

Randolph Central School Corporation

2015-2016

Elementary School Handbook



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RANDOLPH CENTRAL SCHOOL CORPORATION 2015-2016 ELEMENTARY HANDBOOK

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THE RANDOLPH CENTRAL SCHOOL CORPORATION SUPPORTS A HEALTHY LIFESTYLE FREE FROM BULLYING, VIOLENCE AND SUBSTANCE ABUSE. IT IS OUR HOPE THAT THE ENTIRE COMMUNITY WILL RALLY AROUND OUR CONTINUING EFFORTS TO SUPPORT A SAFE, DRUG-FREE COMMUNITY.

**FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents’ use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

**RANDOLPH CENTRAL SCHOOLS MISSION STATEMENT**

The mission of the Randolph Central School Corporation is to promote academic excellence by building better minds and hearts through cooperation with students, parents, and the community.

“Education for Excellence: Better Minds and Hearts”

**STATEMENT TO PARENTS REGARDING SCHOOL’S ABILITY TO MAKE DECISIONS GOVERNING THE CHILD**

**[Source: Dave Emmert, General Counsel, Indiana School Boards Association]**

When the parent chooses to send his or her child to a public school, Indiana’s laws and courts recognize that school officials and teachers “take the place of the parent” with regard to decisions pertaining to the child during the time of the school’s supervision of the child. This concept is often referred to as “in loco parentis,” and is expressed by the Indiana Legislature in the Education Code pertaining to student discipline as follows (with emphasis added in italics):

I.C. 20-33-8-8. Duty and powers of school corporation to supervise and discipline students

- Sec. 8. (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:
- (1) a school corporation; and
  - (2) the students of a school corporation.
- (b) *In all matters relating to the discipline and conduct of students, school corporation personnel:*
- (1) *stand in the relation of parents to the students of the school corporation;* and
  - (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.
- (c) Students must:
- (1) follow responsible directions of school personnel in all educational settings; and
  - (2) refrain from disruptive behavior that interferes with the educational environment.

**EQUAL EDUCATION OPPORTUNITY**

It is the policy of this corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school corporation’s compliance officer listed below:

Lisa Chalfant  
 Director of Curriculum  
 103 N East St  
 Winchester, IN 47394  
 765-584-1401 or 800-305-1401

The complaint will be investigated and a response in writing will be given to the concerned person within 20 (twenty) business days. The compliance officer can provide additional information concerning access to equal education opportunity.

## **STUDENT WELL-BEING**

Randolph Central School Corporation has put into place security systems and crisis management guidelines to create safe and secure learning environments for our children. Student safety is our primary responsibility. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation of accident, s/he must notify any staff person immediately.

Students and parents should be aware that BULLYING is prohibited and any instance of it should be reported to a teacher or principal. As C.L.A.S.S. Schools, we are continually teaching and training to “TREAT PEOPLE RIGHT” and to “DO THE RIGHT THING” in all situations.

## **SCHOOL COUNSELOR**

A school counselor is on staff at each elementary building on a rotating basis. This individual helps parents and teachers address school related concerns, as well as, serving as a resource in making referrals to community agencies. The elementary guidance program adheres to a very proactive approach. This is primarily achieved through in-class activities. The counselor visits each classroom on a weekly basis. This provides all students exposure to information and skills, which will enable them to make informed choices and stay safe. The counselor may work with students individually or in small groups. The primary focus is to work with parents and teachers, in a team approach, in order to help children be successful. Students may be referred to the counselor by the principal, teachers or parents.

## **SECTION I- GENERAL INFORMATION** **ENROLLING IN THE SCHOOL**

**Students are expected to enroll in the attendance district in which they live.** Each child entering Kindergarten must have attained the age of five (5) on or before August 1<sup>st</sup>. Students that are new to the school are required to enroll with their parents of legal guardian.

When enrolling, the parents will need to bring:

- a legal birth certificate
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The principal or designee will assist in obtaining the transcript, if not presented at the time of enrollment. Randolph Central recognizes the expulsions from other school corporations and will uphold those expulsions.

## **SCHEDULING AND ASSIGNMENTS**

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal. Placement of a child in a class is the principal's decision.

## **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer, the parent must notify the principal. School records shall be transferred within fourteen (14) days to the new school. (14 days are required by missing children laws.) Parents are encouraged to contact the principal for specific details.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)** **AND NOTICE FOR DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Randolph Central School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Randolph Central School Corporation may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Randolph Central School Corporation to include this type of information from your child's education records in certain school publications.

Examples include:

- \*A playbill, showing your student's role in a drama production;
- \*The annual yearbook;
- \*Honor roll or other recognition lists;
- \*Graduation programs; and
- \*Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

During the course of the school year, information relating to Randolph Central students may be disclosed to individuals or to the media. For example, photographs or videos may be taken by the School Corporation or by the media for use in various publications or for use in local media. This publicity provides the community with information about various school programs and achievements. The School Corporation may also disclose additional directory information relating to students for various reasons to military recruiters, post-secondary educational institutions and potential employers.

If you do not want Randolph Central School Corporation to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks of registration or enrollment. Randolph Central School Corporation has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

### **STUDENT FEES, FINES, AND CHARGES**

Students using school property and equipment can be fined for excessive wear and abuse or loss of the property and equipment. The fine is used to pay for the damage, not to make profit. In some cases, when materials, such as books, are damaged beyond repair, replacement cost will be billed to the parents. Late fines can be avoided when students return borrowed materials promptly.

