

# **SOUTH DECATUR ELEMENTARY SCHOOL HANDBOOK**

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<http://www.decaturo.k12.in.us/SDES/index.htm>

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## **FOREWORD**

This handbook was developed to help keep you informed about your child’s learning environment. South Decatur Elementary School has been and will continue to be a school that welcomes its parents and surrounding community members. It is our desire to involve the entire school “family” in providing a successful and enjoyable experience for our most precious resource; our children.

## **MISSION STATEMENT**

At South Decatur Elementary School, we believe students can think critically, creatively, and reflectively, become effective communicators, productive collaborators, and be digitally literate. It is the mission of Decatur County Community Schools to create a safe and caring environment where each individual can grow intellectually, socially, and emotionally. The focus of our schools is to encourage students to persevere to meet academic challenges with openness, enthusiasm, and a willingness to solve problems using 21<sup>st</sup> Century Skills. This will be accomplished through an atmosphere of cooperation with respect for individual differences and community value.

## **Vision Statement**

Decatur County Community Schools identifies six 21<sup>st</sup> Century Learning Skills that students will continually develop:

- 1) Critical Thinking
- 2) Creative Thinking
- 3) Reflective Thinking
- 4) Effective Communication
- 5) Productive Collaboration
- 6) Digital Literacy

Developing these 21<sup>st</sup> Century Learning Skills will be accomplished through continued collaboration between students, parents, school, and community.

## **Motto:**

Learning Today, Leading Tomorrow

## **Essential Learning Principles:**

In order to secure the desired outcome for our students, classroom instruction must be centered on these learning principles:

1. The foundation for all learning starts with the relationships that are formed and developed in the classroom.
2. Big ideas should help guide learning and these ideas should be revisited throughout the year to develop deeper and more sophisticated thinking.
3. Learning activities have to serve a purpose and objectives must be presented in a student-friendly manner with every attempt made to connect to prior knowledge.
4. As a lesson and/or unit progresses, the responsibility for learning should be shifted from the teacher to the students. Lessons should not go from lecture to independent work without putting proper supports into place.
5. Pre-assessment data should be used to determine the current readiness level for all students and accommodations should be implemented to differentiate the instruction to address the significant differences found among students.
6. Interactive learning requires opportunities for students to collaborate together in order to support one another.
7. Students must engage in complex thinking and have opportunities to apply, transfer, and adapt their learning to new and novel situations and problems.
8. Students must have multiple opportunities to demonstrate their learning in meaningful and varied contexts.
9. Feedback should be present as students are able to practice, retry, rethink, and revise their work.
10. Students will have a voice in their learning.

## **PROCEDURES AND SCHOOL INFORMATION**

### **SCHOOL HOURS**

The school office is open from 7:30 A.M. to 3:45 P.M. on school days. Teachers are available to meet with parents from 8:00 A.M. to 3:30 P.M. or by special arrangements.

### **ADMISSIONS**

Indiana Code requires that students must be legal residents of the South Decatur School District to attend South Decatur Elementary. Students are legal residents if they live with a parent who lives in the school district, or if they live with a legal guardian who lives in the school district. Legal guardians will be required to show guardianship documents and must prove the guardianship was not established solely for attending South Decatur Elementary in order to enroll the child in school. Any student who is not a legal resident of the school district must complete a transfer request form on file at the Decatur County Community School's Central Office.

Students who transfer to South Decatur Elementary from a non- accredited private, non- public or other special school must meet requirements set forth by the Board of School Trustees. A copy of the policy is available upon request.

To enroll in a Decatur County Community School the student must meet one of the following requirements:

#### **1. LEGAL RESIDENCE**

- a. Live with the natural or adoptive parent in the school district.
- b. Live with a legal guardian in the school district (except if established solely for school purposes).
- c. Be a ward of the court and placed in this school.
- d. Be placed in a foster home in the school district.
- e. Be a legal transfer student.
- f. Be emancipated and live in the school district.

## 2. **ADMISSION AGE**

In order to officially enroll in a Kindergarten program offered by the Decatur County Community Schools, a child must be at least five (5) years of age on August 1. A child entering school for the first time at the first grade level must be six (6) years of age on August 1. Age must be verified by a birth certificate. Students must show proof that immunizations are up-to-date.

Children who enter first grade or kindergarten at a Decatur County Community School after attending school in another school system must meet the age requirements of the Decatur County Community Schools. An exception to this policy will be made for a first grade child who has attended another school for a full semester, but only after the parents have been informed of the risk assumed by having a child in a grade with older pupils. Beginning pupils shall not be admitted to first grade after the second week of school unless approved by the Superintendent.

## **STUDENT RECORDS**

Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy #12160, titled Student Records. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
4. Students have a right to examine their records at reasonable times.
5. Before education records are disclosed to third-parties, the school requires a signed and dated written consent of:
  - (a) a parent of a student who is less than 18 years of age and not attending a post- secondary education institution, or
  - (b) a student who is at least 18 years of age or attending a post-secondary institution.
6. Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. Those who may review records without prior notification to the parent or student include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll.
7. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of the categories of directory information by filing form #12161 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principals' office not later than 14 calendar days from the beginning of the school year or date of enrollment.

## **WITHDRAWAL FROM SCHOOL**

When a student is to be withdrawn from school, the parents should notify the office in advance and have their child:

1. Turn in all textbooks, workbooks, iPad, iPad charger, and library books.
2. Pay any outstanding book rental fees, picture money or lunch money.

3. Get all of his/her personal possessions and report card.
4. Report the new home address and the name and location of the new school if possible.
5. Sign a claim form to cover any refunds due.
6. The student cannot be officially withdrawn until the new school has requested records.

### **ARRIVAL**

Buses arrive approximately between 7:45 and 8:15 A.M in front of the school. Bus students who arrive before 8:05 will go to breakfast or to the gym. Bus students who arrive after 8:05 will go to breakfast or classroom. Cars, vans, or other vehicles are not allowed in the bus lanes between 7:45 and 8:20. Car riders **MUST** be dropped off at the North doors between 7:45 and 8:25. Students **should not** arrive before 7:45 A.M. Car riders who arrive before 8:10 will go to breakfast or to the gym. Car riders who arrive after 8:10 will go to breakfast and then to the classroom.

### **DISMISSAL**

Early bus dismissal time is 3:05. Regular bus riders and car riders are dismissed at 3:15. Car riders should be picked up at the North doors. Cars should stay behind the orange cones. Late bus riders are dismissed at 3:15, go to the library and are supervised until they are dismissed at 3:25. When parents are visiting for a program or activity that will last past 2:30, we ask that you please park in the North Lot. Cars, vans, or other vehicles are not allowed in the bus lanes between 2:45 and 3:25.

### **PARKING FOR PARENTS AND OTHER VISITORS**

Parents and friends are welcome to visit the school and share the educational experiences with the students. You should enter and exit through the main doors at the office whenever you visit during school hours (8:10-3:30). All visitors are required to sign in at the office so we may be aware who is visiting in the building. Visitors should use the North parking lots. Students often use the South parking lot as a playground.

### **ALTERNATE DISMISSAL**

If a child is to go home in a manner other than the usual (he/she usually rides the bus, but you will pick him/her up or you usually pick him/her up but you want him/her to ride the bus), the parent or guardian must send a dated note to the teacher stating the changed arrangement. We will not accept a student's statement "Mom said that she will pick me up today." Students frequently get those arrangements confused.

Please put a date on all notes! Students sometimes find a note in their book bag right before dismissal. If the note doesn't have a date, we don't know if it is a current note or an old one. If we don't have a dated note, we will try to contact someone by phone if time allows. If we can't locate someone by phone, we will keep the student at school (if they do not believe that they would be able to get into their home).

A note must be sent to the teacher and the school office- with specific instructions if any of the following apply to the student:

1. To be picked up early- parents must sign out the student in the front office
2. To go on a different bus
3. To go on the same bus but get off at a different stop
4. To go home with a friend
5. To be a car rider
6. To be picked up by someone after school
7. To wait at school because of a parent conference with the teacher
8. To stay after school for an activity such as Girl Scouts, Good News Club, sports practices, Girls on the Run, or Basketball games.

## **BUS GUEST PROCEDURES**

Students may be allowed to be a guest on a bus other than their own regular method of transportation but must have permission from both sets of parent/guardian. Parents should contact the driver to see if there is room for extra students on the bus, particularly if more than one student is going home with your child. Please send a note to your child's teacher indicating the bus route and child the student is to travel home with on that day. All transportation arrangements should be made prior to the start of the school day. The visiting child will not be allowed on the bus without a note.

## **CAR RIDER PICK-UP PROCEDURES**

Parents may choose to pick up their child after school. For you and your child's protection, please observe the following when picking up your child at school: Send a note with your child or call in prior to 2:30 p.m. on the day he/she will be picked up at the end of the day. The pick-up line will be in the North parking lot. Remain in your vehicle. Please do not cut into the line with your car, or walk through the line to get your children.

## **SCHOOL STORE**

School supplies are sold to students each morning before school. Items include customary school supplies. The store will be open in the morning until 8:25 A.M. Students will not be allowed to charge their purchases.

## **RECESS**

Each grade has a period for eating and playing. Students will be playing outside during the school year. Parents are urged to dress their children in the appropriate clothing for outdoor activities.

## **FOOD**

Students should not bring food or drinks to school during class time. Food or drinks that are brought from home may be consumed only during lunchtime. (A snack prescribed by a doctor for a medical condition is an exception to this rule.) Students should not bring food to school to be eaten during class time. When students fill up on snacks, then they want to throw away nourishing food at lunch time.

Breakfast/lunch menus are sent home weekly. Parents are invited to eat lunch at school for the regular adult price. Please call in your "reservation" by 9:00 A.M. on that day so our Cougar Café staff can plan for additional lunches.

## **LUNCH ACCOUNT BALANCE**

Lunch account deposits can be made over the telephone with a credit card, online via e-Funds, or by sending cash or a check to school with your student. Credit card payments are subject to a \$2.00 processing fee and all returned checks will incur a \$12.00 NSF fee.

A balance reminder for each student's lunch account will be sent home weekly. An additional email, telephone call and/or letter may also be sent to any student carrying a negative balance. Assistance with the cost of lunch and breakfast may be available. Any family that believes that they qualify for assistance should complete and submit to the school office an Application for Free and Reduced Price School Meals.

## **MENUS**

Breakfast and lunch menus may be found in the school's weekly newsletter and online by accessing the Decatur County Community School's web page at [www.decaturo.k12.in.us](http://www.decaturo.k12.in.us) and selecting the applicable school in the "Schools" section of the home page.

