

# Ferdinand Elementary School

Four Star School since 1989  
2012 National Blue Ribbon School  
2019 National Blue Ribbon School



## Parent-Student Handbook

Revised- 2021

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To the Parents:

This handbook has been prepared as a means of helping you understand the policies and practices at Ferdinand Elementary School. We hope you will take the time to read it, discuss it with your child, and periodically review it during the school year. If changes occur during the school year to any part of the handbook, you will be informed.

At Ferdinand Elementary School, we believe that each child comes to us with abilities and interests that we must develop and cultivate. We welcome the challenge to provide opportunities and experiences for the maximum growth of each child.

We believe that in education, we are three parts of a whole. You, your child, and your teacher – are the three parts! Working together, we can help each other be the best we can be. Education is the responsibility of home, school, and community. We are a GREAT SCHOOL, and we invite and encourage you to become an active participant in your child's education by becoming a member of our "school family!"

Finally, we hope that the channels of communication between home and school can always be kept open in the interest of your child. If you have any questions, please don't hesitate to call.

Respectfully,

The FES Faculty and Staff

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## **FES Mission Statement**

**Ferdinand Elementary School is committed to providing a quality educational program designed to maximize student potential for lifelong learning in a safe environment.**

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**SE Dubois Mission Statement**  
**Create Learning**

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**SE Dubois Vision Statement**  
**Our Vision is C.L.E.A.R.**  
**Connect Learn Engage Adapt Reach**

## **GENERAL INFORMATION**

### **GENERAL INFORMATION TO PARENTS**

1. When a problem arises between student and teacher, the parent should first discuss the problem with the teacher. If a satisfactory solution is not reached it may be taken to the principal. As a final resort, the superintendent may be consulted.
2. Parent requests for teacher preferences will not be accepted. We are proud to have proven that we are an exceptional school. We feel confident that every teacher in our building is qualified to teach every child.
3. Application forms for financial assistance for textbooks and the school lunch program are available through Harmony Family Access.
4. Students may not bring electronic toys, devices, or expensive toys to school without permission from their teacher.
5. Early Dismissal ---  
Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher, stating time and reason. Parents or parent's designee must sign the child out through the school office.
6. Calling in an Absence ---  
In the interest of your child's safety and welfare, it is imperative that the parents inform the school of any absence. Calls may be made outside school hours so long as a voicemail is left. Please call each day of your child's absence. When calling, leave your name, your child's name, homeroom teacher, and the reason for the absence. Calls should be made to the school by no later than 8AM.
7. All notes from home should include the child's name, the date, and the parent's signature.
8. A written request is needed for a student to stay in at recess. A doctor's note may be required if the time indoors becomes excessive.
9. Any changes to your child's dismissal arrangements must be done in writing or we will follow what we have on file. We are not able to take phone calls after 2PM to change end of day transportation unless it is an emergency situation.
10. We love to have parents volunteer in our schools and be able to attend field trips and/or coach our students. ALL volunteers have to complete a background check prior to volunteering. The school corporation website will have a link for volunteers to complete the background check. The voluntary background check will cost the volunteer \$17.95 and is good for 3 years.

### **PARENT-TEACHER ORGANIZATION**

All teachers and parents of children enrolled at Ferdinand Elementary School are members of the P.T.O. The P.T.O. typically meets bi-monthly and consists of open discussion between parents, teachers, and the principal. Additional meetings may be added to the calendar as needed. Meeting dates will be communicated through school newsletters. The projects of the P.T.O. benefit the children and staff of Ferdinand Elementary School. All families are encouraged to become involved in our P.T.O.

### **SCHOOL SAFETY**

The safety and security of each child is of prime importance at Ferdinand Elementary. To ensure the safety of all students, the following procedures have been implemented:

1. Doors to the building are locked. Once the school day begins at 7:45, entry to the building will be permitted only at the main entrance near the office.
2. Visitors, including parents, must report to the office upon entering the school.
3. Visitors and volunteers must wear identification badges while in the building or on school grounds. These can be obtained at the office.
4. All families are assigned a number for car rider pick-up.
5. No one will be allowed to pick up a child from the carpool lane without an official number card. (For detailed information...Please read ARRIVAL and DISMISSAL on page 6).
6. Security cameras have been installed to keep visual security of our perimeter, playground area and the interior of our facility.