### **MEAL SERVICE**

Randolph Central Elementary Schools offer both breakfast and lunch to its students. Teachers will not handle money; this is the student's responsibility. All students have the option to bring their own lunch. We encourage each student who packs to bring a nutritious meal. According to the Randolph Central Wellness Policy no fast food or soda pop is allowed in the school's cafeteria. We encourage any parent that wants to eat lunch with their child to buy a school lunch from the cafeteria.

Proper forms/applications for free and reduced price lunch/textbooks shall be made available to all students and/or parents/guardians at the time of registration or enrollment. Students who qualify for free/reduced price lunch under federal guidelines shall not be identified in any way when being served in school cafeterias. Students who have not qualified for free or reduced price lunches are expected to pay for the meals at the time of being served. In the event that students who have not qualified for free or reduced price lunches do not have sufficient funds to pay for meals, they shall inform cafeteria personnel, who shall permit them to eat and shall maintain a careful record of accumulated charges by each student. When a student has accumulated twenty (\$20) dollars of unpaid charges, the cafeteria manager shall inform the principal, who shall contact the parent/guardian via letter, informing them of the accumulated charges and the expectation of immediate payment. In the event that prompt payment, within one week of notification, is not made for unpaid charges of twenty (\$20) dollars or more, the school may use a collection agency or other means to recover the unpaid charges. Elementary students shall be served the regular meal until charges reach thirty (\$30) dollars, at which time they shall be served an alternative meal in lieu of charging for a regular lunch.

At no time should students be made to wait until others have been served because of inability to pay. Students on paid lunch who wish to charge may charge for full regular lunches only and may not charge for *a la carte* or specialty food items or drinks other than the regular drink, nor shall they be permitted to charge for more than one lunch per day.

If community groups or individuals have provided funds for students to draw upon in the event of inability to pay, these funds shall be used until exhausted before charges shall be applied to any qualified student's account under this guideline.

### **PARTIES, SNACKS AND CELEBRATIONS**

Please send only pre-packaged food items for parties, snacks and celebrations. No homemade treats or snacks may be brought into the school to share with other students for parties, snacks and celebrations. We have an increasing number of students with food allergies (peanut and peanut butter oil, preservatives and food dyes) and other food related health concerns (diabetes), etc. For the safety of all of our students it is important that we are able to read the food labels to determine which treats our students with health concerns can safely consume. Thank you for understanding this very, very important request.

## **EMERGENCY PREPAREDNESS DRILLS**

### **Randolph Central School Corporation Crisis Management Guidelines**

The Randolph Central School Corporation has crisis management guidelines in place to serve the best interests of our students and staff. The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornados is different from the alarm system for fires.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents/guardians by telephone and also the following radio and television stations:

WZZY 98.3 FM, WLBC 1340 AM & 104.1 FM, WOWO 1190 AM & 103.1 FM, WERK 990 AM & 104.9 FM, WPGW 100.9 FM, WMDH 102.5 FM, WTGR 97.5 FM, WHON and WISH TV channel 8.

Parents and students are responsible for knowing about emergency closings and delays. Please make arrangements for your child in case of an emergency or early dismissal. Please make sure s/he knows what to do and where to go. Parents are to provide the school with at least three (3) phone numbers that can be called in case of an emergency closing or individual student medical emergency.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, **EACH VISITOR MUST REPORT TO THE OFFICE** upon entering the school to sign in and receive a visitor's pass. Any visitor found in the building without signing in and wearing a visitor's pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

## **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

## **USE OF INTERNET COMPUTER ACCESS**

### **Overview**

Access to computers and the Internet through the Randolph Central School Corporation computer network comes with the responsibility to use this network in a productive and ethical manner.

### **Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment at Randolph Central School Corporation. These rules are in place to protect the user and Randolph Central School Corporation. Inappropriate use exposes Randolph Central School Corporation to risks including virus attacks, compromise of network systems and services, and legal issues.

### **Scope**

This policy applies to students. This policy applies to all equipment that is owned or leased by Randolph Central School Corporation.

### **Policy**

#### **General Use and Ownership**

1. Users should be aware that the data they create on the corporate systems remains the property of Randolph Central School Corporation . Because of the need to protect Randolph Central School Corporation 's network, Randolph Central School Corporation does not and will not guarantee the confidentiality of information stored on any network device belonging to Randolph Central School Corporation .
2. For security and network maintenance purposes, authorized individuals within Randolph Central School Corporation may monitor equipment, systems and network traffic at any time, for any reason, without prior notice
3. Randolph Central School Corporation reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

#### **Security and Proprietary Information**

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly, user level passwords should be changed every six months.
2. All PCs, laptops and workstations should be logged-off when the host will be unattended.
3. Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

### **Unacceptable Use**

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is a user of Randolph Central School Corporation authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Randolph Central School Corporation -owned resources.

### **Internet Safety Provision**

The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students will be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. Superintendent or designee shall provide such instruction which shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use:

### **System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Randolph Central School Corporation .
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Randolph Central School Corporation or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others.
6. Using a Randolph Central School Corporation computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Randolph Central School Corporation account.
8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
9. Port scanning or security scanning is expressly prohibited.
10. Executing any form of network monitoring which will intercept data not intended for the user.
11. Circumventing user authentication or security of any host, network or account.
12. Interfering with or denying service to any user (for example, denial of service attack).
13. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's session.

### **Email and Communications Activities**

1. Use of **non-corporation issued email accounts** is prohibited.
2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
3. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

### **Enforcement**

Any user found to have violated this policy may be subject to disciplinary action.