## **BREAKFAST/LUNCH**

**No outside deliveries of commercially prepared food are permitted during the breakfast/lunch times except by special arrangements.** A nutritional breakfast/lunch is provided each day that school is in session. Students can put money in their accounts as needed, or can pay for lunch daily.

A nutritional lunch and breakfast is offered to all students each day that school is in session. The cost of school lunch is \$1.95. The cost of school breakfast is \$1.40. School lunch and breakfast is served with milk, which is included in the cost of each meal.

## **MILK BREAK**

Daily milk breaks may be available to some grade levels. Students can elect to receive milk during a milk break at a cost of .30 cents per day. This cost is in addition to the costs for school lunch and breakfast. Milk breaks are not part of the National School Lunch and Breakfast Program, therefore, sufficient funds must be available in each student's lunch account who elects to receive a milk for this break.

## **VISITORS**

Parents are invited to eat lunch at school with their student for the regular adult price of \$3.00. An adult breakfast is \$2.00. Please notify the school of your intent to eat lunch by 9:00 A.M. on that day so our cafe staff can plan for additional lunches. You will need to check in with the front office staff of the school 10 minutes prior to your student's scheduled lunch break so that the necessary security procedures for visitors can be completed. You will be required to provide a government issued photo ID upon arrival. All visitors must enter and exit the building through the front office of the school.

## **End of Year Lunch Account Balances for 6th Grade Students**

Students carrying a negative balance in their lunch account at the end of their 6th grade year will need to pay their account in full to the elementary within 2 weeks of the last day of school. If the negative balance remains unpaid, the student's negative balance will be transferred to the high school and their meal choices will be limited next school year until such a time that they are able to carry a positive balance.

Positive balances for 6th grade students at the end of their 6th grade year will transfer to the high school for the next school year.

## **LIBRARY**

The library is the learning center of South Decatur Elementary. It is designed to service the needs of the students both for enjoyment and simple research. Students are given instructions on how to use the library. A full time librarian, who is available to assist all students with their needs, staffs the library. Students are encouraged to use the library on a needs basis, which allows students to come and go throughout the day. The librarian will provide specific library regulations during the year as needed. The library operates on the honor system. Students are expected to return all borrowed material on time. There are no fines; however, if a book or material is lost or damaged, it must be paid for.

## **FIELD TRIPS**

Field trips are an effective teaching tool. Teachers and students work together to prepare a field trip experience and do follow up activities upon return. The field trip plan is built upon the premise, the younger the student, the more local the trip. As students get older, the experiences are built upon activities in keeping with their level of development. The P.T.O. finances a good portion of the cost of trips. However, students may need to pay a portion from time to time. Younger or older siblings will not be permitted to accompany the classes on field trips.

Parents may be asked to assist. Not all parent volunteers will be needed at various times because of the limited number required.

### **BUILDING, GROUNDS AND EQUIPMENT**

South Decatur Elementary is a beautiful facility. We take great pride in the building and grounds and desire to maintain the facility in excellent condition. Students are encouraged to keep the building and playground clean and neat. Wastebaskets are placed in each room for paper and other litter. Students are not to mark on any walls, desks, or in any school books. Parents will be held financially responsible and/or students may face expulsion for careless or malicious damage to the building, equipment, school bus or van.

Students need a separate pair of gym shoes for Physical Education class, or sports. Items carried in from the treads of shoes cause scratches in the hardwood gym floor.

### **BOOK RENTAL**

Each child is provided with books for study purposes. The parent will want to take care of the book rental fees very early in the year. Parents will be notified several times during the year as to the amount still due on books. During the month of April, a list will be turned into the District Office, of those still owing money. A list will then be prepared and forwarded to Small Claims Court for appropriate action. Textbook assistance may be available after the completion and review of the "Other Benefits" section of the "Application for Free and Reduced Price School Meals."

### **CARRYING MONEY**

Students should be discouraged from carrying money to school unless there is a definite need for it. It is very helpful if all money that is sent to school is sent in an envelope that is marked with the exact purpose of the money (lunch, book rental, book club, etc.) Students will not be allowed to cash checks or to receive change for large bills unless we have specific verifiable parent direction.

### **CLASS PARTIES**

SDES has 3 class parties per year: Halloween, Christmas, and Valentine's Day. The staff decides on plans for a gift exchange during the Christmas party. Students are urged to limit the price of a gift to the amount recommended. In addition to these, parents are encouraged to plan and attend birthday parties for their child by working with the teacher. NO PERSONAL INVITATIONS CAN BE PASSED OUT AT SCHOOL. All parties are to be scheduled so as to cause a minimum of interruption. For any party, if parents wish to bring in treats they must be commercially prepared treats.

### **LOST AND FOUND**

A lost and found department is maintained in two separate locations within the school so that articles may be returned to their owners. Students are reminded to make every effort to locate lost items and parents are encouraged to label all belongings with their student's name, address and telephone number. Remember, if your child wore an article of clothing to school and did not bring it home, it probably is in the "Lost and Found." Items left in the lost and found may be disposed of at the end of each semester.

### **PHONE**

Students may be allowed to use the phone with permission of the office staff. Students will not be allowed to call friends. Parents are urged to call when necessary. Should you call, we will have the child come to the phone, take a message, or have a return call made when the student is free.

## **PICTURES**

During the school year, pictures are taken by a professional photographer and made available to those who wish to buy them. Retakes are provided for absentees, new students, and those whose pictures did not turn out well. Pictures are taken later in the year for inclusion in a yearbook that is sold in the spring. Also, group color pictures are made available to special clubs and groups.

Parents are provided this service but need not participate. However, the program will be on a prepaid basis.

## **SELLING**

Students are not to sell tickets and/or other merchandise without permission from the office. Permission from the teacher is necessary to determine the correct time to sell approved items.

## **VALUABLES**

The school is not responsible for money or other valuable items that a student brings to school.

# **ACADEMIC INFORMATION**

## **CURRICULUM**

The curriculum is based on the Indiana College and Career Readiness Standards. The curriculum is constantly evaluated and updated to meet the needs of the students. Not only do the students experience the basic curriculum, but enjoy art, library, music, band, and physical education classes. The staff seeks innovative and educationally sound means of making the various classes challenging, exciting and very worthwhile for the students.

## **TECHNOLOGY**

To enhance the curriculum and develop 21<sup>st</sup> Century Skills, South Decatur Elementary School provides each student in K-2 grade with an Apple Mini-iPad and students in grades 3-6 with an Apple full size iPad. Providing students with an individual iPad in a 1-to-1 environment allows an opportunity to enhance each student's overall learning experience. All iPads and apps installed on the iPads remain property of Decatur County Community Schools and are subject to the same acceptable use guidelines as all other DCCS provided electronic devices. DCCS reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to, but not limited to: disciplinary action, repossession, or overnight confiscation of the iPad; the student will still be responsible for completing all school work assigned. The Tech department will provide more information through the Student Technology Acceptable Use Policy at enrollment.

## **HOMEWORK**

Homework is a necessary part of an education. It serves two main purposes.

1. Remedial work for those students that need to spend time, in addition to scheduled class instruction, to achieve satisfactory work and;
2. Make-up work for those who have been absent. If students are absent and need their assignments, parents may arrange to pick them up or give the teacher the name of someone who can take them home.

Requests for assignments must be made before 11:00 a.m. so the staff will have adequate time to prepare the assignments. Some assignments are special long-range projects, requiring planned study time to complete "before the last minute." Please contact your child's teacher if you have concerns. Education is too valuable of a commodity to let it slip through our fingers

## **REPORT CARDS/PROGRESS REPORT**

There are four nine-week evaluation periods during each school year. Progress notices are sent home midway through the grading period. Report Cards are sent home at the end of each 9 weeks. The way to insure an encouraging Progress Report is to do high quality work during the evaluation period. Please consult frequently



with your child's teacher. Parents are welcomed and encouraged to arrange a conference with the teacher, as needed. Appointments should be made within the teacher's schedule. This can be done through a note to the teacher or a phone call to the office. Parent-Teacher Conferences are scheduled after the first nine weeks of school. All parents are provided a specific time to meet with their child's teacher.

### **GRADING SCALE FOR ELEMENTARY**

The Board of School Trustees direct that when assigning letter grades to student work and for reporting student progress to parents, the grading scale listed below is to be used:

Percentage Range

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

### **GRADING SCALE FOR SPECIAL ELEMENTARY CLASSES**

The Board of School Trustees direct that when grades for student work in art, music, physical education, and other classes that meet twice a week or less are given, the grading scale and directions listed below are to be used:

1. Students in grades K, 1, and 2 will receive grades in these subjects at the end of each semester.
2. Students in grades/teams 3-6 will receive grades in these subjects at the end of each grading period.
3. Grades in these classes shall be E = Excellent, S = Satisfactory, S- = Less than satisfactory, N = Needs Improvement, or U = Unsatisfactory.

### **HONOR ROLL**

The Board of School Trustees directs that Academic Honor Rolls are to be developed and published as outlined below:

1. Type of Honor Roll
  - a. An "A" Honor Roll - student report card consists of all "A" grades.
  - b. An "A-B" Honor Roll - student report card consists of at least all "B" grades or above. (This means no "C" or below.)
2. Role of Miscellaneous Grades
  - a. Elementary
    - i. A student on the Honor Roll will have received all A's, B's, E's and S's. This means no C's, N's, or U's anywhere on the report card. If a student received an N or U in a subject for which a letter grade is not given (handwriting, art, music, P.E., citizenship, effort, etc.), an N or U will still keep the student from being on the Honor Roll.
    - ii. S- will be treated as S.
3. Frequency of Development
  - a. Honor Rolls will be developed at the end of each grading period and on the semester grades earned.
4. Publication / Distribution
  - a. Elementary
    - i. In grade 2,3,4,5 and 6 teachers may post their class Honor Rolls in their rooms.
    - ii. In grade 4, 5 and 6 teachers shall submit their Honor Rolls to the Principal for publication.

## **PROMOTION AND RETENTION**

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. Retention of a student may occur if a student is consistent grades of "F" on the student's report cards and/or if he or she fails to meet the requirements of a required remediation program. If retention is a possibility, it will be discussed at the second Parent/Teacher Conference at the end of the third grading period. The final decision on pupil promotion and/or retention will be made by the teacher and the Principal.

## **SPECIAL EDUCATION**

Special classes are available for those students that are eligible. Placement in a special program is made only after a case conference committee, including the principal, psychologist, special education teacher, regular classroom teacher, and the parent, decides the appropriate placement. Parent permission is needed for any changes in such a program.

A vital part of the special programs offered in our school is psychometric testing to help to determine placement in Special Education Programs. Parents or teachers may request testing. To have a child tested, parents must give written permission before the testing process can begin. After testing is completed, parents are invited to a conference to determine placement.