## **TEXTBOOK RENTAL**

Our school has a textbook rental system. Basic textbooks are purchased from rental funds, and they are provided for each child for a rental fee. In the case of a student withdrawing from school, the textbook refund will be prorated.

New entrants are to be charged full rental fees if enrolled in the first semester, and one-half of the fees if enrolled during the second semester.

A rental book that is damaged beyond normal wear shall be paid for by the responsible pupil. The price will be determined by the administrative team.

## **SCHOOL DAY INFORMATION**

### **ARRIVAL AND DISMISSAL**

**ARRIVAL:** If dropping your PK-4th grade student off, please enter 8th St. off of Delaware and pull into our back parking lot.

**DISMISSAL:** Parents can pick up children via the car rider pick-up in the back parking lot. As done during arrival, please enter 8th St. off of Delaware and pull into the back parking lot, following the flow of traffic around the lot to the gym doors. Please keep the line moving, and pull into the center of the circle if help is needed with buckling.

Car line monitors cross reference assigned carpool pick-up numbers on approaching cars to the backpack number of each student.

- Only cars with official FES carpool pick-up cards will be allowed to pick up children.
- Make sure your child knows your carpool pick-up number.
- Obtaining a pick-up number card does not obligate you to use the drive-through pick-up.
- If your child or group is not available when you arrive at the carpool pick-up area, you may be asked to drive around again to collect your group. This helps prevent excessive delays while monitors locate children.
- Carpooling – if you wish to pick up children other than your own on a regular basis, include them on your form when you request a carpool pick-up number. Otherwise, you must make arrangements with the child's teacher as well as notify the office.
- Children are supervised until all children are picked up. Children who remain after 3:00 will be taken to the main office for pick-up.

While waiting in line:

- Please do not block driveways.
- Always yield the right of way to school buses.
- Be respectful of others in the pick-up line.

### **Bus/Carpool Passes**

If a student is to use a different route after school, a note must be sent from home and given to the student's teacher. The information in the note should include what bus/car your child is to ride, where the student is going and the duration of the change. If a parent or other person is to pick up a child after school, they must arrive prior to when the student normally leaves or the student will be placed on their normal dismissal transportation.

**We are not able to take phone calls after 2:00 p.m. and change the end of day transportation. Please make arrangements for the change to take place at the normal destination point.**

## ATTENDANCE

There is a close relationship between academic success and school attendance. Pupils should strive to be present and on time every day. **The Indiana Department of Education (IDOE) has set the expectation that no student be absent more than 10 days for the school year.** The parent or guardian of a child shall be held responsible for not meeting this expectation.

When a student is unable to attend school, parents must call the school office and confirm the absence. Parents should give the student's name, teacher's name and reason for the absence. Ferdinand Elementary has an answering machine for those parents who leave for work early. All efforts should be made to contact the school office by 8:00 a.m.

Students and parents are urged to schedule medical and dental appointments at times when school is not in session. In cases in which conflict with school hours cannot be avoided, the principal may grant an excused absence. Excused medical and dental absences **must be verified in writing** by the doctor or dentist's office.

An absence will be considered EXCUSED if any of the following criteria are met:

- A parent phone call or signed note by the parent excusing the absence; **families are limited to 10 parent call-ins or parent notes per year.** (Note: Only parent calls and/or notes will reset at the end of first semester.)
- The student has authorization in writing from a licensed person in the legal or medical profession.
- Death in the immediate family.
- Special situation as determined by the principal: school sponsored trips, special awards/recognition, etc...
- Students going on trips will be excused only if the student will be absent no more than (5) five school days and the student will be accompanied on the trip by a parent or legal guardian.
- Any absence that is excused per Indiana Code 20-33-2

If the school does not receive a call, a phone call will be made to inquire and confirm the need to be absent. If the cause for the absence is within the above-mentioned regulations, the student may be given an excused absence. Once a student is reported as a habitual truant, all future absences must be certified by a legal or medical professional.

Make-up work will be required for an excused absence. A student will be given one (1) day for each excused day missed to complete the make-up work and receive credit for it. If the make-up work is not completed in the allowed time, the student shall not receive credit for such work.