### **LOST AND FOUND**

There is a lost and found area in every school. Parents of students who have lost items should check there for their items.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

## **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. If a student needs the use of a cell phone after school, the cell phone will be stored in the school's office, or turned off and in the student's book bag. *If not, the phone may be confiscated and turned into the school's office.*

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has the opportunity to review the announcement or posting. The School has a central bulletin board located near the office, which may be used for posting notices after receiving permission from the Principal.

## **PICTURES**

Individual school pictures will be taken in the fall and may be taken in the spring. Class pictures and yearbooks will generally be taken in the spring.

## **SECTION II-MEDICAL** **EMERGENCY MEDICAL AUTHORIZATION**

All students must have an emergency medical authorization form completed, signed by a parent or guardian, and filed in the school office. **A student will be excluded from field trips and may be excluded from school until this requirement has been fulfilled.** The corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization form. In the event emergency medical treatment for a student is necessary, the corporation will adhere to the instructions on the authorization form. This form should be filled out at registration.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision. The nurse or principal are available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her knowledge.

## **ADMINISTRATION OF MEDICATION**

If at all possible please try to avoid sending medication to school. For example, medicine that is to be given three times a day can be given before school, after school and at bedtime. With medication that is to be given as needed, we need a note stating when the child last had the medicine and when s/he may have it again. The school does not provide, and will not give, Tylenol or other over-the-counter medication unless they are prescribed by a physician or a guardian's note is on file at the school office. All medication must be brought in the original container.

**\*\*\*Morning medication is the parent's responsibility and must be given at home unless otherwise specified by a physician.\*\*\***

Any student needing to take medication at school must have a form filed in the office with the direction for giving the medication. The proper form may be picked up at the school. The medicine must be kept in the office and must be in the original prescription bottle bearing the pharmacy label and the student's name. School personnel cannot be expected to administer medication that requires skill beyond their qualification. Parents may come to school to administer medication instead of having the forms filled out. Any changes in medication shall be documented by written authorization from the physician. Parents of students with severe asthma should contact the office to discuss administration of medication and use of inhalers.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **CHRONIC MEDICAL CONDITIONS**

In order for Randolph Central Elementary Schools to honor physicians' statements regarding chronic medical conditions resulting in absence from school, the following conditions must be met:

1. The statement must appear on a letterhead of a physician or medical practice.
2. Excuse slips or scripts will not be accepted.
3. The statement must be written and signed by a medical doctor or a person licensed to practice osteopathic medicine or chiropractic medicine. Excuses from counselors, psychologists, nurses or other persons are not acceptable excuses under Indiana law.
4. The statement should detail the nature of the condition resulting in chronic absence, as well as state specifically how the condition adversely impacts the student's ability to attend school. In addition, steps of treatment to improve the condition and student attendance should be addressed.
5. The statement should acknowledge that the physician is aware of the number of absences that the student has accumulated and that such absences should be expected with a condition of the nature being described. In addition to the submission of the medical statement, the parent or guardian of the student must call the school each day of the student's absence to advise school officials of the student's absence and the reason for it.
6. The statement will not be valid more than one year.

Excuse forms written on scripts, as well as those written by officials other than doctors, will continue to be accepted as excuses for short-term absences. Absences excused with these excuses not count toward the unexcused absences defined in the school attendance policy.

### **PROCEDURES FOR STUDENTS WITH CHRONIC MEDICAL CONDITIONS**

A student is considered to have a “Chronic Medical Condition” if s/he accumulates ten (10) or more days of doctors’ excused absences in a semester. In order for Randolph Central Elementary Schools to honor physician statements beyond the ten (10) day limit we must have a “Chronic Medical Condition” form on file. This form may be secured from the school office and must be completed and signed by a medical doctor or a person licensed to practice osteopathic medicine or chiropractic medicine. A “Chronic Medical Condition” form is valid for one (1) semester of school.

### **HEARING/SPEECH/VISION SCREENING**

- Hearing-Students are screened in kindergarten, first, fourth, seventh and tenth grade.
- Speech-Students are screened in kindergarten and first grade. Other students are screened upon teacher referral. All new students to the corporation receive both hearing and speech screening.
- Vision-Students are screened in first, third, fifth and eighth grade.

### **MENINGOCOCCAL DISEASE**

Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine.” (IC 20-30-5-18) Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including lost hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at school entry and incoming college freshman. Please talk with your child’s health care provider about meningococcal disease and vaccination.

### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

#### **Immunization Requirements**

- A. 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) or 4 doses are acceptable if the fourth dose was administered on or after the fourth birthday;
- B. 4 doses of either polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination or 3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday. The fourth dose must be administered on or after the fourth birthday, and at least six months after the previous dose;
- C. 2 doses of measles (rubeola) vaccine, on or after the first birthday;
- D. 1 dose of rubella (German measles) vaccine, on or after the first birthday;
- E. 2 doses of mumps vaccine, on or after first birthday;
- F. 2 doses of Varicella (Chicken Pox) on or after their first birthday and separated by three months or have physician-written documentation of history of Chicken Pox Disease.
- G. 2 doses of Hepatitis A vaccine (Hep A) are required for all students entering Kindergarten and first grade.
- H. Hepatitis B- All students must have completed or be on schedule for the three-dose series as a prerequisite to entering school.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or as been exposed to a communicable disease. Any removal will be only for the contagious period as specified in the school’s administrative guidelines. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Randolph Central School Corporation has a lice policy established with regard to the most current information about the lifecycle and treatment of lice. If live lice are confirmed by an approved examiner, the student’s parent/guardian will be contacted that day by phone (or a note sent with the child if there is no phone or no one is reached), informing about the lice and treatment options. If a parent wishes to take their child from school on the day of notification to perform a treatment, the child’s absence will be excused since it is school initiated. The child will be expected to return to school the following day with a treatment option. Any days missed for lice after the notification day, will be considered unexcused for the student. Additional information will be sent home with students periodically, in reference to this policy.

