

# Liberty Elementary School Student Handbook

2016-2017



## **LIBERTY ELEMENTARY SCHOOL MISSION STATEMENT**

All students can learn. To develop the potential of all children, it is necessary to have a safe, positive, challenging, well structured, and interactive environment. The student, family, school, and community share the responsibility for learning.

### **NON - DISCRIMINATION POLICY**

It is the policy of Union County College Corner Joint School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC.22-9-1), IC.20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding Union County College Corner Joint School District's compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Compliance Officer for Union County College Corner Joint School District, 107 Layman St., Liberty, Indiana, 47353 or the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

## ADMISSION POLICY

Every child of legal settlement shall be eligible for kindergarten providing that she/he has attained the age of five on or before August 1st. A certified birth certificate, up-to-date immunization record, and proof of residency are also required.

Any child transferring from another school must also provide the office with the name and address of the previous school so that records may be obtained. Out-of-district transfers must be approved by the principal.

## ARRIVAL AND DISMISSAL

Arrival: School doors open to students at 8:05. Classes begin at 8:15. Students arriving early for school can be a problem. **No supervision** is provided before 7:55. Traffic and unsupervised students present a dangerous situation each morning. **Parents are asked to not drop off their children at school before 7:55 each morning.**

All students that ride a bus to school will enter the building through one of the back doors of the building. All students that walk or are dropped off by car are to enter the front doors, breezeway doors, or the Red Brick front doors. We do not want students entering the building in the area where the buses are moving.

Dismissal: School is dismissed for non-bus riders at 3:12 and for bus riders at 3:15. All bus riders must go directly to their bus. Non-bus riders are dismissed through the front doors, breezeway doors, or Red Brick front doors.

Parents who are picking up or dropping off students are asked to pull up to the front of the driveway to allow more cars to park in the driveway. **No cars transporting students should be in the back or the east side of the building.**

## ATHLETICS

Students participating on any team that has a school corporation paid coach will be expected to meet the following requirements:

1. Have a physical.
2. Maintain academic eligibility. A student is eligible as long as he/she does not have more than one F on their report card.
3. Home school students will be prohibited from participating on these teams.

For the sake of clarification, it is important that we define exactly which athletic teams have to follow these requirements. It is any team that has a corporation paid coach. For example, these policies would not apply to any of the Regenstrief Boys' and Girls' Club teams, fifth grade cheerleaders, Borderline volleyball, Future Patriots Basketball League, and any others that do not have a corporation paid coach. At this time, it would apply only to fifth grade girls' and boys' basketball and any elementary students participating in Union County Middle School Cross Country, track, or wrestling.

## **ATTENDANCE POLICY - 5200**

The School Board requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

### **Excusable Reasons for Absence**

Regular attendance is essential for each child to receive benefit from regular daily instruction. We urge all parents to keep students at home only when it is necessary.

The following factors are considered reasonable excuses for time missed at school: illness, recovery from accident, required court appearance, death in the immediate family or of a relative, observation of religious holiday, professional appointment that cannot be scheduled after school, maternity, military connected families absences related to deployment and return, college visits during their junior and senior years, not to exceed two visits per year, and such other good cause as may be acceptable to the Superintendent or permitted by law.

### **Unexcused Absences**

Any absence that is not an excused absence or an exception to compulsory attendance contained in Policy 5200 is an unexcused absence.

### **Reporting of Student Absences**

All absences must be reported by the parent or guardian. Absences may be reported by phone, voice mail, electronic transmission, or written note. If a phone or voice mail report is not received by 9:00 a.m., when possible an attempt will be made by the school to contact the home of the missing student to verify their absence. Should the school have to make this contact because the parent did not call, the absence will be considered unexcused. An absence reported by phone or voice mail needs to include a specific explanation for the reason of the absence. Any absence reported by electronic transmission or written note should be received by school personnel no later than the date the student returns from the absence and is also expected to include a specific explanation for the reason of the absence.

### **Procedures for Student with Five or More Absences**

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| Step 1 | A letter will be sent to parents after five (5) days of absences. This letter will be sent regardless of the circumstances and regardless of whether the absences are excused or unexcused.  |
| Step 2 | After eight (8) days of absence within one (1) school year, the next parent contact will be made. This contact may include, but is not limited to: letter, phone contact, meeting with teacher or administrator, or meeting with school team.  |
| Step 3 | After ten (10) days of absence within one (1) school year, the school may refer the attendance issues to the Union County Multi-Agency Attendance Committee for consideration of appropriate action. This is a committee comprised of school personnel and local social service organizations. |

Any action taken will be dependent on the reasons for the absences and will be dealt with on an individual basis.

## **Student Vacations During the School Year**

Vacations during days school is in session are considered unexcused absences. Student work may be made up and credit received during this time of unexcused absence. Make-up work must be completed and turned in within the same amount of time as the absence.

## **Truancy**

A student shall be considered truant each day or part of the day s/he is unexcusably absent from his/her assigned location. **Absence** is defined as nonpresence in the assigned location any time beyond the tardiness limit.

A student shall be considered an "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year. Under SEA 1, the Superintendent or an attendance officer shall report a child who is habitually absent from School in violation of this chapter to an intake officer of the juvenile court or the Department of Child Services.

The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy **5611** and the Student Handbook.

## **Half Day Absences/Tardy**

A student in attendance during any part of the day, up to and including one-half of the day, should be counted as one-half. A student in attendance for more than one-half of the day should be counted in attendance for a whole day.

## **Students Leaving School During School Day**

No student shall leave school during the school day established by the class schedule for that student without authorization by a staff member. No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal established by the schedule established for the student except with the approval of the principal and with notice to the student's parent/guardian.

## **Encouraging Attendance**

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can – in and of itself – successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. Providing meaningful learning experiences every day;

Therefore, a student who is absent from any given class period would be missing a significant component of the course.

- B. Speaking frequently of the importance of students being in class, on time, ready to participate.
- C. Keeping accurate attendance records (excused vs. unexcused).
- D. Incorporating defined, daily participation as part of the teaching/learning process and each grading period.