### **Dubois Circuit Court and Project Attend**

In partnership with Dubois County Circuit Court, Project Attend is a program designed to reduce absenteeism in local schools. The Project Attend case committee overseeing each individual referral is made up of the juvenile probation officer representing the juvenile court, referring school principal, and the Indiana Department of Child Services, the Prosecuting Attorney's Office for the State of Indiana, a school representative (guidance counselor and/or teacher), and/or any other person have any interest in the student's attendance in school may also participate.

#### **Step 1: Three Unexcused Absences**

- Phone call to parents/guardian- Date and Time of phone call
- Send copy of school attendance policy via registered mail -
- Name will be placed on Attendance Officer's watch list

#### **Step 2: Five Unexcused Absences**

- Phone call to parents/guardian- Date and Time of phone call
- Certified letter (or in person) mailed home with copy of school attendance policy and a School Attendance Statutory Advisement and Admonition that the parent must sign in person at the school -
- School Attendance Officer meets with parent and child (Can be done in conjunction with and simultaneous to the above requirement) –
- School investigation checklist for possible reasons:

#### **Step 3: Seven Unexcused Absences**

- Phone call to parents/guardian- Date and Time of phone call
- Referral to PROJECT ATTEND through Juvenile Probation Officer- Date of referral

#### **Step 4: Ten Unexcused Absences**

- Referral to Dubois County Prosecutor for Educational Neglect and/or Delinquency Petition filing,
- Referral to Department of Child Services Abuse/Neglect Hotline

## **VACATIONS AND DAYS AWAY FROM SCHOOL**

A special excused absence may be granted for a student going on a trip. The principal must approve these absences prior to the date of absence. If it is not pre-approved, it is considered unexcused. Students going on a trip may be excused upon meeting the following conditions:

1. The student will be absent no more than (5) five school days.
2. The student will be accompanied on the trip by a parent or legal guardian.
3. The parent/guardian will have all academic work planned ahead with their child's teacher and will have the child complete the work and turn it in upon returning to school.
4. The student must make up any additional work missed within three days upon return.

## **CUSTODIAL/NON CUSTODIAL PARENT INFORMATION**

Any child custody information, which school officials need to know, should be presented to the building principal. This presentation must be in the written form of a court document or divorce decree. Any court order, restraining order, or other court document pertinent to the child and normal functioning of the school, should also be presented in written form to the principal. It is the responsibility of the custodial parents to inform the principal in writing of all pertinent information, special concerns, and restrictions in respect to child custody matters. It is also the responsibility of the parents to notify the principal of updates, changes, and modifications concerning court documents and child custody information important for normal operation of the school and welfare of the child. Federal and State law automatically provides that non-custodial parents have unlimited access to all records and information concerning the education of their child.

In the event a non-custodial parent requests that report cards, newsletters, calendars, etc. be sent via mail, a small fee may be charged to cover costs for postage.

## **SCHOOL DAY**

The school day for students begins at 7:45 a.m. and ends at 3:00 p.m. Students should arrive between 7:20 and 7:40. Car riders who are dropped off between 7:20 and 7:30 will enter the back doors and report to the gym. Students arriving at 7:30 and after will report directly to class. Students who ride the bus will arrive according to bus schedules and will be supervised from the time of their arrival. Car riders and bus riders will begin dismissal at 2:50 p.m. Students who walk will be dismissed at 2:55.

## **TELEPHONE**

Use of the school telephone by students will take place in the school office, as needed, and will be limited to emergency calls and school business calls only. Calls for forgotten homework and permission to attend after school functions will be discouraged. These matters should be taken care of at home.

### **Unlisted or Unpublished Telephone Numbers**

If you have an unlisted or unpublished telephone number, it is still extremely important that the school has your number in the event of an emergency. The number is not released to any person other than the proper school authorities. In addition, whether you have an unlisted or a listed number, it is important that you inform the school of any change in your telephone number or home address. All pertinent contact information should be included in each student's Harmony profile, which can be updated at any time by the parent through Harmony Family Access.

## **DELAY OR CANCELLATION OF SCHOOL**

At times, school may be canceled or delayed due to the weather, equipment failure, or public crisis. Every practical means will be used to notify parents of an impending cancellation. If for any reason school is cancelled or delayed, parents will be notified by the School Reach Phone Network. Additionally, parents are asked to listen to WITZ, WBDC, or their affiliate stations rather than call the principal or superintendent. This news will be aired by 6:45 a.m. in most cases.