## **CONTROL OF NON-CASUAL COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted disease, AIDS (Acquired Immune Deficiency Syndrome), ARD-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

The corporation is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the corporation is committed to taking the necessary precautions to protect both students and staff from the spread in the school environment.

Part of the mandated procedures includes a requirement that the corporation request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the corporation to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Mrs. Lacey Hummel, Randolph Central School Nurse, at 584-4671.

## **AMERICANS WITH DISABILITIES ACT- SECTION 504**

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the corporation's programs and facilities. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents, who believe their child ma have a disability that interferes substantially with the child's ability to function properly in school, should contact the principal.

## **SECTION III-ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off of school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent forms completed and emergency medical forms on file at the school. Attendance and behavior rules apply to all field trips. Field trips are considered privileges. Alternate academic activities may be given the student, who has not been able to conduct him/herself in an appropriate manner.

### **CONVOCATIONS**

Convocations will be planned for various times throughout the school year for our students. These programs are an extension of the academic program and provide will-rounded education for the students. Parents and pre-school siblings are always welcome. Again, convocations are considered privileges, and those students who cannot conduct themselves in an appropriate manner may be asked to spend time in the office, with alternate academic activities.

### **REPORTING SCHOOL PROGRESS**

We believe the cooperation of the school and home is a vital ingredient to the growth and education of the student. We recognize our responsibility to keep parents informed of student welfare and progress in school. Students shall receive a mid-term report in the middle of each grading period. Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. The report card will be sent home a total of four times following each nine weeks grading period. The report card shows whether your child practices good habits, works up to full ability, has mastered subject area benchmarks, and the extent of his progress. Your cooperation in helping your child improve is expected for your child's successful completion of the school year.

Parent expectations help to determine student achievement. A parent-teacher conference is scheduled in the fall following the first nine weeks grading period. ISTEP results, along with other standardized test data, are sent home for parent review. Conferences will be requested for those students who are experiencing academic difficulty. Other conferences may be arranged by you or by the school if needed. Conferences are designed to promote teamwork between the parents and teacher in providing optimal educational experiences

for children. The conference helps us do more for your child because you can help us understand your child better and we can do most for the child we understand. You can help by telling about any problems your child may have at home and anything we should know about his health, attitude toward school, ability to get along with others, or unusual problems or situations. Please come to the conference prepared to ask questions and to tell us about your child.

Additional parent-teacher conferences during the school year should be requested through the elementary school office. At that time, the principal will discuss with you the nature of the concern. The principal will speak with the teacher and schedule a time for the parent and teacher to conference. The teacher or principal may choose to invite a school representative to attend the conference.

### **GRADES**

Randolph Central Elementary Schools have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning based on state proficiencies and essential skills. In general, students are assigned grades determined by test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

### **RANDOLPH CENTRAL ELEMENTARY GRADING SCALE**

Due to the fact that the elementary years are ones of developing basic skills and learning strategies that will affect the child's education for life, the teachers and administration believe that high standards must be expected of all students. The goal is for all elementary students to reach the mastery level (80%). K-1 students will be assessed using developmentally appropriate means and students in grades 2-5 will be given percentage grades with the following scale being applied:

- 90-100 Exceptional Progress
- 80-89 Mastery Level
- 70-79 Practice Needed
- 60-69 Below Grade Level-Continuation at this level would indicate retention is possible
- 59 or below Student has failed to meet the standards.

### **HOW PARENTS CAN HELP TO FOSTER A POSITIVE ATTITUDE TOWARD SCHOOL**

- Speak of school as an exciting place and of the teachers and principals as friends.
- Show interest in your child's work and praise his/her accomplishments.
- Encouragement and praise help every child.
- Encourage your child to look at good books, read books to him/her, and take him/her to the library to get interesting materials.
- Teach your child to be courteous towards others and give him/her a basic knowledge of good manners.
- Discipline your child with firmness and affection.
- Take your child to places like the airport, farm, museum, beach and picnic spots. Reading ability is based partly upon experiences a child has had.
- Teach your child to be on time.
- Help your child develop self-reliance by giving her responsibilities suitable for his/her age.
- Encourage him/her to do many things for him/herself.
- If your child has any handicap that may interfere with his schoolwork, please let the teacher know.
- Monitor your child's forms of entertainment, such as television viewing, video games, and music choices.
- Engage your child in stimulating activities that promote physical activity and/or academic growth.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with the state standards and corporation policy. **Each student will be expected to pass the state mandated tests. Make-up dates are scheduled, but unnecessary absences should be avoided.**

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Randolph Central will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **HOMEWORK POLICY**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning. However, discipline action may result when students establish a pattern of not completing homework. Students may be required to stay after school if work for the preceding week has not been completed. Parents will be notified in advance if their child will be required to stay after school to complete work.

### **Homework serves valid purpose when it:**

1. has a specific purpose related to learning objectives
2. is appropriate to the grade level involved
3. involves application of knowledge, communication, research, skills, positive attitudes, and creativity
4. is never part of discipline
5. is clear, corrected when returned, with strengths and weaknesses communicated in ways which provide for improved performance
6. involves students in examining their own work
7. has reasonable time limits with make-up opportunities

### **Homework is:**

1. two way communication between school and home and between child and parent
2. to reinforce something already learned by the child
3. to develop student responsibility
4. purposeful or meaningful work with a goal in mind-not busy work
5. to develop good study skills and habits
6. to encourage independent reading.
7. to work on enrichment skills
8. completion of regular classroom work not done at school
9. to provide a child with a head start
10. to provide a teacher with feedback as to what needs to be retaught
11. not always for a grade
12. being responsible for the completing and signing of the daily assignment book

Parents have the responsibility to provide a daily time and place for homework to show that school is a priority. Encourage your children to present questions they have about homework BEFORE they leave school for the day. Teachers have the responsibility to check or grade homework in a timely manner to show children that it is important. If there is consistently more than ½ to ¾ hours of homework per night, parents should notify the teacher. We want children to have time to be involved in other activities.