## **SPEECH AND HEARING**

The speech and hearing teacher screens all students in K, 1st, and 2nd to determine if placement in a speech, language and hearing program would be helpful to the student. Students are also referred for testing by teachers and parents. After receiving permission from the child's parent, further testing can be done to give the speech teacher information to determine if speech and/or language remediation should be recommended. Then a joint decision is made during a conference with the parents and teachers whether to enroll the child in the speech program. Audiometric (hearing) screening examinations are given to students in K, 1st, 4th, new students, and those referred as having a possible hearing loss. Students failing the screening test a second time are referred for further medical evaluation.

## **TITLE 1 READING AND MATH**

This federally funded program offers help to children experiencing difficulty in reading and in math.

## **HOMEBOUND INSTRUCTION**

Homebound instruction by a qualified teacher is available for a student if it is verified by a medical doctor that the child will be absent for four weeks or more.

## **STANDARDIZED TESTING**

1. Students in third grade through sixth grade will be participating in the ISTEP+ state mandated testing program in the spring. Students who do not meet minimum standards in 3rd and 6th grades will participate in remediation.
2. Third grade students will participate in the IREAD 3 in March. Students who do not meet the minimum standards will retake the assessment in the summer. Students who do not meet the requirements on the summer retest will be retained in 3<sup>rd</sup> grade unless they meet one of the good cause exemptions.

## **ACADEMIC AWARD**

Students receiving all A's and no N's or U's on their report cards, three out of four grading periods will be presented with an award at the Academic program; students receiving all A's and B's and no N's or U's on their report card three out of four grading periods will be presented with an award at the same program.

## **CHARACTER EDUCATION**

One of the most important lessons education should teach is for students to become good citizens. 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. It is important for school officials, parents, and students to work together to develop a good attitude toward school, learning, and good citizenship and character. A concerted effort will be made by all South Decatur Elementary School staff members to teach, model and reward character traits identified during the year through our character education program.

The comprehensive violence program “Too Good for Violence” is used in grades K-6. The curriculum consists of four interconnected strands. The strands are conflict resolution, anger management, respect for self and others and effective communication. The strands are presented in a positive age appropriate manner using cooperative learning, role playing and other interactive teaching techniques. The program’s skills are explained through monthly classroom visits by the school counselor. Opportunities for family involvement are provided through Home Workout Information sheets which are sent home and their use encouraged to reinforce the curriculum. Our program encourages our students to live peaceably. Every day opportunities arise for students to use these skills in finding non-violent solutions to problems, modeling non-violent behavior and reinforcing peaceable attitudes and skills on the playground, in the cafeteria and throughout their day.

As professionals, it is our responsibility to address social skills and serve as role models of what good character looks like in the school and community. The principal will have the opportunity to walk into any classroom and discuss the monthly violent prevention/character education skill to assess the student’s understanding of the concepts being introduced to the students.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

A good attendance record is important not only to the student but to the school as well. Students with poor attendance often lose interest in school, tend to feel left out, and are commonly potential drop outs. Evidence indicates that grades and attendance are directly related. Also, attendance reports and class records of prospective employees are of concern to business and industry.

### **ABSENCES**

A note from your parent or guardian explaining your absence is needed to receive an excused absence. Under special circumstances a phone call from the parent or guardian will be accepted in lieu of a note.

Work missed because of an excused absence must be made up within the prescribed time limit, which is one day plus the number of days absent. A failing grade is automatically assigned for work that is not made up. Make-up work is the student’s responsibility.

Children are considered ill and should not attend school if any of the following conditions are present:

- |                         |                                 |
|-------------------------|---------------------------------|
| 1. Elevated Temperature | 5. Sore or Inflamed Throat      |
| 2. Skin Rash, Scabies   | 6. Severe Coughing or Head Cold |
| 3. Inflamed Eyes        | 7. Vomiting                     |
| 4. Running Ears         | 8. Diarrhea                     |

A student found to be infected with an acute communicable disease, or infested with parasites, shall be suspended or excluded from school but shall be readmitted to school when it is apparent to school officials that the child is no longer ill or infested with parasites, or upon certification of a physician that the child is no longer ill or infested with parasites. If school medical personnel disagree with the certifying physician or other school officials that the child is well enough to return to school, the local health officer shall determine whether the child may be remitted

to school.

Any student with evidence of head lice shall be excluded from school until the student has received treatment for head lice and all nits (eggs) have been removed. To be readmitted to school, the student must be free of head lice and nits and will be checked by the school nurse, or a nurse from the Decatur County Department of Health. For the initial episode of head lice infestation, the student's absence will be excused for up to three days. If the student is absent for more than three days per episode, those additional days will be considered unexcused. When the student has accumulated ten unexcused days or has repeat episodes of head lice infestation, the student may be referred to the Decatur County Office of Family and Children.

It is the desire of the school that your child receives optimum educational benefits, and a good attendance record is a significant portion of this.

**It is felt that (5) absences during a semester, except in the cases of extended illnesses or unusual circumstances are excessive.**

1. A doctor's excuse will be required by the administration after ten (10) absences within one school year in order to receive an excused absence. Failure to comply with this regulation upon request may result in the loss of credits and/or failure for the entire semester in which the absences occurred.
2. A student absent from school is also unable to work, participate in athletics or participate in social events on the same day, except on special excused absences.
3. Please call the school office by 9:30 to notify us of a student absence. Students will be marked unexcused until the school receives a note, phone call or doctor's note.
4. Every effort should be made to see that doctor and dental appointments are made on non-school time.
5. Students cannot expect to receive an excused absence for attending to personal business, working, babysitting, missing the bus, taking a relative to the doctor, unless in the case of dire emergency. Other arrangements should be made, if at all possible, to handle these situations.
6. **No student may leave school property, after arriving at school until signing out in the proper manner.**
7. When a student accumulates three (3) consecutive unexcused absences in one semester the student's parents will be notified. After 7 absences, an attendance letter will be sent home.
8. If road conditions during inclement weather prevent a school bus from making its regular stop to pick up a student, that student will be counted present. The student will be responsible for making up missed work.
9. During inclement weather, if a parent chooses not to send a student on the bus, even though it has made its regular stop, the absence will be counted unexcused, although work may be made up.
10. Any other absences due to inclement weather conditions will be considered unexcused and work cannot be made up.
11. When a student accumulates ten (10) unexcused days of absences for the school year, the parent may be reported to the Deputy Prosecutor to appear in front of an attendance review committee.

### **EXCUSED and UNEXCUSED ABSENCES**

The following comprises the Decatur County Community School Corporation Attendance Program:

#### **A. Recognized Excused Absences**

1. Personal illness or temporary disability preventing school attendance.
2. Death in the immediate family.
3. Employment on a lawful employment certificate with school permission.
4. College visitation (arrangement must be made in advance through guidance office).
5. Required court attendance.

6. Religious holiday.
7. Other reasons deemed justifiable by school officials.

### **B. Unexcused Absences In Which School Work May Be Made Up:**

Family vacations should be taken on non-school time. Only in those instances where it is impossible to do otherwise should a student be taken out of school for a family vacation. In the event a family vacation must be taken on school time, the absences are considered unexcused, but students are allowed to make up school work. It is the responsibility of the student to contact the teachers to make up all work missed prior to such an absence. **Work must be made up within the prescribed time limit, which is one (1) day plus the number of days absent. A failing grade is automatically assigned for work that is not made up within this time period. Also, the parent must notify the administration two (2) weeks prior to the child's absence. In the event prior notification to the administration is not made, school work missed may not be made up.**

### **C. Unexcused Absences in Which School Work Cannot Be Made Up:**

1. **Truancies and unauthorized absenteeism will be considered unexcused and no schoolwork may be made up.**
2. Suspensions from school are unexcused and schoolwork may not be made up. At the discretion of the principal, students whose period of suspension coincides with a major test, or with a due date for a major project, may be permitted to make up this work.
3. **A written excuse is required for all student absences.**

### **TARDINESS**

Classes begin at 8:30 A.M. Students who arrive after 8:30 A.M. are considered tardy and must report to the school office for an admission slip to class. The person dropping off the student will need to sign the student in and report to the office as to why they are tardy.

The record of tardies will be listed on Report Cards and Permanent Records and will affect the Perfect Attendance Award. If a student accumulates 5 tardies, they will spend one ½ day of in school suspension. If a student accumulates 10 tardies, they will earn a full day of in school suspension.

### **EARLY DISMISSAL**

Regular dismissal time is 3:10 for car riders and early bus riders. At 3:15 regular bus riders are dismissed and late bus riders are dismissed at 3:25.

Students who leave before 3:10 are dismissed only from the office. Students shall be dismissed only to a parent or a person who has the permission of the parent(s). The person picking up the student must come to the office to provide the following information in writing: the child's name and class, the person's name and relationship to the child (father, grandmother, etc.), and the reason for the early dismissal. The reason for the early dismissal must be stated in order to determine if this is excused or unexcused.

The record of early dismissals will be listed on Report Cards and Permanent Records, and will affect the Perfect Attendance Award.

### **TRUANCY**

Truancy is defined as being absent from school without a valid excuse acceptable to the district. For example, students are considered truant when they stay home from school, with or without a parent's permission, in order to avoid the responsibility of attending classes of instruction. The compulsory attendance law of the State of Indiana requires each child who is more than seven years of age, and not more than sixteen years of age to be in school each day that school is in session.

Parents will be contacted and the name of student and parent will be turned in to the proper agency for appropriate action.

## **PERFECT ATTENDANCE POLICY**

A student in the Decatur County Community School System who is eligible for Perfect Attendance recognition must attend school in the morning (A.M.) and the afternoon (P.M.) of each full day of school. The student must also attend school on every half day scheduled.

A tardy to school or leaving early will prevent perfect attendance recognition. Any student absent from school for a doctor or dental appointment will not be eligible for perfect attendance award.

## **RULES AND REGULATIONS**

### **DRESS and APPEARANCE**

Decatur County Community Schools expects its students to appear at school looking nothing less than neat and clean. We have been proud of our students in the past years for their appearance and are confident that they will continue to set high standards for themselves. As students graduate into the business world, many employers expect their workers to wear uniforms or adhere to strict dress codes. Our job as educators is to prepare our students to be successful in the world beyond school. The courts have ruled that the school can make reasonable rules regulating student dress and appearance as they affect the educational process, concern health and safety, and affect common decency.

Students are expected to meet these guidelines. Should a student choose not to follow these expectations, he/she will be asked to change, remove or cover the questionable item(s). Continued offenses will be handled as insubordination and could lead to detention, suspension, or possible expulsion.

The following guidelines are in effect for student dress. The guidelines listed are not to imply that this is the complete list and may include any item deemed inappropriate and/or in bad taste by the school administration. If a student/parent/guardian has a question about a particular item, please contact the school administration BEFORE wearing the item.