Should school be dismissed earlier than scheduled, radio stations will be notified as soon as a decision is made and a call will be activated through School Reach Phone Network. Students should be informed by their parents where they are to go when there is a need for an early dismissal. It is important for parents to discuss this with their children to avoid any confusion when early dismissal is announced.

## **POLICIES**

### **DRESS CODE**

Appropriate dress and personal grooming will be required of each student as a vital part of maintaining a positive educational environment. Modes of grooming to styles of attire that detract from an appropriate educational environment will not be tolerated. Students in their dress and grooming must recognize the necessity for health, safety, cleanliness, and modesty at all times.

The building administration shall determine what is appropriate and may send a student home to correct inappropriate dress or grooming. Students can be disciplined for repeated offenses. In general, students should always avoid extremes.

#### **General Guidelines**

1. Students shall wear all items of clothing in the manner for which it was intended or designed.
  - a. No mutilated clothing.
  - b. Pants and shorts must be worn at waist level and shall have proper belting to hold them at the waist position.
  - c. Pants shall not drag on the floor.
2. Students are prohibited from wearing clothing or apparel that has writing, printing, symbols, or graphics that is judged to be offensive, immoral, vulgar, lewd or suggestive and/or implies sex, drugs, alcohol, tobacco violence or other subjects disruptive to the normal school environment are prohibited.
3. All shirts and blouses should be full length and show no midriff skin. The three finger rule is required on shirt straps. Spaghetti straps are not allowed.
4. Students are expected to wear shoes that are safe and appropriate. Shoes must have a strap around the heel. On P.E. days, athletic shoes are required.
5. Shorts are permitted in warmer weather. The length of the shorts must extend below mid thigh. Cycle shorts or exercise tights are not permitted.
6. Costumes, and any other attire that detracts from the educational process, will not be permitted unless school officials have declared a special day allowing for such things. Hats may not be worn in the school building. Appropriate hats may only be worn on the playground and during specially declared days.
7. Piercing rings or studs are permitted in ears only. If placed on any other portion of the body, it must not be visible during school hours.

### **ELIGIBILITY FOR ADMITTANCE**

Students enrolling in kindergarten must be five years old on or before August 1 of the year they begin school. Students who have not attended kindergarten must be six years old before entering first grade. Proof of age should be verified either by birth certificate or a comparable document.

All children entering kindergarten or first grade, whichever constitutes their first enrollment, must present proof of adequate immunization for diphtheria, pertussis, tetanus, measles, mumps, rubella, and oral polio within twenty days of the opening of school. The day, month and year of immunizations is required for records. Students who do not present such a certificate or a written reason for non-compliance can be excluded from school under Indiana Law. A written reason for non-compliance must be presented at the beginning of each school year.

Dental and physical examinations are also encouraged. Forms for these examinations are provided by the school.

### **EMERGENCY/MEDICAL INFORMATION**

When a student becomes ill or is injured while at school, an attempt will be made to contact the parent or guardian. In the event that neither parent can be contacted, the person named on the emergency information will be contacted. It is important that emergency information be kept current. Parents are asked that at least two people be listed as contacts if they (parents) cannot be located.

The purpose of the medical/emergency form is to enable the school to follow the wishes of the parents if there should be an emergency. The information on this form is vital to the school personnel. This relieves the school personnel of making a decision that might be contrary to the wishes of the parents.

Parents should inform the school if their child has a chronic illness, such as epilepsy, heart condition, diabetes, asthma, allergic reaction, etc. The school should also be informed of any physical impairment.

Parents will be contacted to arrange for their child to be taken home when school personnel deem it necessary because of a temperature of 100 degrees or more, illness, infectious condition, or any health situation that is contagious to others. Children should remain at home until they are free of fever for 24 hours or cleared by a doctor.

## **IMMUNIZATION POLICY**

The Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, Hepatitis, Hepatitis B, and varicella (chicken pox). From time to time other communicable diseases may be designated by the State Board of Health.

The current list of required student immunizations at each grade level is listed in Guideline 5320 - Immunization of Students in School.

The Superintendent shall require parents to furnish their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated. Exemptions to the immunization requirements shall be granted, in accordance with state law, only for medical, religious, or other reasons allowed by the state. The parent of each female student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the human papillomavirus (HPV) infection and that an immunization against HPV infections is available. Within twenty (20) days after the first day of school, the parent shall provide a written statement as prescribed by the State Department of Health regarding the HPV information.