### **GUIDELINES FOR POSSIBLE RETENTION**

Retention in present grade placement will be considered when any of the following occur:

1. A student has an average of below 70% in language arts and math.
2. A student accumulates more than 12 non-exempt absences a semester.
3. A student fails to meet the cut off on the state wide testing program.
4. A student fails to meet the cut off on the state wide testing program, and the parents refuse the school remediation. (The school corporation policy and state laws will determine retention or placement decisions.
5. A student fails to master the minimal competencies set by Randolph Central School Corporation.

Parents will be notified by the end of the third grading period. The Teacher Assistance Team will convene regarding this student. When a child is being considered for retention, a meeting that includes, at minimum, the parent, teacher, principal and the next grade level representative will be held to determine final placement. The final decision will always rest with the building principal.

If a student is in danger of retention, but the committee decides that the student should be given a chance to proceed to the next grade level, the student will be “placed” in the next grade level, with the evaluation team meeting by the end of the first grading period to assess progress and determine whether placement was in the best interest of the child.

Special Education students’ retention and placement will always be determined by the Case Conference committee.

### **REMEDATION**

Presently the Randolph Central Elementary Schools offer several remediation opportunities for students who are in need of academic assistance. They are as follows:

1. **After-School Remediation:** Randolph Central may offer an after school remediation program for students who have failed to pass one or both section of ISTEP. (Language Arts or Math)
2. **Jump Start Program:** If funding is available this program will be offered two (2) weeks prior to the beginning of the school year. Classes are offered based on enrollment and fund availability. One purpose of these classes is to prepare students for the upcoming year.

This is the expected form of remediation adopted by the Randolph Central School Corporation for students who do not meet the statewide testing standards. Choosing not to attend may result in retention. Students in the elementary schools who do not pass both sections (math and language arts) of the ISTEP+ test, are required to attend Jump Start or provide written documentation of alternative remediation that is approved by the corporation testing coordinator prior to the beginning of Jump Start.

## **SECTION IV-STUDENT ACTIVITIES** **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Randolph Central Elementary Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required of a particular course, and/or contain school subject matter. The school has many student groups that are authorized by the school. It is the corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as girls and boys basketball. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements for grades and behavior.

### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, and that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

### **LATCHKEY PROGRAM (Y'S GUYS AND GALS)**

Randolph Central offers after school care programs daily in conjunction with the Randolph County YMCA. Anyone interested in additional information should contact the Randolph County YMCA at 765-584-YMCA.

## **SECTION V- ATTENDANCE**

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Randolph County Elementary Schools have an attendance policy to avoid these negative consequences.

### **EXEMPT ABSENCES**

A student is excused from attending school under some circumstances. Those circumstances would include:

- \*Serving as a Page or Honoree of the General Assembly
- \*Serving as an election worker
- \*Testifying in court under subpoena

In each of these circumstances, the student is excused from school, will **not** be recorded as absent, and will **not** be penalized in any way by the school.

### **EXCUSED ABSENCES**

The following absences are excused (with proper documentation), carry no penalties and, therefore, do not count toward the 5, 8 and 12 day limits.

- \*Absences certified as necessary by a doctor
- \*Professional appointments: doctor, dentist, etc.
- \*Absences due to bereavement
- \*Absences due to legal appointment or court hearing
- \*Absences due to religious observation
- \*Absences due to being sent home ill from school
- \*Absences due to being suspended from school
- \*Absences due to scheduled 4-H events
- \*Absences due to scheduled Indiana State Fair competitions

**(Doctor's notes will ONLY be honored if submitted to the school office within 48 hours of returning to school.)**

### **UNEXCUSED ABSENCES**

If a student is absent from school for all or any part of the day and the absence does not qualify as one of the 8 previously mentioned excused reasons, it shall be considered unexcused. All unexcused absences will count toward the 5, 8 and 12 day limits, and may carry additional consequences (i.e. removal from class).

### **VERIFICATION OF ABSENCES**

**If a student is going to be absent, the parents should verify the absence by contacting the school office by 8:30 a.m., and providing an explanation.** If prior contact is not possible, the parents should provide a written excuse within two school days after the student's absence. Verified unexcused absences do not count toward the habitual truancy rule. ***Failure to notify the school*** will result in an unverified unexcused absence. Ten unverified unexcused absences within a school year may result in a student being considered a habitual truant (see habitual truancy).

## **TRUANCY**

Truancy is when a student is absent without the consent and/or knowledge of the school and/or parents. Severe disciplinary action will result when students “skip school” and intentionally violate the state law of compulsory school attendance. The skipping of any part of the school day is considered a truancy.

Randolph Central Schools are considered CLOSED CAMPUSES. No student will be allowed to leave the school grounds while school is in session without permission from the administration. Leaving school or class without permission is truancy.

**In case of accident or illness, the student should report to the office before calling home.** All students are to sign out in the office before leaving school. When returning to school, the student is to once again sign in at the office before going to class.

## **HABITUAL TRUANCY**

A student will be considered a habitual truant if they accumulate 10 or more unverified unexcused (as defined in prior section) absences from school during the school year.