## **Make Up Work**

Students will be given the opportunity to make up missed work due to absence based on building policy as described in the Student Handbook on page 18.

Students have one day for each day of absence to get make-up work completed and turned into the teacher.

## **AWARDS**

At the end of each school year certificates will be awarded to students for perfect attendance and academic achievement. Perfect attendance means being present all day every day of school and having no tardies. Academic achievement awards are given to students who have all A's, B's, and no *Needs Improvement* markings on their report cards all year long. Fifth grade students that qualify will be presented with awards at a program at the end of the year.

## **BACKGROUND CHECKS FOR VOLUNTEERS**

All volunteers in the Union County College Corner schools will be subject to a limited criminal history check. There is no cost to the volunteer. The only requirement for volunteers is giving their birthdate to school personnel. The school where the individual is volunteering will complete the limited criminal history check and keep the record on file. These limited criminal history checks will need to be updated annually. Examples of volunteers who need a background check include: volunteer coaches, classroom volunteers, field trip chaperones, dance chaperones, volunteers at athletic events, and workers not under the direct supervision of school personnel (electricians, construction workers, etc.) People who make deliveries to our buildings do not require a background check. Should there be any question as to whether an individual requires a background check, contact the Superintendent or Assistant Superintendent.

These limited criminal history checks should not be confused with the background check that is required of employees. That background check is completed by the individual through the corporation website.

## **BAD WEATHER**

All days missed due to inclement weather or any other reason will be made up unless determined otherwise by the Indiana Department of Education. School may be delayed or closed due to hazardous road conditions or severe weather. Information about delays and closings may be found at the following outlets:

**Television:** Cincinnati – Channels 5, 9, 12, 19, 64

**Radio** – Richmond – KICKS 96.1, Cincinnati – WLW 700

**Union County Web Site** – [uc.k12.in.us](http://uc.k12.in.us)

**One Call**

## **BICYCLES**

Bicycles for elementary students are not allowed. Traffic is congested already and the introduction of bicycles would provide an additional danger.

## **BULLYING**

Bullying, by a student or a group of students, against another student or staff member with the intent to harass, ridicule, humiliate, intimidate, or harm the other student/staff member through overt, repeated acts or gestures, including verbal, written, telephonic (including text messaging), electronic or computer (email, web page, blog, etc.) communications, and/or physical acts committed, or any other similar behavior is prohibited. Students engaging in such conduct may be disciplined in accordance with IC 20-33-8.

Students will be instructed in the different types of bullying and the need to report any incidents.

Bullying will be discussed in all classrooms during community circles. The following points will be emphasized:

1. Bullying can be physical, verbal or electronic.
2. Any type of repeated threat or intimidation is bullying.
3. The reporting of bullying is not tattling. This is looking out for the safety of the people in this school. In order to make this a safe school, we need the help of students reporting these incidents.

## **BUS RULES**

In the interest of safety, the rules listed below were adopted by the School Board on July 14, 1986. Since the misconduct of a pupil or pupils on a moving vehicle can create a hazardous driving situation for the bus driver, it is hoped that these rules will help eliminate these problems. School bus drivers are to have control of all school children so conveyed between the homes of the children and the school facilities and their return home. The driver shall keep order, maintain discipline among the children while they are in the bus or along the route, and shall treat all the children in a civil manner. He or she shall see that no child is imposed upon or mistreated while in their charge and shall use every care for the safety of the children. School bus drivers shall assure that the following regulations are observed by all passengers:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat on the bus.
5. Pupils must remain seated keeping aisles and exits of the bus clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons. This includes chewing gum.
9. Pupils must not use or possess tobacco of any kind on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for the student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may not carry on the bus any large objects that would create a problem in the seating pattern, make the bus aisle way hazardous, or interfere with the vision of the driver. Ex.: Base Viol, large horns, large shop project.
13. Pupils must leave or board their assigned bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise.
14. Pupils must not put their head or arms out of the bus windows.
15. No windows or doors are to be opened or closed except by permission of the bus driver.
16. No pupils shall enter or leave the bus until the bus has come to a full stop and the door has been opened by the driver.
17. The child should be waiting at his boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his station, the school bus driver will be required to wait no longer than he would at any other stop. Before pulling away the driver will honk the horn three

times and look for a signal from the house before pulling away. If there is not an immediate signal, the driver may leave the pick up station.

18. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.
19. There will be no water of any kind brought aboard a school bus, including squirt guns and bottles.
20. There will be no glass bottles of any kind on board a bus.
21. Riding a school bus is a privilege, not a "RIGHT".

#### STUDENT BUS SUSPENSION OR EXPULSION PROCEDURE

Any student causing a disturbance which interferes with the disciplining or safety of the driver or passengers may be suspended from riding privileges. The driver should first discuss the problem with the student and then if the conduct remains unsatisfactory, the parent should be informed of the problem and informed that suspension will follow if the student refuses to conduct himself or herself in the proper manner.

If the student continues to conduct themselves improperly, the driver should suspend the student for a period of not less than one or more than five days on the first suspension. This suspension must be handled through Central Office and the building principals will be notified with the necessary conduct forms.

Any student continuing to disobey bus riding standards (after one suspension) will be suspended for an extended period on the second offense.

Any student found guilty of vandalizing the school bus will automatically be suspended for a longer period of time, based upon the seriousness of the act, and will be charged for the repairs.

### **CAFETERIA POLICY**

#### BREAKFAST

Breakfast is available to all students in the cafeteria beginning at 7:55 for students not riding a bus. Bus riders can come to breakfast when they are released by the bus driver. Students who arrive after the 8:15 bell are tardy and will not be able to eat breakfast. Students must complete eating their breakfast and be on their way to their classrooms as soon as possible. The cost of a student breakfast is \$1.35. For students eligible for reduced meals, the cost is 30¢. Breakfast must be paid for using My School Bucks system or in cash as students enter the breakfast line. No charges will be allowed for breakfast.