I.C. 20-30-5-17, 20-34-3-2, 20-34-4-2 thru 7

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## **MEDICATION POLICY**

If under any circumstances a child is required to be administered medication during school hours and the parent cannot be at school to administer the medication, only the nurse, teacher, or school employee designated by the principal will administer the medication in compliance with the regulations that follow:

1. Written consent signed by the parent and written instructions by a physician (if medication is a prescription drug). Consent must include the following:
  - a. Date
  - b. Child's name
  - c. Name of medication
  - d. Time to be administered
  - e. Dosage
  - f. Termination date for administering the medication
2. The medication must be in the original container. The term "medication" is NOT limited to prescription medicine but would include nonprescription medications such as aspirin, Tylenol, cough syrup, lotions, ointments, etc.

3. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication.
4. The school retains the discretion to reject requests for administration of medicine.
5. Schools are permitted to allow students with acute medical conditions to possess and self-administer medication with the written permission of the physician and the parent.
6. **Medications cannot be brought to school or sent home with students unless prior permission is given by the parent.**

The above policy and guidelines are pursuant to I.C. 34-4-16.5-3.5.

## **Civil Rights Non-Discrimination Policy - see page 19**

### **TITLE IX**

Inquiries regarding compliance with Title IX may be directed to Dr. Jamie Pund, Superintendent, Southeast Dubois County School Corporation, 432 E 15<sup>th</sup> Street, Ferdinand, IN 47532 (812-367-1653), or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

A copy of student and employee grievance procedure for handling of complaints alleging violations of Title IX is available for inspection in the Superintendent's Office.

## **Sexual Harrassment and/or Sexual Violence Education Amendments of 1972 - see page 19**

### **RETENTION POLICY**

The school has the right to retain any student when the following criteria are met:

1. In the professional judgment of school personnel, the academic and/or social development of the student will benefit.
2. The parent(s) or guardian(s) have been consulted. Parental agreement and cooperation is highly desirable but is not a prerequisite.
3. Retention is most desirable alternative for the benefit of the student.

While retentions may be implemented at any grade level, it would normally appear to be in the best interest of the student that such retention occurs as early as possible, preferably prior to the second grade

### **SCHOOL LUNCH POLICY**

The purpose of the school lunch program is to make available to each student a nourishing and well-balanced meal each day. The low cost per meal and half-pint of milk is made possible by efficient management and the fact that the cafeteria is enrolled in the National School Food and Nutrition Program. In this way the school lunch program is reimbursed financially as well as receiving surplus food commodities.

The price of meals will be determined each school year and parents will be notified at registration. Applications for Free or Reduced Price Lunches will be available through Harmony Family Access.

Lunch money will be collected each Monday or whatever the first day of the week may be. Parents are encouraged to pay for lunches and breakfast by the week, month, semester, or year with a check or online using a credit card. Any denomination of money can be sent in to pay on a child's lunch account. You will be notified if your child's account goes negative \$5.00 or more. Our system will maintain a school lunch debit account for each family. If a child brings their lunch, milk may be purchased in the cafeteria. No soft drinks are allowed if a child brings their lunch. It will be assumed that a child can drink milk unless the school is given a note, signed by the doctor, stating the medical reasons why the child cannot drink the milk. An alternative drink can be served in this case. (Forms are available.)

1. Students will have some choices, but must include a daily vegetable or fruit, or they can have both. They do not have to take milk if meal requirements are met otherwise.
2. Cups are provided to all children if they choose to drink water.

Parents joining their child for lunch are asked to refrain from bringing in fast food and soft drinks. We encourage parents to purchase a school lunch or bring healthy foods from home.

Menus for the week are published in the local newspaper and can be found on the school's Facebook page and web site: <http://www.sedubois.k12.in.us/schools/ferdinand-elementary>

See page 21-23 for FOOD SERVICE - - MEALS, ACCOUNTS, CHARGES, AND COLLECTIONS information.