- Head wear (except when permitted on certain spirit days), including bandanas, are not to be worn in the building.
- Short-shorts, tank tops, halter-tops, and tops which reveal the midriff are not permitted, nor is any other attire that is inappropriately revealing.
- **Shorts, skirts, and dresses are to be at least fingertip length above the knee on the student. Determination is at the discretion of the administration.**
- Any printing, graphics, or art on clothing, which expresses anything to do with sexual objects, vulgar language, drugs, tobacco, or alcohol are not permitted.
- For safety reasons, chains or clothing with excessive metal objects and/or straps are not to be worn. This includes wallet chains.
- Any clothing or appearance, which causes a substantial disruption of the daily operation of the school. **This includes hair dye other than natural hair colors.**
- All pants must be worn up at the waistline. No undergarments shall be exposed.
- There should be NO holes above the knee on ANY attire.
- Certain academic area classes may have more stringent requirements regarding dress. The school reserves the right to impose other reasonable requirements due to health or safety concerns while involved in certain activities.
- Shorts and Capri Pants are not to be worn from November 1-March 31.

### **DISCIPLINE**

Teachers are in charge of their classrooms and have authority to discipline students at any time during school activities. Teachers, assistants and other non-certified personnel, employed by the school corporation will correct

students when their behavior violates the standards of conduct listed in this handbook. If students do not respond to correction or if the misconduct is serious, the teacher, assistant or other non-certified personnel employed by the school corporation will take disciplinary action.

Under Indiana Code, the superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

1. Counseling with a student or group of students;
2. Conferences with a parent or group of parents;
3. Assigning students additional work;
4. Rearranging class schedules;
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling; or
6. Restriction of extracurricular activity.

A visit to the Principal or Assistant Principal for disciplinary reasons is considered to be serious. Parents will be sent a note with a brief account of the behavior that led to the visit. Parents are expected to sign and return the note on the next school day. A record of such visits is kept in the office. Parents are asked to support the school rules and instruct their children regarding the importance of maintaining an orderly school environment. If parents have questions about an incident that involved their child, they are urged to contact the school.

If a student continues to misbehave after a visit to the office, or for extreme “first offenses,” and a warning from the Principal or Assistant Principal does not seem to be sufficient, more serious actions will be taken. The actions may include those listed above, after school detention, in-school suspension, or out of school suspension, and expulsion. Parents will be contacted by phone or by letter if any of the actions in this paragraph were implemented.

Parents are urged to become involved with school officials before situations become very serious. School officials will try to work with parents in developing plans of discipline. However, school officials remain in charge and make the final decisions regarding rules, discipline and punishment after considering the good of the student, the class, and the school.

## **STUDENT CONDUCT**

South Decatur Elementary students are, as a group, well behaved and well mannered. We are generally very proud of our students’ conduct. Our expectations for students are realistic and simple: Students at South Decatur Elementary are expected to be considerate of themselves and others. Students will be disciplined: if their behavior interferes with their own learning or that of others; if their behavior could cause harm to themselves or others; if their behavior is rude or defiant towards adults or other children. Respect for teachers, assistants, bus drivers, and all other adults is expected at all times. Disruptive behavior will not be tolerated. Although it is impossible to list all kinds of disruptive behavior, the following are examples that will not be tolerated and could result in disciplinary action:

1. Rules ( Combined Specific Rules and Student Conduct Disruptive Behavior)
  - a. Any disruptive behavior that interferes with educational purposes and procedures
  - b. Academic Dishonesty
  - c. For reasons of safety, students are prohibited from running in the building.
  - d. No Throwing of unauthorized objects on school premises
  - e. Engaging in theft or vandalism
  - f. Gambling in any form
  - g. No laser pointers allowed in school

- h. Engaging in sexual behavior, inappropriate touching, or open displays of affection on school property
          - i. Inappropriate transmittal of bodily fluids
- 2. Attendance
  - a. Willful or excessive absence or tardiness of students, truancy and/or skipping school
  - b. Leaving the school or classroom without permission
  - c. Being in an automobile or parking lot during school hours without authorization
- 3. Insubordination
  - a. Disobedience of Administration
  - b. 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.
  - c. Misbehavior for a Guest Teacher
  - d. Failure to follow classroom rules or directions from school personnel
  - e. Refusing to report or failing to report to proper school personnel as directed
- 4. Using violence, force, noise, coercion, bullying, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.
  - a. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
  - b. The use of rude, lewd, vulgar or obscene language, writings, or acts directed toward students, staff, or others.
  - c. Fighting, pushing, pinching, kicking, biting, or shoving of any type
  - d. Threatening student or school safety
  - e. Unauthorized loud and/or boisterous activity while in the school building
- 5. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  - a. Occupying any school building, school grounds, 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. Prevention of or attempting to prevent by physical act the convening or continued functioning at any school or education function, or of any meeting or assembly on school property.
- 6. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 7. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
  - a. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.



8. Knowingly possessing or using on school grounds during school hours an electronic paging device, an electronic recording device, personal electronic device, or a handheld portable telephone in a situation not related to a school purpose or educational function.
  - a. Use of cellular phones (including camera/picture phones), pagers, and other electronic devices during school hours are prohibited. (8am-3:30pm).
  - b. Use of portable radio, tape, or CD players, iPods, video games, or other electronic devices are prohibited except when authorized.
  - c. Cellular Phones must be turned off and in the student's backpack during the school day
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
10. 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.
11. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
12. Failing to tell the truth about any matter under investigation by school personnel.
13. Possession of a weapon including a knife or firearm
  - a. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
  - b. No student shall possess, handle or transmit any firearm on school property.
  - c. Carrying deadly weapons or firearms, which can do bodily harm.
  - d. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - i. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
    - ii. the frame or receiver of any weapon described above
    - iii. any firearm muffler or firearm silencer
    - iv. 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
    - v. 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
    - vi. 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 According to Section 921, the following devices are not considered to be a firearm:
      1. an antique firearm
      2. a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
      3. any device which is neither designed nor redesigned for use as a weapon any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device
      4. Class C common fireworks
      5. Possession or use of fireworks on school property

- e. The penalty for possession of a firearm is 10 days of suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - f. The superintendent shall notify county prosecuting attorney's office when a student is expelled under this rule.
14. Knowingly possessing, using, transmitting, or being under the influence of any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
- a. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  - b. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or educational function.
  - c. Possession or use of tobacco, e-cig, lighter, matches, chewing tobacco, or drug and tobacco related paraphernalia
  - d. Student use and/or possession of tobacco are prohibited on school grounds, school buses and school bus stops. Students caught using and/or possessing tobacco will be disciplined in the following manner:
    - i. First Offense--Suspension from school for three (3) days. Parent Conference required. Recommended to parent that student is enrolled in substance abuse counseling.
    - ii. Second Offense--Expulsion will be recommended.
15. Violation of the school corporation's policy on District Provided Access to Electronic Information, Services, and Networks.
- a. May also include loss of Internet access and/or use of school owned computer equipment. Second Offense: Recommended expulsion.

### **APPLICATION OF RULES**

The grounds for suspension or expulsion listed above 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.
4. In addition to the grounds listed above, 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 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.
5. Student Due Process Code, enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension. So that the rights of the student concerned are protected, a copy of the Law is on file in the office of each Decatur County School Corporation school building, and is available to students upon request.

### **BULLYING**

Bullying means overt, unwanted, repeated acts or gestures including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other

behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the targeted student and create for the targeted student an objectively hostile school environment, IC20-33-8-0.2

Olweus Bullying Prevention Program simplifies the definition as

1. It is repeated.
2. It is an imbalance of power.
3. The person is being mean on purpose.

Consequences for bullying will vary depending upon the seriousness of the offense, ranging from a verbal warning to expulsion.

## **FIGHTING**

A small percentage of students require a disciplinary visit to the Principal. We have approximately 500 students and over 60 adults in the building. When that many people share a working and learning environment, it is not feasible to allow any type of fighting. We do not allow what some students call “play fighting”, wrestling, taekwondo, or anything similar. These may be acceptable activities to some parents in some circumstances. We believe that they are not appropriate for school. Students often get hurt during these activities and may carry playground battles into the classroom. Parents and school officials need to work together to teach students methods other than fighting to solve disputes.

## **SEARCH AND SEIZURE**

1. As used in this section, “reasonable cause for a search” means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
  - a. Evidence of a violation of school rules or of student conduct standards contained in the student handbook;
  - b. Anything which because of its presence presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
  - a. The principal, or member of the administrative staff designated by the principal in his/her absence may search a locker and its contents where the person conducting the search or the principal designating the person conducting the search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
  - b. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
3. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
  - a. Searches of the pockets of the student
  - b. Any object in the possession of the student such as a purse or briefcase, and/or
  - c. A “pat down” of the exterior of the students’ clothing

- d. Searches of the person of a student which require removal of clothing other than coat or jacket shall be referred to a law enforcement officer in accordance with subsection G of this section, “pat down” searches and other searches of the person of a student shall be conducted in a private room with a person of the same sex as the student being searched. At least one, but not more than three additional persons of the same sex as the student being searched shall witness, but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search.
- e. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
4. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:
  - a. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal’s designee until it is presented at the hearing;
  - b. returned to the parent or guardian of the student from whom it was seized;
  - c. destroyed if it has no significant value; or
  - d. turned over to any law enforcement officer in accordance with subsection G.
5. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
  - a. returned to the parent or guardian of the student whom it was seized;
  - b. destroyed; or
  - c. turned over to any law enforcement officer in accordance with subsection F.
6. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
  - a. search any area of the school premises, any student, or any motor vehicle on school premises; and
  - b. identify or dispose of anything found in the course of a search conducted in accordance with this section.
7. Search Policy
  - a. “General searches conducted by law enforcement officers and with the assistance of canines or other means may be made of lockers, storage areas, classrooms, and all other school property, as well as student’s persons and student’s personal property, at any time, with or without notice.
  - b. If, after the general search, reasonable cause exists for search of a particular person or property, then the school administration may search the person or property in accordance with this policy.

### **ADDITIONAL ITEMS NOT PERMITTED AT SCHOOL**

Because the following items are either illegal, interrupt the educational process or are damaging to property, students are **not** to bring them to school:

Aerosol Containers, Perfume or After Shave

Permanent Markers

Baseballs

Playing Cards

Candy and Gum

Poison Gas

Rubber Bands

Squirt Bottles

Staplers

Electronics: Games, iPods, MP3 players, CD’s & CD Players, Personal Electronic Devices, Pagers

All Toys - small or large

Trading Cards - all types  
Water Guns  
Glue (other than School Glue)  
Shirts with crude, obscene, or insulting comments or pictures  
Tank Tops  
Jewelry that could be expected to cause injury  
Incendiary Devices  
Soda or Carbonated Beverages (Pop and candy machines are off during the school day)  
Live Animals  
Make-Up Kits  
Shoe Skates

Any item which would detract from the educational process is not permitted.