#### LUNCH

A complete tray lunch is available daily for \$2.55. For students eligible for reduced meals, the cost is 40¢. Milk is available for students to purchase a la carte for 50¢. Recess milk is also offered during a break in the classrooms for 50¢. Students eligible for free and reduced lunches do **not** receive free recess milk.

Due to federal guidelines, fast food and sodas cannot be brought into the cafeteria. According to state health regulations, students are not permitted to trade or share food.

If possible, we ask the parents pay for lunch for the entire week on Mondays. This cuts down on the amount of time that needs to be spent collecting and counting money.

Union County Schools uses a computerized debit system for the collection of lunch, breakfast and recess milk fees. Each child has a PIN# that they enter regardless of meal status or payment method. Parents can make cash or check payments in any amount up to \$500 to the cafeteria. These funds are then deposited into your student's debit account and are available to your child when purchasing meals, a la carte items, or recess milk.



School lunches are to be paid on time. However, we realize there may occasionally be unique circumstances that require a lunch to be charged. Once an elementary student falls behind in their lunch payments more than \$5.00, parents will be notified. Failure to pay these charges will result in parents being referred to Small Claims Court.

Applications for free and reduced meals are included in the Registration Packet and are always available in the school office. If financial circumstances should change during the school year, a new application form may be completed.

### **CARE OF SCHOOL PROPERTY**

Students are expected to respect school property including books, supplies, and equipment. Students who do not comply with this expectation may be required to replace or repair any property that is lost, damaged, or destroyed. Further disciplinary action may also result.

### **CELL PHONES**

Some parents have provided their child with a cell phone. Cell phones are not to be turned on during the school day and should be stored in the student's backpack. Students may not use cell phones during the school day for any reason. Cell phones that are out during the day will be held in the office for parents to pick up. A phone is available in the school office for use by students should an occasion arise that calling home is necessary. Students' cell phones may be turned on after 3:15.

### **CHAIN OF COMMAND**

Effective communication between parents and teachers is encouraged. When a parent has a question about his/her child's progress or what is taking place in the classroom, it is important to contact the teacher either by phone, note or e-mail. When a problem arises, it is critical that the teacher be consulted first. If the problem is still not solved, then the principal can be contacted.

### **CHANGE IN TRANSPORTATION**

Any time a child's transportation home from school changes, a note should be sent with the student to the child's teacher, or the school office should be called. **Without notification from parents, students will be sent home by the normal method.**

### **C.L.A.S.S.**

Liberty Elementary continues to adhere to the principles of the C.L.A.S.S. Program. The C.L.A.S.S. program focuses on three areas of school: climate, community, and curriculum. As part of the C.L.A.S.S. philosophy, Lifelong Guidelines and Lifeskills are taught to provide a better school climate and provide students with instruction in Lifeskills, conflict resolution, working with others, and character education.

## CONFERENCES

Parent-teacher conferences will be held during the school year. Parents will receive information about these conferences closer to the appropriate date. Parents will need to call the school office to schedule their conference time.

If you wish to set up a meeting with your child's teacher, please make an appointment as our teachers' schedules do not allow for drop-in conferences.

## CROSSING GUARDS

Crossing guards are located at various positions around the school complex. Students are to cross only where the crossing guards are located and wait for the crossing guard to signal the students to cross the street. We also ask that when parents are crossing the street with their children that they set a good example by crossing where the guards are positioned. Additionally, parents picking up children by the Red Brick Building on Layman Street should not encourage their children to cross in the middle of the street. These students need to also cross by the crossing guard.

## CUSTODIAL - NON-CUSTODIAL PARENTS

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

## DETENTIONS

Students in grades 2-5 may receive after-school detentions for pulling 4 cards in one day. Students may also receive detentions for multiple missing assignments, and more serious behaviors as determined by the teacher or principal.

Detentions are served after school till 4:15 on Tuesdays and Thursday. **Parents are responsible for finding or providing transportation for their child after detention.**

## DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY – TEACHER
  - A. A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.

B. An elementary teacher will have the right to send a student to the principal. The principal has the discretion to keep the student out of class for the remainder of the day or to return the student to class. Should the student be removed for one day, the student will be assigned regular or additional work to be completed in another school setting.

1. **SUSPENSION FROM SCHOOL – PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
2. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

#### GROUND FORS SUSPENSION OR EXPULSION:

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

3. Using violence, force, noise, coercion, 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. 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 of any school or education function, or of any meeting or assembly on school property.
  - e. 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.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. 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.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any 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.

8. 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 an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. 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.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.

13. POSSESSION OF A FIREARM

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

According to Section 921, the following devices are not considered to be a firearm:

- an antique firearm
- a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
- 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
- Class C common fireworks

- c. The penalty for possession of a firearm: 10 days 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.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

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

- a. 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;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.

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.

### SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (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 or her conduct.
7. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
8. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

### EXPULSION PROCEDURES:

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

#### SCHOOL-WIDE DISCIPLINE

Student behavior plays a major part in producing a positive, safe environment in which learning can take place. The following school rules apply to all students at Liberty Elementary:

- Do the Right Thing
- Treat People Right

#### CAFETERIA PROCEDURES:

We want the lunch time to be a relaxed and enjoyable time for all students. The following cafeteria procedures exist:

- 1) Walk at all times.
- 2) Keep your hands to yourself.
- 3) Use an inside voice.
- 4) All trash is to be put in the waste containers.
- 5) No cutting in line.
- 6) No trading, sharing, or taking of food.
- 7) Once you are seated, you must stay in that seat.
- 8) Seats are not to be saved.
- 9) No talking when a quiet time has been signaled.

#### CLASSROOM PROCEDURES:

**Each teacher will establish their own classroom rules and procedures in addition to the established school rules.**

The following discipline procedure will take place for all students in the building:

1st infraction - Name on board - Warning

- 2nd infraction - Loss of 10 minutes recess  
(grades 2-5)
- 5 minutes time out isolation in classroom (grades K-1)
- 3rd infraction - Parent contact made by teacher  
(grades 2-5)
- Loss of recess (grades K-1)
- 4th infraction - 60 minute after-school detention  
(grades 2-5)
- Parent contact made by teacher (grades K-1)
- 5th infraction - Sent to principal

Students pull a card or move a bus (or whatever system the classroom uses) for each infraction listed above

**Severe Clause** -For severe misbehavior, steps in the procedure may be skipped.

Infractions start over each day.