### **SCHOOL EXPECTATIONS - POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)**

Be a Ranger+ student by practicing being positive, accountable for learning, united in friendship and always safe! The following guidelines will help maintain Ranger+ expectations:

#### Hallway Expectations

	<b>P (Positive)</b>	<b>L (Learning)</b>	<b>U (United)</b>	<b>S (Safe)</b>
<b>H A L L W A Y</b>	<ul style="list-style-type: none"> <li>• Listen to <i>all</i> adults in the building</li> <li>• Greet others with a smile</li> <li>• If there is paper or a pencil in the hallway, pick it up and take it to lost and found</li> </ul>	<p>Allow everyone in the building to learn &amp; and work.</p> <ul style="list-style-type: none"> <li>• Noise levels at a zero</li> <li>• Walk straight to destination in a timely manner</li> </ul>	<p>Be a friend to everyone.</p> <ul style="list-style-type: none"> <li>• Smile quietly as you pass by others</li> <li>• If you see anyone sad, hurting or being bullied, stand up for them and help out</li> <li>• Help staff members if you see they need assistance</li> </ul>	<p>Choose actions that are safe.</p> <ul style="list-style-type: none"> <li>• Walk in line, facing forward</li> <li>• Keep hands and feet to yourself</li> <li>• During emergency drills, walk quietly and remain with class</li> <li>• Always be alert</li> </ul>

Playground Expectations:

	<b>P (Positive)</b>	<b>L (Learning)</b>	<b>U (United)</b>	<b>S (Safe)</b>
<b>P L A Y G R O U N D</b>	<ul style="list-style-type: none"> <li>• Clean up after yourself (balls, lunch boxes, jackets)</li> <li>• Listen to <i>all</i> staff members.</li> <li>• Use appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>• Learn and practice good sportsmanship.</li> <li>• Line up quickly and quietly.</li> <li>• Practice skills learned in P.E. Class</li> </ul>	<p>Be a friend to everyone.</p> <ul style="list-style-type: none"> <li>• Treat others with kindness.</li> <li>• If you see someone being treated meanly, take a stand.</li> <li>• Include students who may feel left out.</li> </ul>	<p>Choose actions that are safe.</p> <ul style="list-style-type: none"> <li>• Use equipment properly</li> <li>• Keep hands and feet to yourself</li> <li>• Keep mulch, sticks, and rocks on the ground</li> <li>• Stay out of snack area once snack is eaten</li> <li>• Refrain from lifting other students, doing gymnastics, or being rough while playing</li> <li>• Tell a teacher if a stranger enters the playground</li> </ul>

### Assembly Expectations

	<b>P (Positive)</b>	<b>L (Learning)</b>	<b>U (United)</b>	<b>S (Safe)</b>
<b>A S S E M B L Y</b>	<ul style="list-style-type: none"> <li>• Show respect by getting quiet quickly</li> <li>• When asking questions, be positive and on topic</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate Noise Level (0 = when presenter is speaking / 5 = when meant to be excited)</li> <li>• Keep feet still (no kicking/stomping) when presenter is talking</li> </ul>	<ul style="list-style-type: none"> <li>• Be welcoming to guests</li> <li>• Be kind and polite to all</li> <li>• Help younger students up and down bleachers, if help is needed</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• WALK up and down the bleachers (no running or hopping)</li> </ul>

### Cafeteria Expectations

	<b>P (Positive)</b>	<b>L (Learning)</b>	<b>U (United)</b>	<b>S (Safe)</b>
<b>C A F E T E R I A</b>	<p>Use your manners.</p> <ul style="list-style-type: none"> <li>• Say “please” and “thank you.”</li> <li>• Trash in trash can</li> <li>• Indoor voices</li> <li>• Positive behavior in line</li> <li>• Hands/body off bar when in line</li> <li>• Refrain from saying you do not like food items</li> </ul>	<p>Be ready to learn &amp; listen.</p> <ul style="list-style-type: none"> <li>• Noise levels low to hear announcements &amp; instructions</li> <li>• Learn about your friends &amp; classmates</li> <li>• Learn new and healthy foods</li> <li>• </li> </ul>	<p>Be a friend to everyone.</p> <ul style="list-style-type: none"> <li>• Sit by and include different friends each day.</li> <li>• Be kind to one another.</li> <li>• Help a student who is using crutches by carrying their tray</li> </ul>	<p>Choose actions that are safe.</p> <ul style="list-style-type: none"> <li>• Walk</li> <li>• Remain seated (unless you have permission otherwise)</li> <li>• Report spill or clean up yourself, if possible</li> <li>• Sit correctly (hands, feet, and backs to selves)</li> <li>• Noise level down to hear emergencies</li> <li>• Keep food/drinks on tray or in mouth (no tossing)</li> </ul>

## Bus Expectations

1. Each student should take a seat immediately upon entering the bus.
2. No student shall stand up or move from place to place while the bus is in motion.
3. Loud or profane language will not be tolerated.
4. Keep hands, feet, and objects off other people.
5. No windows are to be opened or closed without permission of the bus driver.
6. No student is to leave or enter the bus until it has come to a complete stop.
7. Water bottles are to be secured in backpacks at all times.