Students bringing any of the above items will have them taken away by the school staff for safe keeping. Parents may have items if they come to the school for them. If a student needs one of the above items for a school project, the teacher will notify the parent and the student will be allowed to bring the item(s) for the school project only. Any items sent to school are best sent in unbreakable containers. Students who bring the above items to school without permission will have the item taken by the school staff for safe keeping. Parents may have the items if they come to the school for them. Students are not allowed to bring in items that imitate a forbidden item, for example a fruit drink that is packaged to look like liquor.

### **STUDENT DUE PROCESS**

A student may be suspended temporarily from a class by a teacher during a class period. A teacher may extend the class suspension for a maximum of two consecutive class meetings. Suspension for more than two consecutive class meetings requires action by the Principal or Assistant Principal. The law will be followed to enforce these preceding rules and regulations. Students failing to follow the schools rules may be subject to the following procedures and penalties. The Student Due Process Law will be followed to enforce school rules and regulations.

1. A first offense will result in a (1-3) day suspension. Notification of the suspension (except in-school suspension) will be given to the parents by certified mail, and a conference with the parents will be arranged before the student is reinstated.
2. A second offense will result in a (1-10) day suspension. Notification of the suspension will be given to the parents by certified mail and a conference with the parents, student, and principal will be arranged before the student is reinstated.
3. Continued Offenses will result in a recommendation to the Superintendent for expulsion. The principal will recommend the disruptive student be placed on suspension until the expulsion.

Suspension shall mean any disciplinary action where a student is suspended from school or class attendance for no more than ten (10) school days.

Unless make-up of tests are permitted, expulsion shall mean any disciplinary action whereby a student is separated from school attendance for a period in excess to ten (10) school days, or for the balance of the current semester.

The school reserves the right to issue a suspension or expulsion for violators of the school's rules that are deemed serious without following the above procedure.

### **SUSPENSION**

Suspension shall mean any disciplinary action where a student is suspended from school or class attendance for up to **ten (10) days**. When a student is suspended for a specified number of days, he/she will miss that exact number of days. If school is canceled for any reason, another day(s) will be added to the end of the scheduled suspension.

#### **1. IN-SCHOOL SUSPENSION**

Administration may assign a student in-school suspension for one to ten days for violating school rules, or district policies. The usual length of in-school suspension is from one to three days. While a student is in

in-school suspension, he/she will be assigned a place away from other students to work, will be expected to do all assignments, miss noon recess, have limited privileges during the time. Lunch will be in the area away from other students.

1. The student is counted present, but receives “no credit for the work unless the assignment is a major test or project.”
2. The student is responsible to secure all assignments, books, and needed supplies before coming to the assigned area. Time missed because of absence will be made up, including school closing, appointments, etc.
3. Students will be allowed one restroom break in the morning and one in the afternoon, unless there is a physical problem. If school is canceled for any reason, the student will be in in-school suspension the next school day.

## 2. **OUT OF SCHOOL SUSPENSION**

Administration may assign a student out of school suspension for one to ten days for violating school rules, or district policies. The usual length out-of-school suspension is from one to three days.

The student is NOT counted present and receives “no credit for the work unless the assignment is a major test or project.” If school is canceled for any reason, day(s) will be added to the end of the scheduled suspension.

## 3. **AFTER SCHOOL DETENTION**

Students assigned after-school detention will be assigned a day and supervised by a staff member until 4:10 p.m. Parents should be at school promptly at 4:10 to pick up their child. If a child is being detained for problems completing work, they may be assigned work to complete. Students failing to stay for an after-school detention will have a half-day of in-school suspension the following day that they are in attendance. Work will be completed, but will not count.

## **EXPULSION**

Expulsion shall mean any disciplinary action whereby a student is suspended from attendance for the balance of the current semester or current school year. A student may be expelled from school after due process procedures have been followed. The policy of the Decatur County Community Schools states: “When the good of the school requires it, a pupil may be suspended or expelled from school only according to procedures outlined in the Indiana Code.”

In the event that the misconduct transpires during the last ten (10) days of the semester, the expulsion and/or suspension may continue into the next semester or school year. Students may be assigned in-school suspension, out of school suspension, or after school detention for breaking school rules.

## **SCHOOL BUS AND TRANSPORTATION**

### **TRANSPORTATION**

Children often become frightened or confused when parents are late or make frequent changes in pick-up plans. Please be sure your child is aware of his/her after school pick-up plans. If you need to make a change in how your child will go home, please send a note to your child’s teacher. Calls to the office to relay changes are discouraged. Calls to the office may be made in case of an emergency by 2:30 PM.

Riding the school bus is a privilege extended to students that can be taken away for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his or her requests.

## **SCHOOL BUS LOADING AND UNLOADING**

The front of the school is used by buses each morning to unload students and again in the afternoon to load them. Please use the north parking lot for unloading and loading students from cars. Students ARE NOT to be dropped off at school in the morning before 7:45 A.M. (Those who bring children to school or pick them up after school are NOT TO PARK OR STOP IN FRONT.)

## **BUS RULES FOR STUDENTS**

- Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
- No pupils shall stand or move from place to place during the trip.
- Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
- No windows or doors will be opened or closed except by permission of the driver.
- Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner.
- No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- The child should be waiting at his boarding station when the school bus arrives.
- Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or ladylike manner.
- All school rules apply to students while they are on the bus.
- Students experiencing problems should report them to the bus driver.

## **BUS DISCIPLINE**

The most important thing in maintaining bus discipline is to be consistent and to treat all children fairly and equally.

All bus drivers are held responsible for the discipline on their bus. Drivers shall enforce all of the “rules for pupils” that have been distributed to each pupil. It is expected that all drivers shall maintain good bus discipline; however, if a driver finds that he is not making the necessary progress in a case, there is a procedure, which is to be followed to insure proper continuity in handling bus discipline.

Major infractions such as fighting which may reasonably be foreseen to cause injury and major property destruction, shall be handled immediately as the driver thinks proper, and then at the earliest moment the major infraction is to be reported to the Principal for further consideration.

Minor infractions that do not immediately endanger a student or the well being of others but is contrary to the established bus rules.

- Step #1: The driver shall verbally warn the student that his/her conduct violates the rules.
- Step #2: If the driver determines that the verbal warning has not produced improvement, the driver shall hold a conference with the offending student. The bus discipline referral form will be completed.
- Step #3: If Step #2 does not produce improvements, a conference will be held between the offending student and Administration. The bus discipline referral form will be completed. The Principal shall determine appropriate disciplinary measures and shall notify the student’s parent(s) of the incident and the disciplinary action.
- Step #4: If Step #3 does not produce improvement, the Principal may suspend the student from bus riding privileges for a period of up to five (5) school days.
- Step #5: If Step #4 does not solve the problem, the Principal will schedule an informal hearing with the student, the parents, the driver, the Principal, and the Director of Transportation, to consider expulsion from the bus.

# SCHOOL SAFETY

## SCHOOL SAFETY

Keeping your child safe is of utmost importance to us. SDES works to protect the school environment and to maintain an atmosphere where teachers feel safe to teach and students feel safe to learn. Parents and visitors may enter the school through the doors at the FRONT ENTRANCE ONLY. Once you are inside the foyer, you will be buzzed into the office suite. Parents, visitors, and guests are required to check in at the office upon entering the building. Please bring your driver's license because we run it through the Raptor system to assure that we do not allow inappropriate people into our buildings. You will be printed a badge to wear while in the building.

We have added two School Resource Officers to the corporation. The officers are around the buildings to promote a positive environment with law enforcement as well as keep our building safe.

## EMERGENCY DRILLS

Emergency Drills are held in order to prepare students for the "most likely" possibilities for emergencies. It is our "best guess" for an occurrence we hope will never happen. An actual emergency, however, might require very different action from what occurs in a drill. The teacher in charge has the authority to deviate from the planned procedure, if in his or her professional judgment, the change is required to protect the safety and well being of students. Students are expected to obey the teacher in this and other situations.

1. **FIRE DRILLS:** A fire drill is planned on a monthly basis, provided weather conditions are not too severe to send students outside. The drill is announced by a continuous sounding of the fire alarm. Students are expected to remain calm and quiet so that they can receive directions from their teacher.
2. **TORNADO DRILLS:** A tornado drill is held in the fall and spring. In case of a tornado emergency, students will be instructed to proceed to the designated area. Everyone should go to the assigned area and assume a position on the floor next to an inside wall. Eyeglasses should be removed and students should place their heads between their knees and their hands over their heads. Students are again expected to remain calm and quiet so that they can receive and obey directions from their teacher.
3. **LOCKOUT-SECURE THE PERIMETER-** In case of a domestic situation or a criminal at large in the area, doors are locked and procedures are in place to secure the safety of our children and staff.
4. **LOCKDOWN- LOCK, LIGHTS, OUT OF SIGHT-** In the case of an intruder or imminent danger, doors are locked and procedures are in place to secure the safety of our children and staff.
  - a. Parents will be notified as quickly as is reasonably possible if these situations occur.
5. **EVACUATE-** "Using the Announced Type and Locations

## EMERGENCY INFORMATION

It is vitally important that the school have on file: an emergency telephone number where parents can be reached, the name of the student's family doctor, and the phone numbers of at least two (2) other people who may be called if the parent(s) or guardians cannot be located. This information and any other health concerns, instructions or information about injuries must be listed on the blue student information card. Parents need to inform the school with any change of phone number, address, or change in emergency information in order that we may reach you quickly in case of an emergency.

## EMERGENCY CLOSINGS

Parents will be notified by phone with our school wide Alert Now System, of school closings or delays. If school is closed due to an emergency, such as weather, power failure, or water problems, the closing will be broadcast on Greensburg radio stations WTRE AM1330, WRZQ FM107.3 and Indianapolis TV stations WRTV Channel 6 and WISH Channel 8.

An emergency closing of school during the school day is possible, but happens very infrequently. Parents must



make contingency plans for this possibility. Students should know where to go if they are dismissed from school early. If an emergency exists to cause school to close early, it would be very important to keep student usage of the phone to an absolute minimum in order to allow school officials to deal with the emergency. Parents are urged to form their own “telephone tree” to notify each other about emergency closings.

## **MEDICAL**

### **HEAD LICE**

If you notice your child scratching his or her head, please check them for nits (eggs) or head lice. The eggs are a small whitish or brownish oval shape and are attached firmly to the hair shaft often near the scalp. They are extremely hard to move down the hair. The louse is a small grayish or brownish insect that is found on the scalp. Look behind the ears and along the nape of the neck for nits as this is the most common location for them. They can be found in any area of the hair. Also, you might find a rash on the back of the child’s neck.