Principal's options may include:

- Assign detention
- Loss of additional recess
- Parent conference
- In-school suspension
- Out of school suspension
- Loss of certain school privileges
- Behavior contracting
- Expulsion

Repeat offenders of the same classroom or school rule may have a different procedure if the present system fails to correct behavior.

Rule infraction (referral) slips may be filled out by any school personnel who witnesses a student breaking rules or exhibiting inappropriate behavior. These slips will be sent to the classroom teacher and counted as an infraction for that day. We expect students to follow the rules in their classroom and in the cafeteria, hallways, playgrounds, and special classes.

#### PLAYGROUND PROCEDURES:

We consider recess to be an important part of the school day. Students need a break from classroom studies and an opportunity to exercise and release energy. We want recess to be a safe and enjoyable time for students. Students are expected to abide by the following playground rules:

- 1) Do not throw or kick mulch.
- 2) Stay in designated play areas. Stay off the track. Do not play between parked automobiles. Students may recover a ball that has gone into the parking lot after receiving permission from a playground supervisor.
- 3) Students are not to enter the building during recess time without permission of a playground supervisor.
- 4) Students may play touch football, but not tackle football.

- 5) No pushing, shoving, or cutting in line.
- 6) No fighting or wrestling.
- 7) Line up quickly and quietly.
- 8) Follow all other school rules.
- 9) League (hard) baseballs and golf balls are not permitted.
- 10) Students are to ask the adult supervisor to solve any problems that they cannot solve themselves.
- 11) No spitting.
- 12) Use playground equipment in the correct manner.

#### SCHOOL PROCEDURES:

- 1) Attentive listening
- 2) No put downs (name calling)
- 3) Treat adults and children with respect.
- 4) No foul language.
- 5) No fighting, hitting, or bullying.
- 6) No gum.
- 7) Get quiet when signaled by a raised hand. This is a universal signal used throughout the building.

#### **DISTRIBUTION OF PAMPHLETS, FLYERS, ETC.**

Any person wishing to distribute information through the school must first receive permission from the principal.

#### **DRESS CODE**

Students are expected to appear at school neat, clean, and properly dressed. The dress code guide is as follows:

- 1) No shirts with spaghetti straps exposed. Shirt straps should be at least 2" wide. Shirts should not be backless or have excessively open armpits.
- 2) Shorts and skirts must be long enough to reach the middle finger when the child is standing straight and the arms are hanging down. Skirt length requirement is the same whether worn with or without tights.
- 3) Clothing with any drug, alcohol, or sexual advertisement is not acceptable.
- 4) Hats are not to be worn in the building, unless approved by the administration.
- 5) Clothing exposing the midriff or upper chest is not acceptable.
- 6) Clothing with objectionable or suggestive words is not acceptable.
- 7) Students must wear shoes at all times. Shoes with the roller skates in them are not to be worn in the building or at recess.
- 8) Students are not to wear clothing that is torn or cut. This includes clothing that is purchased and/or designed pre-cut or pre-torn.

If a violation of the dress guide occurs, parents may be called to bring an alternate piece of clothing to school. Extra clothing may be available in the clinic for the child to wear for the remainder of the day. The student will not return to class while wearing the objectionable piece of clothing.

**The best advice is: "When in doubt, rule it out."**



## DRUGS-ALCOHOL-TOBACCO

Students are not to possess, distribute, purchase, sell, use, or be under the influence of drugs, alcohol, tobacco, or tobacco products. These products include electronic cigarettes, any type of look-a-like product or other related products associated with tobacco or nicotine use, tobacco or nicotine products of any kind, or in any form.

## EMERGENCY CONTACT INFORMATION

If a student becomes ill or is injured during the school day, first aid is available. Every attempt will be made to contact a students' parent or guardian in the case of an emergency.

**Parent Connect** – Please fill out completely the emergency medical information for each child. In addition to parents' home, work and cell phone numbers, it is imperative we have two numbers of a child's relatives, friends, or neighbors. In case no one can be reached, the best judgment of the personnel regarding the interest of the child will be used. No child who is injured or ill will be sent home alone.

**Parent Signature Form**- The emergency medical authorization for each child must be signed by a parent or guardian.

It is imperative that parents keep current the contact names and phone numbers listed in **Parent Connect** in case of an emergency.

## FIELD TRIPS

Students will not be permitted to go on field trips without a signed permission form. Students must ride school transportation on field trips. Parents are occasionally needed to chaperone field trips and we appreciate their assistance. However, we cannot have parents chaperone who want to bring other children along.

Parents that are designated as chaperones must ride the school bus. Chaperones are also expected to:

- refrain from smoking in front of the students
- follow the teachers' instructions in regards to supervision
- adhere to the same dress requirements that exist for students and staff as defined in this handbook

It is also sometimes necessary to limit the number of parents going because of a lack of available seats on the bus or at the destination.

On occasion, there may be concern about a student with special health needs going on a field trip. The parent should work with the school nurse to make arrangements for field trip supervision of their child's special health needs. The parent may be asked to attend the field trip or find a knowledgeable responsible chaperone that would be able to take care of the medical needs of the student.

For all trips less than 25 miles in distance or for all walking field trips, parents are asked to sign a "blanket" permission form at registration. This permission will be granted on the *Parent Signature Form*.

## **FRIDAY FOLDERS**

Each Friday, or on the last day of each week, students will bring home a folder from their classroom. The folder will contain student work, school news, and other pertinent information. This folder is also used as a way for teachers and parents to communicate. Please take the time to examine the contents of your child's folder; then sign, and return the folder to school on the first day of the next week.