Consequences - are at the discretion of the lunch, bus, or recess personnel, teacher, or principal. Typical consequences are, but not limited to:

- First offense – warning
- Second offense – Loss of part of the recess
- Third offense -- see the principal

It is in your child's best interest that we work together for his/her schooling. Therefore, we will be in close contact with you regarding your child's progress and behavior in school. Behaviors resulting in a visit to the principal will be documented in Harmony, and parents will be notified through Harmony email.

## Severe Clause

If the student is involved in any of the following, he or she immediately skips all steps and goes straight to the principal.

- |                                    |                      |
|------------------------------------|----------------------|
| 1. Dangerous fighting and bullying | 2. Vandalism         |
| 3. Stealing                        | 4. Abusive Language  |
| 5. Willful Disrespect              | 6. Threats to others |

If a student participates in the above behaviors, the principal may use any of the following course of actions:

- Lunch detention
- One half-day in-school detention
- One day in-school detention
- Suspension - school work on instruction missed will receive a zero during suspension.

In order to fulfill the Ferdinand Elementary School Mission Statement, these guidelines must be adhered to without exception.

## **BULLYING**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - b. has a substantially detrimental effect on the targeted student's physical or mental health;
  - c. has the effect of substantially interfering with the targeted student's academic performance; or
  - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

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

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

## **STUDENT DRUG AND ALCOHOL OFFENSES**

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverages, malt beverage, or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids or any other controlled substance before, during or after school hours at school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicles used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy may, at the discretion of the administration: be suspended or expelled from school; be required to satisfactorily participate in a drug abuse assistance or rehabilitation program; or be subject to a combination of the above.

Sanctions against students shall be in accordance with prescribed school district administrative regulations and procedures.

Policy Adopted: October 2, 1990

## **SOUTHEAST DUBOIS COUNTY SCHOOL CORPORATION DISCIPLINARY POLICY**

### **GRADES Pre-K - 4**

Each teacher and any of the other school personnel shall, when pupils are under their charge, have the right to take any action which is then reasonably necessary to carry out or to prevent interference with the educational function of which they are in charge. Teachers and other school personnel may not suspend students from school, and removal of a student from any educational function within the supervision of a teacher or any of the other school personnel may not extend for a period of more than one day unless the removal is treated as a suspension.

Each principal may take any action concerning his/her school or any school activity within his/her jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes. Such action may include established written rules and standards to govern student conduct. Similarly, the superintendent, or his administrative staff with his approval, may take any action with respect to all schools within the superintendent's jurisdiction which is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

The types of disciplinary action which may be taken include, but are not limited to the following:

1. Loss of recess privileges
2. Counseling with students
3. Conferences with parents
4. Assigning students additional/alternative work
5. Isolation seating
6. Rearranging class schedules - in-school suspension
7. Detention - requiring attendance after school hours  
-Saturday school
8. Restriction of extracurricular activity
9. Suspension
10. Expulsion

## **ACADEMICS**

### **GRADE REPORTS**

Every four and a half weeks, a progress report will be received by your child informing you of his/her learning progress at school. Report cards will be issued every nine weeks via email. If you have questions concerning your child's work, please call the teacher or make an appointment.

If a child misses half or more of a grading period, a report card will not be issued.

### **HOMEWORK POLICY**

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework.

If a student does not complete their homework it could affect their effort grades.

Homework missed due to absence is the responsibility of the student. They should meet with the teachers upon returning to school and complete assignments in a timely manner.

### **RELIGIOUS INSTRUCTION**

At the present time, Christ the King Parish and the Good News Club makes religious instruction available through release time. Written parental permission is needed for each child to participate. Students who do not participate will be properly supervised.