The condition of head lice is a communicable disease; it has nothing to do with cleanliness. The child must remain at home until treated with a special head lice shampoo and until all nits have been removed. They must also be eliminated from the environment to prevent re-infestation. Parents may either obtain a prescription from your doctor or buy the shampoo at the drug store. Some of the shampoos available at the drug store are R&C, Rid, NIX and A-200. There are others, but these are the most often used products. If you are unable to afford shampoo for treatment of head lice and nits, please call our School Nurse, and she will arrange to get shampoo for you. Also, as stated on page two of this Handbook, you should notify us that you found lice or nits in your child’s hair so that the other children in that room can be checked. It is also advisable for you to contact the parents of your child’s play-mates, or leaders of other activities-scouts, baby sitters, dance class, etc.

To increase your chances of avoiding head lice: Remind your child to never share combs, brushes, hats, scarves, etc. Students should never have their hands in someone else’s hair. Some students are real ‘huggers’ and walk around the playground arm-in-arm and head-to-head. A child who is a ‘hugger’ has a greater chance of acquiring head lice. If you have any questions, please feel free to call the nurse at school.

### **MEDICATIONS AT SCHOOL**

A student may have an illness which requires medication that does not prevent his/her attending school. When possible, such medication should be scheduled to be taken at home. Parents should consult with the child’s doctor to determine if the school needs to dispense medication. Medication that is considered to be a controlled substance is not to be transported by a student on a school bus, (This includes Ritalin or its generic equivalent.) Medication may be dispensed to a student by school personnel if the following requirements are met by the parents or guardian requesting this service:

1. Prescription or non-prescription drugs will be administered to students for fifteen days or less if the parent or guardian sends a signed, dated note giving permission and if the following conditions are met:
  - a. All prescription drugs must be in their original labeled pharmacy container. The label must include: the student’s name, physician’s name, name of drug, date the prescription was filled, dosage to be given, and the frequency of administration.
  - b. All non-prescription drugs must be in their original container, including cough drops. The written request for administration of these must contain: the student’s full name, name of drug, amount of the drug to be given, and when the drug is to be given.
2. All prescription or non-prescription drugs that need to be administered at school for longer than 15 days must be accompanied by a written request signed and dated by the prescribing physician and the parent or guardian requesting this service.

All medications will be stored and dispensed in the school clinic. Some types of medication should not be sent with the student on the school bus. Check with the school nurse if you have questions.

## **EXTRA-CURRICULAR/CLUBS**

### **ATHLETICS -- GRADE 5 & 6**

Basketball and Archery: There is limited competition available to any student wanting to participate. Emphasis is on fundamentals. Students must maintain passing grades to be able to participate. Grades are checked every two weeks during the season. The retention of any student may not be for the sole purpose of improving the student's ability to participate in extracurricular programs.

### **CLUBS AND ORGANIZATIONS**

South Decatur Elementary offers opportunities to be involved in extracurricular activities.

Students may be involved in Good News Club, Girl Scouts, Boys Scouts, and Girls on the Run. Intermediate students may be a member of the Student Council, Spell Bowl, and Battle of the Books.

Band, Choir, Honors Art, and participation in the Musical is offered to the students in grades 5 and 6. Archery is offered to students in grades 4, 5, and 6. Other organizations will be implemented as the need arises.

### **CONVOCATIONS**

A number of convocations are scheduled each year, which are of an educational and entertaining nature. There is no charge to the student. Not only do professionals share with our students, but from within our school, programs may be presented.

## **PARENT INVOLVEMENT**

### **P.T.O.**

The P.T.O. is a very effective organization at South Decatur Elementary. Special meetings may be called as deemed necessary. All parents are urged to be active in the P.T.O. to improve our school. Plan to attend the special activities provided through the year.

### **VOLUNTEER PROGRAM**

SDES believes that volunteering is vital to the success of our school by offering parents the opportunity to enhance the educational experience of students by using their unique talents and abilities in the school. SDES has various types of volunteer assignments such as classroom volunteer, clerical volunteer and library volunteer. While the reward for volunteering is the satisfaction of the service, the students and school often reward the volunteers in special ways. If you are interested in becoming a volunteer, please see the bookkeeper, Volunteer Coordinator in the front office.

## **ADDITIONAL DISTRICT POLICIES**

### **ASBESTOS INFORMATION**

This information is being published to comply with the requirements of 40 CFR 763 Subpart E asbestos containing materials in schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks in regards to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include, but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the inspection, reinspection and periodic surveillance of asbestos containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent/teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teachers organizations, that the asbestos management plans required under this act are available for review upon request. A copy of the plans for all buildings under the jurisdiction of this local education agency are available in the administration building, which is located at 1645 W SR 46, Greensburg, Indiana 47240; telephone number 663-4595. Plans for individual schools and other buildings are located in the administration office of each building. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number.

At this time, the management plans can provide information regarding inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. Inquiries regarding any facet of the regulation or the management plans should be directed to the superintendent at the above telephone number during regular business hours.

Listed is a brief description of asbestos work that has been completed in our schools this year. Detailed reports have become part of each school's asbestos management plan and may be reviewed in the school office.

All School Buildings and Support Structures

- Required six-month surveillances were performed in December '94.
- Required third year reinspections were performed in June '94.
- Next scheduled activity is a required surveillance in December '95.
- Operations and Maintenance activities will be performed as required.

## **DECATUR COUNTY COMMUNITY SCHOOLS CIVIL RIGHTS NON-DISCRIMINATION GRIEVANCE PROCEDURE**

### **LEVEL ONE**

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described above. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance officer, a level two procedure shall be enacted.

### **LEVEL TWO**

1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties.

This decision shall be final.

Note: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

Note: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

## **DECATUR COUNTY COMMUNITY SCHOOLS INTERNET ACCESS POLICY**

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

### **A. PHILOSOPHY**

It is the philosophy of Decatur County Community Schools (“School Corporation”) to implement technology that:

- Enhances the curriculum so that teachers are able to provide learning environments where students can become more successful at obtaining and using information.
- Actively involves students in the learning process.
- Provides specific solutions for specific needs within the corporation, buildings and curriculum.
- Provides opportunities for the staff to experiment, research and develop new applications of technology.

### **B. AUTHORIZATION FOR USE BY STUDENTS, CERTIFIED PERSONNEL AND OTHER STAFF MEMBERS**

Students utilizing School Corporation-provided Internet access must first have the permission of their parents and the professional staff and must be supervised by the professional staff when using School Corporation-provided Internet access. Students utilizing school provided

Internet access is responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply. An application must be completed by each person requesting access to the Decatur County Community Schools Internet Network. Any use of Internet without prior approval is prohibited.

Due to the complexities and openness of the Internet network and the variety of information available, it is vital that students, certified personnel, and other staff members adhere to the applicable Board policy and the administrative guidelines provided with their application. Users 18 years of age or older and parents of users who are under 18 years of age must read and acknowledge, by signature, their agreement to adhere to and abide by these guidelines and the School Corporation’s policy governing access to electronic information services and networks.

The purpose of the School Corporation-provided Internet access policy and guidelines is to facilitate communications in support of research and education. To remain eligible as users, students, certified personnel and other staff members’ use must be in support of and consistent with the educational objectives of the Decatur County Community Schools. Access entails responsible behavior. **Irresponsible behavior may cause the denial of access.**

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

### **C. INTERNET ACCESS PROHIBITIONS**

Unacceptable uses of the Internet include, but are not limited to:

1. Altering the School Corporation’s Internet and/or network software or hardware;

2. Attempting to access restricted School Corporation files;
3. Placing computer viruses, unauthorized information, or harmful programs on the School Corporation's system in either public or private files or messages;
4. Allowing anyone other than the authorized user to use the user's account access and/or password for any reason;
5. Using School Corporation-provided Internet access or School Corporation equipment to transmit, search for, or access sexually explicit materials or materials encouraging or promoting an illegal activity such as the use of illegal drugs, use of alcohol by persons under 21 years of age, use of tobacco by persons under the age 18, injuring or endangering other persons, or damaging property: This includes materials that are obscene, pornographic, or abusive, and language that is abusive or threatening in nature.
6. Using School Corporation-provided Internet access or School Corporation equipment to access, searches for, transmit, upload, download, or distribute copyrighted material, except as specifically permitted by the copyright holder;
7. Using School Corporation-provided Internet access or School Corporation equipment to violate any local, state, or federal law;
8. Using School Corporation-provided Internet access of School Corporation equipment to access, search for, transmit, upload, download, or distribute commercial activities, political activities, or activities on behalf of an organization other than the School Corporation;
9. Using School Corporation-provided Internet access or School Corporation equipment to access, search for, transmit, upload, download or distribute information that is confidential under state or federal law or Board policy;
10. Using School Corporation-provided Internet access or School Corporation equipment to damage, vandalize, disable or attempt to damage, vandalize, or disable the hardware, software, data or other property of another person or organization;
11. Using School Corporation-provided Internet access or School Corporation equipment to access, search for, transmit, upload, download, or distribute files, information or materials of an individual without the permission of such individual;
12. Using School Corporation-provided Internet access or School Corporation equipment to incur unauthorized charges for services billed to the School Corporation;
13. Using School Corporation-provided Internet access or School Corporation equipment to alter and forward personal communication without the consent of the author;
14. Using School Corporation-provided Internet access or School Corporation equipment to provide addresses or other personal information that others may use inappropriately;
15. Excessive use of School Corporation-provided Internet access or School Corporation equipment to send or receive personal messages, which interfere with the normal operation of the School Corporation's System. This includes forwarding non-school related E-mails, (i.e. repetitious messages, "chain letters", entertainment messages, and solicitations).

#### **D. DENIAL OF ACCESS**

Violations of the Board's policy governing access to electronic information, services and networks and/or these guidelines may result in loss of School Corporation-provided access to the School Corporation's Network and/or Internet account. Violations of Board Policy and/or these guidelines may result in temporary or permanent denial of access to the School Corporation's network and/or Internet accounts. Some actions may be regarded as so serious and severe to warrant permanent denial of access to the School Corporation's network and/or Internet account and/or to warrant the immediate discipline of students, certified personnel, or staff members, including, but not limited to, termination or expulsion. Students are to access the School Corporation's network and/or Internet account only with direct teacher supervision.

Students/parents will be required to compensate the School Corporation for damage done to hardware and software. Additional disciplinary action may be determined at the building level in keeping with existing

procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

## **E. SAFETY AND SECURITY**

To maintain personal safety and security, users are advised not to reveal user names, passwords, personal addresses or phone numbers or those of other students or colleagues to unknown Internet users. Users are advised not to respond to unsolicited requests for personal information or unsolicited offers of a personal nature. Such solicitations are to be reported to the supervising teacher.