Parents should talk to their child about the work in the weekly folder. This is a starting point for parents to be aware of how well their student is mastering grade level standards. If questions arise, please contact your child's teacher.

## **GRADING SCALE**

The following grading scale exists at Liberty Elementary School:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

E - consistently grasps instructional concepts  
consistently produces high quality work  
consistently applies and extends learned skills

S - usually grasps instructional concepts  
usually produces work of satisfactory quality  
usually applies learned skills

N – needs modified instructional assignments  
produces work of inconsistent quality  
needs frequent re-teaching and additional practice

Students in grade 1 and 2 will be graded on an E – S – N basis. Students in grades 3, 4, and 5 will receive percentage and letter grades in all academic areas. In all grades there will be a set of specific skill areas under the Language Arts and Math heading that identify progress within these specific areas. Music, Art, Physical Education, and effort will be graded on an E – S – N basis. The kindergarten report card will be a checklist based on specific skills.

## **HARASSMENT POLICY**

Conduct constituting harassment may take many different forms. These include, but are not limited to: sexual, ethnic, religious, race, disability, height, weight, physical, or economic status. This is a violation of law and school rules. If the alleged harasser is a student, staff member, or other person associated with the corporation, the student should contact his or her teacher or principal as soon as possible. If the alleged harasser is the student's principal, the student should contact the superintendent as soon as possible.

## **HIGH ABILITY**

In order to provide appropriate challenges, instruction will be differentiated for students that are identified for the high ability program in language arts and math.

## **HOMEWORK**

Homework is defined as an out-of-class preparation or assignment that contributes to the educational process. The purpose of homework is:

- 1) To review, reinforce, or extend classroom learning
- 2) To promote growth in responsibility and organizational skills.
- 3) To promote and train students in the practice of good work habits.
- 4) To promote opportunities for enrichment activities.
- 5) To help children learn to budget time.

Parents should consider homework a priority and provide an atmosphere in the home that is conducive to getting it done. Students should realize that homework is their responsibility to take home, complete, and return to school on time. Students should do homework independently. Parents may help, but should avoid doing the homework for their child. The homework is the child's responsibility and little benefit is derived if the parent does the work.

## **HONOR ROLL**

Each grading period an academic honor roll will be named. This will be only for students in grades 3, 4, and 5. To qualify for the Honor Roll, a student must have all A's and B's on their report card in the subject areas that receive a letter grade. Additionally, in the subject areas marked by either an E, S, or N marking, students must have either E or S markings to qualify for the Honor Roll.

## **LIFELONG GUIDELINES / LIFESKILLS**

One element of a C.L.A.S.S. school is the adoption of the Lifelong Guidelines for our school. These exist in all classrooms and throughout the building. The Lifelong Guidelines are:

Be Truthful  
No Put Downs  
Be Trustworthy  
Active Listening  
Personal Best

In addition to the Lifelong Guidelines, Lifeskills are taught in all classrooms. The 18 Lifeskills are integrity, caring, responsibility, initiative, patience, organization, courage, effort, flexibility, problem solving, cooperation, common sense, sense of humor, perseverance, curiosity, pride, friendship, and resourcefulness.

## **MAKE-UP WORK**

Students who are absent are required to make up work that the teacher assigns. One day will be allowed for each day absent

Parents may request that make-up work be sent home with another student or pick up make-up work in the office for a student who is home ill. Please notify us in the **morning** so this work may be compiled.

## **MEDICAL INFORMATION**

Medical information will be shared with appropriate personnel.

### HEALTH SCREENINGS:

The following health screening takes place each year:

Hearing - Grades 1 and 4; by speech and hearing teacher  
Vision - Kindergarten; by professional optometrists  
Grade 3 and 5; by school nurse

### MEDICATION:

When it is necessary for a student to take medication during the course of the school day, the procedures set forth in applicable Indiana law will be followed.

When possible medication should be given at home. Only those medications necessary to maintain the student in school will be administered during school hours.

Medications to be administered during school hours should be brought to the school clinic or school office. Medications are to be kept in a locked, designated area.

### ADMINISTRATION OF PRESCRIPTION & NON-PRESCRIPTION MEDICATIONS (OVER THE COUNTER):

A teacher or other school employee who is not employed as a school nurse or physician may not be required to administer medication, drugs, injections such as insulin, glucagon or epi-pen or any tests. However, a school administrator, teacher or other school employee designated by the school administration may administer such medication, drugs or tests only if the following provisions have been met:

### PRESCRIPTION MEDICATIONS:

1. The written order of a physician and the written permission of the student's parent or legal guardian are maintained on file. The pharmacy label may serve as the written order of the physician or practitioner if the following information is set forth on such pharmacy label:
  - (a) Student's name;
  - (b) Date;
  - (c) Name of medication and strength;
  - (d) Directions for administering (time, frequency, dosage and route);
  - (e) Length of time medication is to be given;
  - (f) Reason for which medication is being given;
  - (g) Side effects/adverse reactions to be reported.

2. All medication must be brought to school in the original container or package with the pharmacy label and student's name affixed.

3. Written orders of a physician or practitioner and written permission from the parent or legal guardian to administer medication must be renewed at least annually and at the beginning of each school year.

4. Medication changes shall be documented only by written authorization from a licensed physician or practitioner. It shall be the responsibility of the parent or legal guardian or the student to see that the School Corporation receives any such written changes.

5. The parent or legal guardian of the student shall be responsible for assuring that medication arrives safely at school in the original, pharmacy labeled container with all necessary information, together with appropriate written permission for the administration of medication.
6. Persons designated to administer medication must follow prescribed procedures and document in writing all medications administered.

