full replacement. Loss or theft of the equipment is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

Device Spare Equipment and Lending

If a student's device is inoperable; the school has a limited number of spare devices for use while the student's device is repaired or replaced. This agreement remains in effect for loaner devices. The student may not opt to keep an inoperable device.

Device Student Responsibilities

- The students are solely responsible for any apps or extensions on their devices that are not installed by SCCSC.
- Students are responsible for backing up their data to protect from loss; SCCSC gives no guarantees that data will be retained or destroyed.
- Students must bring their devices to school every day and make sure it is fully charged.
- Students must treat their devices with care and never leave it in an unsecured location. If a device is lost, students must contact the Tech Department immediately.
- Students must promptly report any problems with their devices to the Tech Department.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the devices, including the keys, screen cover or plastic casing or protective case.
- Students must keep their devices clean.
- Students are not to mark, deface, or place stickers on the devices.
- Computers must be closed and in their protective case whenever transported between locations.

Personally Owned Devices Policy

This Responsible Use Policy applies to privately owned devices accessing the SCCSC network, the SCCSC internet connection, and private networks/internet connections while on school property.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If users believe a computer or mobile device they are using might be infected with a virus/malware, they should alert the Tech Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Downloads

Users are not permitted to download or run programs over the school network while on or off campus, onto school equipment, without express permission from the Tech Department staff. Users may be able to download other file types, such as images or videos. For the security of the network, user downloads should come from known or trusted sites, and only for educational purposes. Users must abide by all copyright laws.

Digital Citizenship

Users should always use the internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If users see a message, comment, image, or anything else online that is a violation of the Responsible Use Policy or makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff if at school, parent if using the device at home).

Cyberbullying

Cyberbullying, including but not limited to harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, slander, or harm the targeted student/staff member and create for the targeted student/staff member an objectively hostile environment. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored and retained.

Limitation of Liability

SCCSC will not be responsible for damage or harm to persons, files, data, or hardware. While SCCSC employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. SCCSC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Examples of Responsible Use- I will:

- Use school technologies for school related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate or harmful content (images, messages, posts, etc. online or violate the Responsible Use Policy).
- Use school technologies at appropriate times, in approved places for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Never video record, photograph, or audio record staff or students without prior administrative authorization.
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources.

This is not intended to be an exhaustive list.

Users should use their own good judgment when using school technologies.

Examples of Irresponsible Use- I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Attempt to "jailbreak", alter, or remove the SCCSC settings from SCCSC's devices.

- Post personally identifying information about myself or others.
- Agree to meet in person someone I meet online.
- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention, suspension, or expulsion from school and school related activities;
- Legal action and/or prosecution.

SAFETY DRILLS

The school complies with all fire safety laws and will conduct *EVACUATION* (fire) drills monthly. *SHELTER* (Storm/Tornado) drills will be conducted using the procedures to get students to safe areas each semester. *SECURE, HOLD* and/or *LOCKDOWN* situations will also be conducted each semester of the school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in the building. All drills and scenarios are designed to prepare students and staff for numerous emergency situations and are in accordance with all state requirements and mandates.

SCHOOL PROPERTY

All desks, and other student storage areas (such as closets and cabinets) made available for student use on the premises, including physical education classrooms, music and the art classrooms are the exclusive and sole property of South Central Community Schools.

These desks and other student storage areas are made available for student use in the storing of school supplies and personal items necessary for use in school. However, desks and other student storage areas are not to be used to store items that cause, or can reasonably be foreseen to cause, an interference with school purposes, or an educational function, or for some purpose that is forbidden by Indiana State law, school rules, or school board policy. The students' use of the desk or other student storage area

does not diminish the school corporation's ownership or control of the desk or other student storage area.

South Central Elementary School retains the right to inspect the desks and other student storage areas and their contents to insure that the desks or other student storage areas are being used in accordance with their intended purpose; and to eliminate fire or other hazards; maintain sanitary conditions; attempt to locate lost or stolen materials; and to prevent the use of any desk or other storage area to store prohibited or dangerous materials. The inspection of a particular student's locker or storage area will not be conducted unless the building principal or his/her designees have reasonable cause for a search.

SEARCH AND SEIZURE

If the school principal or his/her designee has reason to suspect that an illegal or dangerous substance or object or stolen property may be in the possession of a student, **search and seizure of that illegal or dangerous substance or object or stolen property will be conducted according to Board Policy.** It is the responsibility of the principal to protect persons and property in the school while keeping clearly in mind the student's rights.

Reasonable suspicion for a search means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook;
2. Has violated or is violating a particular law; and/or
3. Possesses an item or substance that presents an immediate danger of physical harm or illness to students and staff or school district property.

VISITOR AND VOLUNTEER POLICY

We welcome parent visitations to South Central Elementary School. **Visitors may not proceed to the classroom for any reason without receiving prior approval at the office first.**

For the welfare and safety of all children, ALL visitors are to follow these guidelines:

1. ALL VISITORS AND PARENTS must have a completed background check on file (**every year**) at least **one day before** their visit.
2. All visitors, upon entering the building, must provide a driver's license or a

government-issued ID and obtain a “visitor’s pass” from the elementary office before moving about the building.

3. Please do not use class visitation time to conference with the teacher. Conferences should be set up during the teacher’s free time when children are not present.

Teachers may ask for volunteers in the classrooms. Volunteers must have a new background check completed **each year** before helping in the classroom or attending class parties, field trips, or student presentations . Background check paperwork may be obtained in the Corporation office of the school.

WELLNESS POLICY

The South Central Community School Corporation supports the health and wellbeing of all students by promoting nutrition and physical activity at all grade levels. Therefore, in accordance with the Healthy, Hunger-Free Kids Act, the policy of the Board of School Trustees is posted on the school website.