## **WARNING LETTERS / ABSENTEEISM**

1. 5 Day Letter – After a student misses 5 unexcused days in a semester a letter will be sent notifying the family of these absences.
2. 8 Day Letter – After a student misses 8 unexcused days in a semester a letter will be sent requesting that the parent contact the school to discuss their child’s attendance record.
3. 12 Day Letter – After a student has missed 12 unexcused days in a semester the school will consider retention for that student. Legal authorities or Department of Children’s Services shall also be contacted. The school will send a letter requesting a conference to discuss the child’s attendance record.

## **STUDENTS WITH CHRONIC MEDICAL CONDITIONS**

A student is considered to have a “Chronic Medical Condition” if he/she accumulates ten (10) or more days of doctors’ excused absences in a semester. In order for Randolph Central Elementary Schools to honor physician statements beyond the ten (10) day limit we must have a “Chronic Medical Condition” form on file. This form may be secured from the school office and must be completed and signed by a medical doctor or a person licensed to practice osteopathic medicine or chiropractic medicine. A “Chronic Medical Condition” form is valid for one (1) semester of school.

## **TARDINESS**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, he/she is to report to the office before going to his/her first assigned location. Students who are late to first period will be considered tardy or truant to school. These tardies will result in school disciplinary action and will be recorded on a student’s report card.

## **MAKE-UP WORK**

### **Requesting Assignments**

If your child is absent you may wish to come to the school to collect your child’s assignments and books. Copies of the assignment log will be available in the office after 2:00 p.m.

ANY SCHOOL WORK MISSED DUE TO ABSENCE CAN AND SHOULD BE MADE UP! School policy states that students are allowed one school day for each day of absence to complete make-up work after returning to school. A student absent one day will have one day for make-up, two days for two absences, and so on, up to a maximum of five days. Exceptions may be made to this by the administration due to long periods of serious illness. Students are encouraged to take work home and complete assignments while absent. It is the student’s responsibility to see the teacher, concerning make-up work, the first day back in class. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade.

## **SECTION VI- STUDENT CONDUCT** **CODE OF CONDUCT**

A major component of the educational program at the Randolph Central Elementary Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

1. abide by the national, state, and local laws as well as the rules of the school
2. respect the civil rights of others
3. act courteously to adults and fellow students
4. be prompt to school and attentive in class
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other’s ability, gender, race, or ethnic background
6. complete assigned tasks on time and as directed
7. help maintain a school environment that is safe, friendly, and productive

## **DRESS AND GROOMING**

While fashion changes, the reason for being in school does not. Students are in school to learn, and their manner of dress should reflect a respect for the learning environment. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. This includes shoes with wheels in them. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug, or gang related or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting or asked to change to more appropriate appearance. Any manner of dress or hair color that is disruptive to the educational process is prohibited. Examples include: net clothing, hats, sunglasses, visors, inappropriate logos, including advertisement of illegal products or violent or threatening symbolism on clothing, clothing that is too revealing and/or bares midriff area. Extreme hair dye colors are disruptive to the educational process and are prohibited.

Students who are representing Randolph Central Elementary Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, chorus, and other such groups.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Students are asked not to bring personal items including electronic devices, toys, games or trading cards to school. The school may confiscate such items and return them to the student's parents. Cell phones that are brought to school should remain turned off during school hours and be stored in student's backpacks. If phones are out of the backpacks, the phone may be confiscated and returned to the student at the end of the day, or to the parent when available. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

## **STUDENT BEHAVIOR STANDARDS**

The Board of School Trustees has adopted the following standards for student misconduct. These standards are applicable to students:

1. on school property at any time;
2. during and immediately before and after any school activity at any location including bus stops;
3. traveling to and from school, or to a school activity

### **Standards**

Students may be disciplined by suspension or expulsion for:

1. knowingly interfering with school purposes or inducing another student to do so
2. stealing or damaging school property or property of another person
3. knowingly causing bodily harm to another person
4. threatening another person with bodily injury
5. possessing a firearm or any other object that is readily useable as a weapon or is dangerous to others (such as fireworks)
6. possessing or providing a drug except as authorized by prescription
7. possessing or providing any substance represented to be a drug
8. possessing or providing an alcoholic beverage consuming or being under the influence of a drug or alcohol except as authorized by prescription
9. possessing or providing tobacco or any tobacco product and/or drug paraphernalia
10. knowingly failing to report to scheduled assignment without permission or acceptable excuse
11. failing or refusing to comply with directions of an adult supervisor
12. directing unwelcome statements, communications, or conduct of a sexual nature to another person; (see harassment below)
13. materially altering any school document such as a hall pass
14. violating Indiana or Federal law
15. leaving a school activity or school property without prior approval of a teacher or supervising adult
16. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating
17. attempting or conspiring with another person to violate any student behavior standard
18. directing profane or inappropriate language toward students or staff
19. possessing or using electronic cigarettes

The Randolph Central Elementary Schools take pride in the safe, respectful environments we provide for student learning. Inappropriate displays of affection in school are considered disruptive to the learning environment and are cause for disciplinary action by the administration.

## **BULLYING**

Bullying, as defined in State law (IC 20-33-8-0.2), 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, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that (1) places the targeted student in reasonable fear of harm to the targeted student's person or property; (2) has a substantially detrimental effect on the targeted student's physical or mental health; (3) has the effect of substantially interfering with the targeted student's academic performance; or (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following: (1) participating in a religious event; (2) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger; (3) participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both; (4) participating in an activity conducted by a non-profit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults; (5) participating in an activity undertaken at the prior written direction of the student's parent; (6) engaging in interstate or international travel from a location outside Indiana to another location inside Indiana. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, and marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling/slurs, taunting, threats, rumors, pranks, gestures/innuendos, drawing cartoons, physical attacks/actions, and hazing.