OVER THE COUNTER MEDICATIONS (OTC):

1. Must have written permission from a parent or legal guardian. The following information should be provided:
  - (a) Student's name;
  - (b) Date;
  - (c) Name of medication and strength;
  - (d) Directions for administering (time, frequency, dosage and route);
  - (e) Length of time medication is to be given;
  - (f) Reason for which medication is being given;
  - (g) Side effects/adverse reactions to be reported.
2. Medication must be brought to school in the original container or package with the manufacturer's information and instructions. The student's name should be affixed to the container or package.
3. Permission to administer medication must be renewed at least annually and **at the beginning of each school year.**
4. It shall be the responsibility of the parent or legal guardian of the student to see that the School Corporation receives any such written changes with regard to disseminating OTC medications.
5. The parent or legal guardian of the student shall be responsible for assuring that medication arrives safely at school in the original container or package with all necessary information, together with appropriate written permission for the administration of such medication.
6. Medications will not be given at school without appropriate written permission and will not be given unless medication is in the original container.
7. Persons designated to administer medication must follow prescribed procedures and document in writing all medications administered.

SELF ADMINISTRATION OF MEDICATION:

Students are not permitted to carry medication on their person during school except for certain health conditions (i.e. asthma, severe allergies). Exceptions may be made when it is in the student's best interest.

The following information is needed should this become necessary:

1. The School Corporation must have written permission from a licensed physician or practitioner and parent or legal guardian. This should include the following:
  - (a) Student's name;
  - (b) Date;
  - (c) Name of medication and strength;
  - (d) Directions for self administration (time, frequency, dosage and route);
  - (e) Length of time medication is required to be given;
  - (f) Reason for which medication is being given;
  - (g) Side effects/adverse reactions to be reported;

2. Medication must be brought to the school in the original container or package with the pharmacy label and student's name affixed.
3. Permission to self-administer medication or carry on person during school must be renewed at least annually and at the beginning of each school year.
4. Medication changes shall be documented only by written authorization from a licensed physician or practitioner. It shall be the responsibility of the parent or legal guardian of the student to see that the School Corporation receives any such written changes.
5. The parent or legal guardian is responsible for assuring that medication arrives safely to school in the original, pharmacy labeled container along with the necessary information and written permission. It is understood that no other child should be allowed access to this medication and that the student is responsible for keeping the medication in his/her possession.
6. Students will not be allowed to self-administer or carry medication on his/her person during school without the necessary information and written permission.
7. The student should communicate to the school nurse or designated person when self-administering medication in order to monitor the effectiveness of the medication to the episode (ie. metered dose inhaler).

#### DOCUMENTATION:

All persons administering medication at school, shall include the student's name, date, time, dosage and route that medication was given along with the signature of the person administering the medication.

#### DISCARDING MEDICATIONS:

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the school nurse will dispose of and document that the medication was discarded. Destruction of medications should be done in a manner which ensures that no other person can obtain possession of it. Medication should be discarded in the presence of a witness.

#### STUDENT ILLNESS:

A child with a fever of 100° or more should not be sent to school until he/she is fever-free for 24 hours without fever reducing medication. If a child has a temperature of 100° or greater the child will be sent home from school and should not return to school until fever free for 24 hours without fever reducing medication.

A child with vomiting and/or diarrhea should not be sent to school until symptom-free for 24 hours. If a child develops diarrhea or vomiting at school, the child will be sent home and should not return to school until the vomiting or diarrhea has subsided for 24 hours.

Sometimes extenuating circumstances may occur. The school nurse or clinic aide if the nurse is not available will evaluate these on an as needed basis.

#### PEDICULOSIS INFESTATION POLICY:

Pediculosis is a communicable disease as long as live lice remain on the infested person and until eggs (nits) within ¼ inch of the scalp are removed.

Children will be excluded from school upon confirmation of live lice or eggs (nits) within ¼ inch from the scalp. They can return to school following treatment.

A.

If infestation is found on a student, as indicated by a live louse or eggs (nits) within ¼ inch from the scalp being present, the following procedures are followed:

1. Parent or individual designated by a parent is called to remove child from the school environment.
2. Other family members in the school setting are checked for infestation.
3. Parent or individual designated by a parent is provided with written and verbal information on pediculosis treatment and home control measures to eliminate sources of infestation.
4. The school nurse may offer the parent assistance through a home visit.
5. Children may return to school when they are free of live lice and eggs (nits) within ¼ inch from the scalp. They must be checked in the clinic prior to admittance and accompanied by a parent, guardian, or designee who will take responsibility for the clinic if the child is not cleared to return to class. There will be follow-up checks as needed.
6. Parent or guardian should continue daily head checks for four weeks and are expected to remove old nits when found.

B. Student absences due to pediculosis infestation will be excused for **one** school day per occurrence. Any absences beyond one day for pediculosis will be considered unexcused.

C. After the third infestation within a school year, the issue may be turned over to the Union County Multi-Agency Attendance Committee or to Child Protection.

**Immunizations page goes here**



## ONE CALL

One Call Now is an automated parent notification service that the Union County/College Corner Joint School District is implementing to allow schools to contact thousands of parents within minutes. The service may be used for emergency information such as weather closings or crisis situations. It can also be used for informational communication about upcoming events.

In order to benefit from the service, it is important for families to have accurate information on file for your current phone numbers and to update the school when phone information changes.

## PARENT-TEACHER COMMUNICATION

**Phone calls will not be accepted by teachers during class time.** You may leave a voice mail message or message in the office. This does not guarantee a teacher will listen to the message before the end of the day. E-mail messages to a teacher or principal are an effective way to communicate.

If you wish to set up a conference with your child's teacher, please make an appointment as our teachers' daily schedules do not allow for drop in conferences.

A newsletter will be sent home with students at the beginning of each month. Each classroom teacher will keep parents informed through weekly classroom newsletters.