## **F. CORPORATION LIMITS LIABILITY**

The Decatur County Community Schools make no warranties of any kind, neither expressed nor implied, for the Internet access it is providing and/or for any other on-line service to which it may subscribe in the future. The School Corporation will not be responsible for any damages user suffers, including - but not limited to - loss of data resulting from delays or interruptions in service. The School Corporation will not be responsible for the accuracy, nature, or quality of information stored on School Corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through School Corporation-provided Internet access. The School Corporation will not be responsible for personal property used to access School Corporation computers or networks or for School Corporation-provided Internet access. The School Corporation will not be responsible for unauthorized financial obligations resulting from School Corporation-provided access to the Internet.

Adopted this 13th day of February, 2002.

## **2016-2017 STUDENT TECHNOLOGY ACCEPTANCE USE POLICY**

Providing students with an individual iPad in a 1-to-1 environment allows an opportunity to enhance each student's overall learning experience. All iPads and apps installed on the iPads remain property of Decatur County Community Schools and are subject to the same acceptable use guidelines as all other DCCS provided electronic devices. DCCS reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable use Policy may be subject to, but limited to: disciplinary action, repossession, or overnight confiscation of the iPad; the student will still be responsible for completing all school work assigned.

### **iPad Care**

- Keep food and liquid away from the iPad.
- Keep the school provided case on the iPad at all times.
- Do not set anything heavy on the iPad.
- Clean with a soft, dry cloth, such as a microfiber or micro-suede cloth (i.e. a cloth used to clean eyeglasses).
- Defacing the iPad and/or case is prohibited (stickers, markers, etc.).
- Do not expose the iPad to temperature extremes; don't leave the iPad in a car.
- Use only your fingers or an iPad-designated stylus approved by the teacher on the iPad screen (Nintendo/Playstation/other handheld gaming pens are NOT authorized for iPads).
- Treat the iPad with care at all times. Do not throw or slide the iPad.
- iPads are to be returned to the designated location, as directed by the teacher, during school hours.
- iPads are never to be placed on the floor.

## **iPad Use**

- Students are responsible for charging their own iPads. Make sure the battery has enough charge for a full school day.
- Adding apps is permitted by tech staff only.
- While using the iPad, follow the school district's Internet Policy.
- The location of the iPad should be known at all times. It is the student's responsibility to keep the iPad safe and secure.
- The iPad camera and voice recorder should not be used in any manner that would violate the rights and privacy of other students or staff.
- In bathrooms or locker rooms, iPads must be on stand-by and not used.
- Please keep in mind the iPad is for the student's educational use.
- The student is responsible for the device at all times. It should only be used by the student it has been issued to, for educational purposes at home and at school.
- The use of passcodes by students is prohibited.
- The student will treat others with respect both online and offline.
- The student will not damage, change, or tamper with the iPad or network in any way.
- The student will not make changes in the Settings app unless directed by a teacher.
- Teachers, administrators, and technology staff have the ability to confiscate and/or revoke iPads and/or iPad features if deemed necessary.

## **iPad Lost/Stolen/Broken**

- If the iPad is lost, stolen, or damaged, notify the teacher, principal, or technology department immediately. Please refer to the Accidental Protection Plan document for specific information.
- Any iPad and/or charger that is lost or stolen must be replaced through the school at full price to the student/parent.
- An administrator will deal with intentional damage on an individual basis.
- Failure to pay for damage may lead to loss of iPad use. All assignments/classwork that are affected by such a loss will still have to be completed via a format accepted by the teacher.

## **iPad Backup Policy (iCloud/Apple ID account)**

- Each student must have an iCloud account. In order to do this, each student is required to have a separate Apple ID that is setup by Tech Staff using information provided by the parent/guardian. This has to be separate from any parent/guardian's personal account.
- Students are not to use non-school Apple IDs to sign into their iPads.
- Students should understand that their work can be lost, and they should be careful to back up important work.

## **NON-DISCRIMINATION POLICY**

The Decatur County Community Schools assures the Federal Government that it will comply fully with all requirements of Title VI of the Civil Rights Act Rehabilitation Act of 1973 as amended. The Decatur County Community Schools further assures that it will not discriminate against any person in the United States on the basis of limited English proficiency, race, color, sex, national origin, religion, or handicap, nor will anyone be denied the benefits of, or be otherwise subjected to discrimination in admission or access to, or treatment or employment in the conduct of its program and activities and the operation of its facilities.

Furthermore, this organization has designated the Assistant Superintendent of Schools to coordinate its efforts to comply with and carry out its responsibilities including the investigation of any complaint or non-compliance. The principal address of this officer shall be: 9302 South County Road 420 W, Greensburg, Indiana 47240. The telephone number is (812 591-3115). A complaint and grievance procedure has been adopted providing for prompt and equitable resolution of complaints; this procedure is now on file in the office of the coordinator and will be made available upon written request of any citizen.

### **PEST CONTROL POLICY**

The Decatur County Community School Corporation (“Corporation”) is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The Corporation will:

1. Inform annually parents and staff members of the corporation’s pest control policy at the same time of student registration (beginning of school year\*) by a separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. Go to [notices@decaturco.k12.in.us](mailto:notices@decaturco.k12.in.us) to register.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurse.
6. Maintain written record for at least 90 days of any pesticide applications.

The Corporation will provide notice 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 case of emergency pesticide application because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the Corporation.

### **NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

**PPRA** affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. department of Education.

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex Behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;



6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for making or to sell otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information and surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Decatur County Community Schools has promulgated a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. DCCS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. DCCS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or surveys. DCCS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.

Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **SEXUAL HARASSMENT**

### **I. THE POLICY**

A. It is the policy of the Decatur County Community School Corporation to maintain a learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any employee of The DCCS Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.

## **II. DEFINITIONS OF HARASSMENT (excerpts\*)**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, when made by any employee to another employee, or when made by any student to another student when:

. . . 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

. . . Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

## **III. COMPLAINT PROCEDURES**

Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained in Section III.C.\* [of this policy] or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee or the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual’s status nor will it affect future employment, grades, or work assignments.

\*The complete policy, including report forms, is available from the Principal’s office.

## **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS**

The Board of School Trustees of the Decatur County Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means 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.

Per state law, 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 take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students’ histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures 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. 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 take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. 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 code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. 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.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

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 school board 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.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

# TITLE 1 INFORMATION

## **PARENT INVOLVEMENT POLICY**

### **Mission Statement**

Our goal at South Decatur Elementary is to provide quality instruction and encouragement for our students to instill a desire to become lifelong learners. We believe that it is important for families to take an active role in our Title 1 program.

### **Guidelines**

- Parents of Title 1 students will receive a notification letter at the beginning of the year regarding their child's participation in Title 1, as well as notification when their child enters or leaves Title 1 intervention classes due to changes in their data from DIBELS or ACUITY.
- Title 1 staff will hold their annual meeting during the "Back to School" night during the first week of school. They will inform parents of the school's participation in Title I, Part A. Parents will be informed of their rights to be involved. A handout will be provided with specific information regarding the implementation of the Title I program. Parents will receive their Right to Know, School-Parent Compact, and the Title I Parent Involvement Policy. The following information about our reading program will be shared with parents at that time.
  1. Students are expected to be on grade level. South Decatur Elementary implements a 90 minute reading block which focuses on the Common Core State Standards and/or the Indiana Academic Standards for Language Arts with ALL students. (Core instruction on grade level consists of 50 minutes of the 90 minute block.)
  2. During the 90 minute reading block, Title I staff will be supporting the classroom through leveled book clubs, small group instruction, or one-on-one support. Progress monitoring and frequent data meetings between Title 1 staff and teachers will enable teachers to move students from level to level as evidenced by the data.
  3. There will be some small group Tier 2/3 interventions using Reading Eggs, Voyager, Study Island, Acuity instructional resources, and other materials through Title 1.
  4. A Family Fun Night will be held in the first semester to provide parents with training and materials for helping their child at home. Parents will have the opportunity to visit "stations" where Title I staff members will share resources for parents to use at home with their children to improve their reading skills. Parents will have the opportunity to ask questions regarding how to work with their child at home.
  5. Timely information regarding the Title 1 program is provided through weekly Title 1 newsletters and at each parent meeting. Within the newsletter, we will include clarification regarding upcoming testing dates, explain what these tests entail, and include a statement explaining the purpose of our program. These weekly newsletters are posted on the school website, emailed, and also a paper copy is sent home quarterly. On the school website, Title I teachers will post videos of Title I teachers and assistants working with students to illustrate how Title I functions within the school.
  6. Parents are also invited to participate in our Parent Involvement Committee and are asked to provide suggestions for improving the education of their children. Our Parent Involvement Committee will meet a minimum of once per semester to review Title I policies and procedures. In the first semester, parents will be able to review the policy at Parent-Teacher Conferences and/or a PTO meeting. In the second semester, parents will review the policy at a PTO meeting. The Parent Involvement Committee will review the Parent Involvement Policy at each meeting and make suggestions for improvement.
- Student progress reports will be sent home regarding DIBELS testing and Acuity testing (Grades 3-6), as well as the yearly ISTEP+ and IREAD test scores. This information will be explained at one or more of

the parent nights, with parents having the opportunity to ask specific questions regarding the meaning of these reports and the implications for their child. Opportunity for the scheduling of individual conferences will also be offered after mid-year testing, and Title 1 staff will provide more frequent communication via phone conference and/or email.