The discipline rules of the Randolph Central School Corporation and this school prohibit bullying as defined above. The principal of each school shall ensure that these rules are published in the student handbook and are distributed to teachers and support staff of each school. They shall also provide copies of these rules to parent-teacher organizations and make them available to any member of the public upon request.

A student who believes that he/she has been the victim of bullying should immediately report the alleged misconduct to a school teacher, school counselor, or school administrator. A report of alleged bullying may also be made by the parent or guardian of the alleged victim to a school teacher, school counselor, or school administrator in the school the student attends. Reports made to teachers or counselors should be immediately (within one school day) be reported to the building principal. Each school shall also make available a form that may be obtained, completed, and submitted to the principal's office anonymously.

Upon receiving a report alleging bullying, the principal shall commence an investigation immediately (within one school day). Principals shall, depending upon the cognitive level of the alleged victim, ask students to make a written report of the alleged bullying. Principals and/or their designees may interview alleged victims, alleged bullies, witnesses, and others in order to determine if bullying occurred. Alleged bullies have the right to due process. Principals and/or their designees may not make a final determination of fact until they have met with the alleged bully. At this meeting the student will be entitled to: (1) a written or oral statement of the charges; (b) if the student denies the charges, a summary of the evidence against the student will be presented; and, (c) the student will be provided an opportunity to explain his/her conduct.

If the principal determines that bullying has occurred, he/she may use school discipline to punish, correct, and deter misconduct. Such discipline may be progressive based on repeated incidents. Discipline up to and including expulsion may be used for those students who are determined to be bullies under this policy.

Principals shall make an oral or written report of their finding to the Superintendent no later than two (2) school days after the conclusion of their investigation. The school retains the right to make a report to law enforcement if school officials have reason to believe that a crime has been committed in addition to the act of bullying. The principal or his/her designee shall also make an oral or written report of findings of fact to the parents of both the targeted student and the alleged bully no later than two (2) school days after the conclusion of his/her investigation.

School teachers, school counselors, and school administrators have an obligation to respond to allegations of bullying and to report bullying behaviors that they observe. Failure by teachers or counselors to report allegations of bullying to the building principal may result in disciplinary action against the employee. This action may include oral reprimand, written reprimand, suspension, or other disciplinary action.

Students who falsely report bullying may be subject to school discipline. This may include discipline up to expulsion and shall be dependent upon the nature of the false allegation. Students who allege bullying by another student may not be automatically exempt from counter allegations of bullying by that student or another student.

At the conclusion of the investigation by the principal, he/she shall require the victim and the bully to meet, separately or jointly, with the school counselor. The services of the school counselor will remain available to all students and parents. The school may also suggest outside counseling agencies to assist in resolving bullying issues at the expense of the parents.

The discipline rules described in this section may be applied regardless of the physical location in which the bullying behavior occurred; whenever: (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the corporation; (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The discipline rules described in the previous paragraph must prohibit bullying through the use of data or computer software that is accessed through a: (1) computer; (2) computer system; or (3) computer network.

According to IC 20-33-8-13.5, this policy may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

A record made of an investigation, a disciplinary action, or a follow-up action performed under this policy is not a public record under IC 5-14-3.

### **ENFORCEMENT OF STANDARDS**

1. The standards will be enforced by school administrators, teachers, teacher aides, bus drivers and other adults authorized by the school to supervise students.
2. The objectives of the enforcement of these standards are:
  - a. to protect the physical safety of all persons and prevent damage to property
  - b. to maintain an environment in which the educational objectives of the school can be achieved
  - c. to enforce and instill the core values of the Randolph Central School Corporation and its school community
3. The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:
  - a. the nature and extent of any potential or actual injury, property damage, or disruption
  - b. student's prior disciplinary history and the relative success of any prior corrective efforts
  - c. the willingness and ability of the student and the student's parents to participate in any corrective action
  - d. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards
  - e. any other aggravation or mitigating factor or circumstance that should be considered

### **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, at bus stops and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

#### **Informal Discipline**

Informal discipline takes place within the school.

It includes:

- Writing assignments
- Change of seating or location
- Lunch-time, recess or after-school detention
- In-school restriction
- Talking with the student
- Loss of privileges
- Corporal punishment (done only in principal's office, written report given to parents and superintendent of school)

#### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

#### **Formal Discipline**

Formal discipline removes the student from school. It includes suspension for up to ten (10) school days, exclusion, and expulsion.

##### **Suspension**

The principal may deny a student the right to attend school or take part in any school function for up to five (5) consecutive school days.

##### **Exclusion**

A student may be excluded from school attendance if:

1. the student's immediate removal is necessary to restore order or to protect persons;

2. the student's legal settlement is not in the attendance area of the school corporation, and no transfer or tuition arrangements have been made.

#### Alternative Education Placement

A student may be placed in an alternative education setting for a period of time designated by the principal.

#### Expulsion

An expulsion is a denial of the right of a student to take part in any school function for a period greater than five (5) consecutive school days.

### **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or excluded from school, there are specific procedures that must be followed.

#### Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspensions of more than one (1) day may be appealed after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

The appeal shall be conducted in a private meeting and the student may be represented by legal counsel, if desired. There is no appeal for the loss of co-curricular and extra-curricular eligibility due to suspension, exclusion, or expulsion. When a student is suspended, s/he may make up work missed after the return to school. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like of any learning that the student chooses not to make up may be reflected in the grades earned.