## PARKING

We have a difficult situation with traffic at our school during arrival and dismissal time. The fact that the school was built so close to the road is part of the problem. The vast majority of our parents have followed the procedures listed below and we appreciate the patience that you exhibit at dismissal time. On occasion, we run into a dangerous situation when someone becomes impatient. **We ask that everybody follow the procedures listed below to insure that we do not have a serious accident where a child could be injured.**

- 1. If you are pulling into the driveway, pull all the way up. We need to fit as many cars as we can into the driveway.**
- Cars are to drop off and pick up students only in front of the building. On occasion we have had cars try to pull in to the area where the buses load and unload. We do not want to bring automobile traffic into this area.
- If you are crossing with your children, **cross at the crossing guard.** We ask our students to do this and we need parents to set a good example by also crossing at the crossing guard in front of the building.
- Children exiting the Red Brick Building have been told to only cross the street by the crossing guard. On occasion, we have had parents that are parked across the street that are waving to their children to cross in the middle of the street. We know it may take a moment longer, but please do not encourage your children to cross in the middle of Layman Street.
- Bus students will enter and exit only at the back of the building. Walkers or students that are being dropped off are not to use these doors for entering or exiting the building. Walkers and students being dropped off can enter or exit at the front doors to the Elementary, the doors by the Superintendent's office, or the breezeway doors.

## **PARTIES**

A sample list of treats that adhere to our corporation's Wellness Policy will be sent home at the beginning of the year. (See the "Snack" section in this handbook for some suggestions).

Classroom parties are held at Halloween, Christmas, and Valentine's Day. Birthday treats may also be sent. Parents should be sensitive to classmates with food allergies and **be sure the treats are in accordance with the corporation's Wellness Policy.**

### HALLOWEEN PARADE:

A Halloween Parade is held annually. The following restrictions exist for costumes:

- 1) There are to be no weapons as part of the costume. This includes guns, knives, swords, hatchets, etc.
- 2) Fake blood is not allowed as any part of a costume. This applies to any manufactured mask or blood that is applied.

Should a student wear a costume that does not follow these restrictions, the student will be given an opportunity to remove the part of the costume that violates these rules. If the student chooses not to, the student will not participate in the parade.

## **PERSONAL PROPERTY**

Students bringing toys, balls, games, etc. to school for use during recess will assume full responsibility for these items. Many times these items may be lost or broken by other students and liability becomes an issue. If any of these items cause a problem, students will be instructed to take them home and leave them there. No hand-held, battery operated or electronic toys will be allowed at recess. This includes, but is not limited to Game Boys, Nintendo, MP3 players, or iPods. Please understand that the school cannot be held responsible for lost, stolen, or damaged electronic games, CD players, remote control cars, etc. **Parents are strongly advised not to allow students to bring electronic items to school.**

Hand held laser lights are not to be brought to school.

Due to an increase in disputes over various kinds of trading cards, they are not to be brought to school. These include Yu-Gi-Oh, Pokemon, sports cards, or any other type of collectable card.

## **PESTICIDE NOTIFICATION REGISTRY FOR SCHOOLS**

At least 48 hours prior to a pesticide application at a school, the school corporation must provide planned pesticide application details to parents, guardians, and staff members requesting to be notified. Parents, guardians and staff must be registered with the school corporation to receive such advance notice. To register, individuals need to contact Linda Hufferd in Central Office and provide an e-mail address for notification purposes.

Details of this requirement are as follows:

1. This requirement is the same whether the pesticides are being applied by a licensed pesticide contractor hired by the school to control the pest(s) or by certified and licensed school staff that perform the pest control for the school corporation.
2. It is the responsibility of the school corporation to develop the advance notification registry and to provide the notification to those registered.

3. The school corporation may determine what mechanism works best for them to provide the advance notice.
4. The school corporation must invite parents, guardians and staff to be added to the registry at the start of each school year or when a student enrolls or transfers in.
5. The following must be part of the notice provided to those on the registry:
  - a. Name or address of school
  - b. Contract information for more details
  - c. Anticipated date and time of pesticide application
  - d. Pest(s) being targeted (i.e. weeds, bedbugs, fleas, roached, ants...)
  - e. Description of application area (i.e. football field, fence lines, kitchen...)
  - f. Pesticide(s) to be used
  - g. Explanation if 48 hour advance notice is not provided as required
6. Advance notice is not required for the following pesticide applications:
  - a. Disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations; and self-applied insect repellents
  - b. Immediate student health threat situations (i.e. stinging wasps and bees)
  - c. Areas completely away from student occupied buildings and areas
  - d. Those made more than 48 hours before a scheduled school day

### **PHOTOGRAPHY**

The District has a need for photographs for use in personnel records, student records, school newsletters, general public information, and the like. Commercial use of personal photographs shall be prohibited without specific approval of the parent and/or staff member. Group photographs of a general nature may be used for public relations and media press releases; however, individual photographs require a written approval from the parent/staff member prior to use. **Photographs taken of students and posted to social media are prohibited without parent/staff member consent. Visitors to our school may not take student pictures without staff consent.**

### **PHYSICAL EDUCATION**

Students are to have gym shoes to participate in gym class. Any student who needs to be excused from physical education for a day must have a note from a parent or guardian. Prolonged non-participation will require a doctor's statement.

### **PROMOTION-RETENTION POLICY**

Students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. Grade level placement of students will be made at the end of each school year; however, adjustments may be made during the school year to meet the needs of individual students. Grade level placement of students will be made at the end of each school year; however, adjustments may be made during the school year to meet the needs of individual students.

When retention is being considered an additional parent/teacher conference should be arranged informing the parents that retention is being considered. **While parent input is a major consideration in determining whether a student will be retained, the final decision will be made by the principal.**

Students will be promoted or retained based on many factors which may include:

- |                         |                                   |
|-------------------------|-----------------------------------|
| 1) Academic achievement | 6) Learning disabilities          |
| 2) Academic potential   | 7) Physical size                  |
| 3) Achievement tests    | 8) Parent input                   |
| 4) Chronological age    | 9) Attendance                     |
| 5) Previous retention   | 10) Social and emotional maturity |

### **PTO**

All parents are invited and encouraged to become involved and support the Parent–Teacher Organization (PTO). The PTO provides another means for the school and parents to work together for the benefit of students at Liberty Elementary. PTO plans fundraising projects, coordinates volunteer efforts with special projects, and fosters school pride. The organization hosts meetings throughout the school year. Communications are sent in the Friday folder. All parents are encouraged to take an active role in the organization’s many endeavors.