- During parent-teacher conferences, teachers explain the Indiana Academic Standards, the academic expectations of Decatur County Schools for students, and discuss ways that parents can monitor their child's work. Parents are encouraged to work closely with the classroom and Title 1 teachers to develop strategies to assist students with their academic endeavors. Parents will be offered the opportunity to conference with their child's Title 1 teacher during this time as well. During parent-teacher conferences, a table of reading resources will be available for parents to take home to use with their child. These resources will address skills specific to each grade level.
- Parents may request meetings at any time with Title I teachers or classroom teachers. The teachers must respond within 5 school days to the request for a meeting. At this meeting, parents may make suggestions relating to the education of their children. The teachers and staff will respond to these suggestions as soon as possible in an appropriate manner. Parents are also encouraged to contact the building administrators if there are any concerns regarding their child.
- Title 1 teachers will provide parents with Title 1 information through meetings, newsletters, written communication, phone calls, and conferences. Progress reports will be sent out at the end of each nine weeks to inform parents of their child's academic performance by classroom teachers.
- The principal will meet with teachers of local preschools to share information about what is expected during Kindergarten roundup testing.
- Staff will be educated in the value and utility of contributions of the parents, and in how to reach out to, communicate with, and work with parents as equal partners. Teachers will coordinate parent programs to build ties between the parents and school.
- Title 1 teachers will conduct a 3<sup>rd</sup> grade parent meeting in the winter to share information about IREAD, the state test given to 3<sup>rd</sup> graders in March. In addition to this meeting, Title I teachers will offer a winter training to all parents in the school where parents can ask questions about upcoming testing and receive resources for home.
- An end-of-year parent survey will be conducted in order to obtain parent suggestions and comments about the program.
- Children will have the opportunity and will be encouraged to take home books from the school library or their classrooms on a daily basis in order to further enhance their learning opportunities.
- In awareness of parents lacking literary skills, those with disabilities, and those with limited English proficiency, provisions will be made when possible. Documents will be translated according to student's home language.
- Parents of the Title 1 students have the right to request information regarding the professional qualifications of the student's teacher.
- Title 1 staff will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy. Parents may mark on the School-Parent Compact that they wish to be involved in a Parental Involvement Committee. This committee will be responsible for the planning, review, and improvement of the Title I program.
- If the schoolwide program plan under section 14 (b) (2) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA.

### **School-Parent Compact**

The South Decatur Elementary School, faculty and staff, students, and the parents of the students participating in activities, services, and programs funded by Title I, Part A for No Child Left Behind Act of 2001, agree that this compact outlines how the entire school staff, students and the parents will share the responsibility for improved student academic achievement and

the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This School-Parent Compact is in effect during school year 2016-2017.

### **SCHOOL PLEDGE**

We, the South Decatur Elementary School faculty and staff, pledge to:

Deliver high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- have high expectations for ALL children
- provide a disciplined, safe, and positive learning environment
- teach the standards that are required by law
- have highly qualified teachers and staff
- communicate information about school activities

We will hold parent-teacher conferences at the end of the first grading period. During the conference, the classroom teacher will provide information as it relates to the individual child's achievement. Title I personnel will be available for consultation. Title I personnel will meet with the Parental Involvement Committee to review the school-parent compact, as well as the parental involvement policy.

We will distribute four report cards documenting each child's progress during the school year.

In addition, written midterm reports will be sent home four times a year, and teachers will communicate by informal note, e-mail, or telephone as needed. We will provide parents reasonable access to staff by inviting parents to schedule additional conferences as needed or to communicate by telephone, e-mail, or written letter to the teacher. Title I staff will be available at any time to provide resources and conference with parents. We will provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:

- visit their child's classroom to observe
- opportunities to volunteer for Title I parent nights.
- volunteer to chaperone field trips participate in mentoring programs provided through the schools, such as A.I.M.

We will attend all school programs including winter and spring music programs, convocations, the Veteran's Day program, and the Title I Family Night.

### **PARENT PLEDGE**

We, as parents, pledge to support our child's learning in the following ways:

- promote positive use of my child's extracurricular time (examples: board games, read together, take a walk) and supervise my child's use of television
- offer love, discipline, guidance, and encouragement to our child
- have high expectations for our child
- monitor our child's attendance
- provide a quiet place that allows our child to concentrate on his/her homework and make sure that homework is complete each night
- show my child how to be and stay organized (gather all school materials and other important items and keep in a designated area where the child will see it each morning)
- be involved with the school
- communicate with the school about our child's strengths and needs

## **STUDENT PLEDGE**

I pledge to share the responsibility to improve my academic achievement to the best of my ability by doing the following:

- attend school regularly
- do my homework every day and ask for help when needed
- read everyday outside of school time
- give my parents or guardian all notices and information from school
- fill out my school planner/assignment book and show it to my parents each night
- work cooperatively with teachers and classmates
- follow all school rules
- get plenty of sleep each night

Please keep this compact at home as a reminder of the commitment to your child's education that all parties have made.

## **PARENTS' RIGHT-TO-KNOW**

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is notification from Decatur County School District to every parent of students in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and
- If the teacher is teaching under emergency or temporary status in which Indiana
- The teachers baccalaureate degree major, graduate certification, and field of
- Whether the students are provided services by paraprofessionals, and if so, their subject areas taught; qualifications and licensing criteria are waived; discipline; and qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school with this information.

Policy # 6700  
Effective Date: 1/11/2007  
Revised: 1/20/2015  
Revised: 12/01/2015

## **DISTRICT TITLE I PARENT INVOLVEMENT POLICY**

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents of students participating in the Title I program.

### **Expectations for Parent Involvement**

It is the intent of the Decatur County School Corporation that parents of participating students must be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This includes opportunities to jointly develop the Title I program plan and suggest modification, based on changing needs of parents and the schools for school improvement. Parent meetings will occur in each individual school to review

and revise the policy. These meetings will be offered at the annual meeting during Open House, the Title I Family Fun Nights, Parent/Teacher Conferences (first semester), and PTO meetings (at least once per semester).

Any comments indicating parents' dissatisfaction with the district Title I program must be collected and submitted along with the Title I Application for Grant to Indiana Division of Compensatory Education.

The Title I program must be designed to assist students to acquire the capacities and achieve the goals to establish by law, as well as the goals and standards established by the Decatur County School Corporation. These goals and standards must be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

### **Support for Program**

Each year, at least 1% of the Decatur County Schools Title I allocation is set aside for the purpose of promoting parent involvement. Title I teachers from both schools will meet at least once per semester to coordinate parent involvement opportunities, technical assistance, and use of Title I funds. Parents of participating students must have the opportunity to help decide how this portion of the Title I funds will be used. Parents will have opportunities to discuss the use of Title I funds during Open House, Title I Family Fun Nights, Parent/Teacher Conferences (first semester), and PTO meetings (at least once per semester). The district will take measures to build the schools' and parents' capacity for strong parental involvement. These measures may include, but are not limited to, the following:

1. Assistance will be provided to parents regarding the understanding of academic standards and student achievement. Resources may include individuals, agencies (such as DOE), materials (including state academic content standards), training and services. Parents receive all standardized testing results, such as DIBELs, MClass, Acuity, and ISTEP reports. A letter is provided that explains the results and provides suggestions for home. An annual ISTEP/IREAD parent meeting is offered in the early winter to provide information regarding these state tests, and resources are offered for home use. At the Title I Family Fun Night, parents have an opportunity to see examples of these tests and receive explanation of these tests. They also receive the state standards in a format that provides examples of each standard for home use. Parents will receive standards-based resources to take home.

2. Providing resources to assist in communication with parents (Title I weekly newsletters), publishing school newsletters in paper copy and on the schools' website, conducting parent/teacher conferences, conducting parent phone conferences, providing child-care for meetings, encouraging them to use available parent resources and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. For examples, resources are provided in paper copy and over email at least once a month. Parents may view the Title I newsletter online, and paper copies are offered as well at each individual school. At open house, parent/teacher conferences, Title I Family Fun Nights, and the annual IREAD parent meeting, resources are provided for parents to use at home. When funds allow, a summer reading workbook is provided to parents at year's end. Parents are invited and encouraged to attend parent teacher conferences with both the classroom teacher and Title I teachers. At the Title I Family Fun Night, parents receive training and materials for working with their children at home.

3. Identifying ways in which parents can be involved in professional development activities to help inform educators of the value and utility of parent involvement, while including various techniques designed to successfully engage parents as equal partners in their children's education. Examples include how to reach out to, communicate with, and work with parents, implement and coordinate parent programs, and build ties between parents and the school. Teachers meet at least once a semester with parents during PTO meetings, where parents have the opportunity to provide suggestions to the teachers regarding ways they would like to be more involved. Parents have the opportunity to sign up to be



involved in their child's classroom. A Title I Parent Survey provides opportunities for parent input, such as helping with Title nights, parent-teacher conferences, and reviewing and revising the parental involvement policy.

4. Parents will have multiple opportunities to receive resources at parent nights, open house, and parent-teacher conferences. The Title I teachers are available as resources through email, phone calls, or written notes. Title I teachers make parents aware through email and written letters that they will provide resources to be used at home to support their child's learning.

5. Parents may request resources from Title I teachers at any time throughout the school year. Parents are notified at the annual meeting at open house that Title I teachers will be sending home resources at least once a month and are available to speak with them by phone, email, or in person at any point during the year. Title I teachers will go over student achievement, as well as providing resources for parents to use at home.

### **Parental Involvement Strategies**

The district will share options for coordinating and integrating parental involvement programs and activities with Head Start and public preschool or other programs, and conduct other activities, such as parent resource centers, that encourage parents to more fully participate in the education of their children. Local preschool teachers are invited yearly to meet with kindergarten teachers regarding the skills that are necessary for a child to be successful in kindergarten. Local preschool teachers participate in a yearly kindergarten roundup.

The district will conduct an effective annual evaluation process whereby parents' ideas about the content and effectiveness of this policy and the plan designed to implement it are essential. This annual evaluation will take place within the first semester. Parents will receive opportunities to evaluate the policy at the open house and parent-teacher conferences (in the fall). The process must focus on the following questions:

Does this policy increase parent participation?

What barriers to parent participation still exist?

How can existing barriers be reduced or removed?

The district will ensure that the results of each annual evaluation will be used to plan activities and materials designed for parents, with particular attention given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. Title I teachers at each school will contact any limited English families and ask for their direct participation at the meetings or over the phone or email before each meeting.

**Decatur County Community School Corporation  
School Calendar 2016-2017**

**EVERY WEDNESDAY AN EARLY RELEASE DAY/TEACHER IN-SERVICE.  
STUDENTS WILL BE RELEASED 1 HOUR EARLY ON WEDNESDAYS.**

Monday, August 1	Teacher Meeting/In-Service Day
Tuesday, August 2	Teacher/Staff Day
Wednesday, August 3	First Day of School
Monday, September 5	Labor Day Holiday
Monday-Friday October 10-14	Fall Break
Wednesday, Thursday, Friday November 23, 24, 25	Thanksgiving Break
Wednesday, December 21	End of Semester
Thursday, December 22	Christmas Holiday Begins*
<b><u>Tuesday, January 3</u></b>	<b><u>Teacher Record Day</u></b>
<b><u>Wednesday, January 4</u></b>	<b><u>School Resumes</u></b>
<b><u>Monday, January 16</u></b>	<b><u>Martin Luther King*</u></b>
<b><u>Monday, February 20</u></b>	<b><u>Presidents' Day Holiday*</u></b>
Monday-Friday March 13-17	Spring Break
Monday-Friday March 20-24	Spring Break*
Friday, April 14	Good Friday*
Monday, April 17	Spring Holiday *
Thursday, May 25	Last Day of School
Friday, May 26	Teacher Record Day*
Saturday, May 27	Commencement*

\* Indicates potential snow make-up day