#### Exclusion from School

A student may be excluded from school if s/he poses a substantial threat to the health or safety of other students and/or staff, or if the student does not have legal settlement in the corporation. Upon written request to the superintendent, a hearing may be arranged within ten days after the student has been suspended pending the exclusion hearing. A decision to exclude may be appealed to the State Department of Education.

#### Alternative Educational Placement

A student may be placed in an alternative educational setting if s/he poses a substantial threat to the safety of other students and/or staff, or himself/herself. Alternative educational placement may include education at home with the assistance of parents or guardians. Recommendations of other sites to continue education may be recommended by the principal and would be decided upon in conference with the parents.

#### Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents indicating, among other requirements, their right to request a hearing within ten days after receipt of the hearing examiner's letter. If no request is received within that time period, the right to a hearing has been waived. Students being considered for expulsion may or may not be removed immediately. A requested formal hearing is scheduled with the hearing examiner during which the student may be represented by his/her parents and/or legal counsel. The superintendent shall review the hearing examiner's report and make a decision within two school days after receiving the report. If the student is excluded or expelled the parents may appeal, in writing, to the Board of School Trustees. The appeal can be based only on evidence from the hearing or evidence presented in the appeal. All opportunity to earn grades or credit ends when a student is expelled.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

**School officials will contact law enforcement authorities whenever, in their discretion, there is a reason to believe that a student's conduct is unlawful and has caused bodily injury to another person or substantial damage to the property of another, including the school corporation. Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or property that is knowingly, intentionally, or recklessly caused by the child.**

### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions;

buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing
  - 4. intends to incite fighting or presets a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission maybe granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of School Trustees prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the corporation will also notify law enforcement officials.

The corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or student government. A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

### **SECTION VII-TRANSPORTATION** **BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for all students who live farther than one mile from school. The bus schedule and route is available by contacting the Transportation Director at 584-3801 or 800-772-3801.

#### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. Student behavior standards are upheld at all times, this includes travel to and from bus stops as well as time spent at the bus stops.

The following behaviors are expected of all students:

#### **Previous to loading (on the road and at school)**

Each student shall:

- be on time at the designated loading zone
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### **During the trip**

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, cards, etc;
- not tamper with the bus or any of its equipment.

**Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

**Student Pick Up and Delivery**

Anyone delivering or picking up students during the school day by automobile should follow the specific guidelines as established in your school’s handout. Each school has its own parking regulations.

**RANDOLPH CENTRAL SCHOOL CORPORATION**  
**SCHOOL BUS SAFETY RULES**

1. Students will follow directions of the driver.
2. Students will observe classroom conduct.
3. Students will be at the bus stop at least five minutes before the bus arrives, waiting in a safe place, clear of traffic and 10ft in from where the bus stops.
4. Students will wait in an orderly line and avoid playing.
5. Students will cross 10 ft. in front of bus after bus has stopped, and they have looked both directions for traffic, left, right, left.
6. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
7. The bus driver has the right to assign seats for discipline reasons or to make the bus route more efficient.
8. Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
9. Students will remain properly seated, back against the back of the seat, bottom against bottom of the seat, and keep hands to themselves.
10. Students will not eat, drink, or chew gum on bus.
11. Students will not bring tobacco, alcohol, drugs, or any controlled substance on bus. Students will be subject to school rules regarding tobacco, alcohol and drugs.
12. Students will not carry animals, glass objects, electronic devices, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only items that can be held on their laps.
13. Drinks brought on the bus shall be in soft container (preferably resealable), 20 oz. maximum. No glass or aluminum please!
14. Students will refrain from using loud voices, profanity and/or obscene gestures, and must respect the rights of others.
15. Students will not extend head, arms, or objects out of bus windows.
16. Students will be totally silent at railroad crossings.
17. Students will stay seated until time to get off the bus. The open door is the signal to get up from their seats.
18. Students must provide a written note, signed by school administrator, giving permission to ride a different bus, or get off the bus at a different bus stop. The administrator, or designee must have a note from the parent, or be able to confirm the request.
19. Students will keep their bus clean and in a good, safe condition. (No litter on the floor.)
20. Students should not arrive at in-town bus stops any more than fifteen minutes before pick-up times, as there is no supervision, and students will need to stay outside.

**POLICY FOR EATING ON THE BUS DURING FIELD TRIPS**

1. Lunch should be non-messy type foods of some kind.
2. Drinks should be water only in soft, resealable container.

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RANDOLPH CENTRAL SCHOOL CORPORATION
SCHOOL-PARENT COMPACT FOR SAFE EXCELLENT SCHOOLS

The mission of the Randolph Central School Corporation is to build better minds and hearts. This takes the teamwork of the entire community and especially the partnerships of parents, students, teachers, and administrators.

The purpose of the School-Parent Compact is to remind:

Students to:

1. show respect to staff and other students
2. use complete sentences in writing and speaking
3. become an active learner and use his/her mind well
4. learn to cooperate with others
5. actively participate in and support school programs and activities
6. do his/her personal best
7. attend school regularly
8. follow the life long guidelines and life skills
9. read nightly
10. follow school procedures
11. ask questions when s/he does not understand
12. complete the daily assignment book
13. be accountable for academic results

Parents to:

1. show respect to school staff
2. set high, yet reasonable, expectations for your child’s work and behavior at school
3. support the school by expecting the child to reach grade level standards
4. read nightly with the child
5. monitor the child’s activities and associations to ensure a wholesome lifestyle
6. discuss and sign the daily assignment book, report cards, and other progress reports
7. communicate frequently with the teacher by attending conferences and volunteering
8. limit television time
9. be responsible for the child’s attendance
10. make homework a priority