### **READING AT HOME**

Each year we have a Reading At Home Program to encourage children to read for pleasure outside of school. Parents can play a vital role by reading to young children, encouraging older children, and modeling good reading habits. Details for this year’s program will be sent home at the beginning of the school year.

### **RECESS**

All students will go outside for recess. Students will receive a minimum outside recess of 15 minutes daily, weather permitting. Students may be excused from outside recess with a doctor’s statement, following a prolonged or serious illness or injury. No handheld games or devices will be allowed during outside recess. Students may lose no more than half of their total recess time due to behavior issues.

### **RECESS MILK**

All students have an opportunity to have additional milk during the school day. Recess milk costs 50¢ a day for everyone. If students do not want or like milk, water may be substituted. Juice of any kind may **not** be substituted for recess milk.

### **RELEASE OF STUDENTS FROM SCHOOL DURING SCHOOL DAY**

- 1) Students will be released from school only to their parent(s) or to a person authorized by their parents. Authorization is given by listing those individuals on *Parent Connect*. Parents must notify the school if someone other than those listed on *Parent Connect* will be picking up their student. Parents must notify the school if any information on *Parent Connect* concerning authorized persons changes.
- 2) Parents or authorized persons should report to the office to sign the student out. The student will be called to the office. Parents are not permitted to go directly to the classroom to pick up a student.

- 3) If conflict occurs over any party taking the child from the school, legal status must be established with clear documentation.

### REPORTING OF STUDENT PROGRESS

Report cards are issued every 9 weeks. Mid-term reports will be sent home in all grades except kindergarten. The first grade will begin sending mid-term reports during the second semester.

In addition to report cards and mid term reports, all students will bring home a folder at least once each week containing some of their work and giving you an opportunity to communicate with your child's teacher. Please take the time to examine your child's folder, sign it, and return the folder the next school day.

### SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal assistance. In order to fulfill obligations under Section 504, Union County-College Corner Joint School District has the responsibility to avoid discrimination in policies and practices regarding its students. UCCCJSD's responsibilities under this law include the identification, evaluation, and appropriate education of students with the special needs covered by Section 504. If there are any questions, please contact the compliance officer by calling 458-7471.

### SNACKS

Birthday treats may be delivered to the office. Treats will be served during regular classroom snack time.

**Birthday treats must follow the district *Wellness Policy*.** Please do not send it cookies or cupcakes without contacting your child's teacher. Per the *Wellness Policy*, classrooms may only have 1 treat a month that is not covered under the *Wellness Policy*.

### Healthy Snacks Policy

The Union County College Corner School Corporation has developed and adopted a Wellness Policy. The purpose is to promote healthy nutrition and physical activity with our students. The guidelines concerning snacks were implemented at the beginning of the 2006 school year and will continue for the 2016-2017 school year.

The policy states that the district will develop and disseminate a list of ideas for healthful snacks to teachers and parents. We are giving you a general list to use when providing snacks for your child. **This list applies to a daily snack you may provide for your child, for your child's entire class, or for a birthday treat for the class.** A general list of acceptable snacks is provided below:

Fruits  
Vegetables  
Juice (at least 50% fruit juice)  
Crackers  
Nuts\*\*  
Peanut butter\*\*  
Pretzels  
Jello  
Yogurt

Cheese  
Sugar Free Pudding

**\*\* Check with your child's teacher if there are any food allergies in the class.**

**Snacks that do not fall in these categories will not be served.** This is a change for parents and students who are used to sending cupcakes or cookies for a birthday treat. Over the years, the amount of junk food consumed at school has been increasing. The policy addresses a concern for the growing health problems that are appearing in our young people. The complete policy is available by contacting our office.

### STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Union County/College Corner Joint School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading:

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

### **STUDENT RESTRAINT/SECLUSION**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

### **STUDY HALL**

Study hall will be used at the teacher's discretion for discipline issues only. ~~make-up tests, complete classwork or late assignments.~~

### **TEXTBOOKS**

Students are provided with their required textbooks each year. If a textbook is lost and not found by the end of the school year, a replacement fee will be charged. Also, a replacement fee will be charged if a textbook is damaged and is no longer in acceptable condition for the next student.

Parents of students qualifying for the Free/Reduced Textbook Assistance Program may receive assistance for the amount charged for rental of textbooks. A Free/Reduced Lunch Form must be completed and approved to be eligible for this support.

If parents cannot pay their textbook rental at registration, a payment plan must be completed. Reminder notices are sent if payment is not kept on schedule. If payments are not completed by December 1, schools will turn the information over to Central Office for referral to Small Claims Court.

### **VISITORS TO THE BUILDING**

In the interest of the safety and security of all our students and personnel, all visitors to the school must report to and sign in at the office, regardless of the reason for the visit. Visitors must wear a visitor badge. Prior to leaving, guests are to return to the office to sign out and return their badges. Children are not to bring visitors to school.

When delivering items to the school for your child, please bring them to the office, and they will be delivered to the student's room for you.

Parents wishing to visit their child's classroom during the day are welcome. Please send a request to the teacher and the office at least 24 hours prior to when you would like to visit. Guests must follow the Visitor Policy while on school grounds.

## **WEAPONS**

No student shall knowingly carry or have concealed on his or her person, in his or her locker, or concealed ready at hand any weapon or dangerous instrument or item capable of inflicting bodily harm on or near the school grounds before, during, or after school hours, at school functions, activities or events. The possession would include items located in a locker or other storage area. In addition, fake knives, toy guns, or any other object that could be mistaken for a weapon, are not permitted at school.

Students who violate the above policy are subject to disciplinary action that may include suspension and/or expulsion.

**This student handbook, including the Student Code of Conduct, should be read in conjunction with the Union County College Corner Joint School Corporation Policy Manual. This handbook and the Student Code of Conduct are intended to implement UCCCJSD Board policy. Although the provisions of this handbook are intended to be consistent in all respects with applicable Board policy, any apparent conflict between the provisions of Board policy and this handbook shall be resolved in favor of the provisions of UCCCJSD Board policy.**



**School calendar goes here**