## TECHNOLOGY

Ferdinand Elementary provides opportunities for students to use a variety of technological means to achieve their educational objectives and enrich their learning experiences. All K-4 students are 1:1 with Chromebooks, and each classroom has document readers and ViewSonic Boards.

Ferdinand Elementary has a school website located at:

<http://www.sedubois.k12.in.us/schools/ferdinand-elementary> Students' pictures are used on the school Facebook page and web site with permission given when the school's **Acceptable Use Policy** is signed each year at registration. No last names are used in conjunction with a picture on Facebook or web pages. **Please note: If you do NOT want your child's picture on either site, notify the school in writing.** Ferdinand Elementary students are allowed to use the Internet with adult supervision only.

## TESTS

ILEARN -- This test is given to students in grades 3 and 4 in early Late April. This adaptive test will assess the competency level of students in the areas of math, language arts, and science(grade 4 only). Students who need special attention might be enrolled in enrichment or remedial programs. Students will be monitored on their progress. Students in K-2 take the DIBELS Assessment. Grade 3 students will also be taking the IREAD test at the end of grade three.

## SPECIAL PROGRAMS AND SERVICES

### FIELD TRIPS

When students are taken on field trips as part of the curriculum, parents will be notified of departure, arrival, and location. Parents will be asked to sign a Universal permission slip when they register their children for school with gives them permission to attend all field trips for that school year. *(Currently, there will be no field trips due to COVID-19, aside from a visit to a park within walking distance. This guidance may change as the school year gets underway.)*

### COUNSELING SERVICES

The elementary counselor is available to assist students and their families with a wide variety of personal, social, and emotional issues that may interfere with a student's education. Our school counselor meets with students individually or in small groups as well as classroom presentations. Topics addressed include friendship issues, bullying, peer pressure, behavior problems, anger management, conflict resolution, and self-esteem. The counselor can also assist students and their families with issues such as divorce, death and grief, and referrals to outside social service agencies. If you feel that a student could benefit from the services of a counselor, please inform your child's teacher or call the school office.

### LIBRARY MEDIA CENTER

The Library Media Center is opened as school opens each day and remains open until school closes. Each classroom has an assigned period each week for using the Library Media Center. Students are permitted to come to the center at any time, provided they have permission from a teacher.

Students are held responsible for the books and materials they borrow from the Library Media Center. If students lose or damage any library materials they are requested to inform the librarian so that materials may be mended or replaced. This is in keeping with the philosophy of the school to instill in the students "respect for property" and "courtesy" by acknowledging the loss or damage. Parents will be asked to pay the replacement cost of material damaged or lost by their children.

Students are taught how to use the Library Media Center by the librarian. These skills are developed as the students' progress in school. Students are encouraged to appreciate literature through storytelling and book talks.

Library materials are checked out using a computerized library circulation system. Materials may be checked out for two weeks before they are considered overdue and may be renewed upon request.

Library materials must be returned to the designated check-in area before additional materials are checked out. Students in Grades PK-1 may check out 1 item at a time, Grades 2-4 may check out 2 items. The librarian may make exceptions to these limits.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled in the fall of each school year. The conference is considered the most effective way for home and school to work together to provide the best understanding of your child. We urge you to make every effort to attend these conferences.

If at any time a conference is needed with the teacher and/or principal, please call or email for arrangements.

## **SPECIAL SERVICES**

The Dubois-Spencer-Perry Exceptional Children's Co-Op provides the following Special Services to the Southeast Dubois County School Corporation:

1. Speech -- Grades K-4
2. Learning Disabilities -- K-4, all academic areas
3. Special Education -- Life Skills
4. Occupational Therapist
5. Physical Therapist
6. Hearing Impaired
7. Preschool Special Education (Ages 3-5)

The Southeast Dubois County School Corporation also provides these Special Services:

1. Guidance and At Risk
2. High Ability Program
3. Vision and Hearing are checked at various levels or by special request
4. Computer Technology and Internet Access is available for grades Pre-K-4

## **IDOE Attendance Guideline Memorandum:**

### **Indiana Department of Education Rationale:**

Pursuant to I.C. 20-33-2-3.2, "'attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered."

Currently, school districts locally define "excused" and "unexcused" absences. The lack of state-level guidance on this issue has led to discrepancies in the ways that excused and unexcused absences are defined and reported. In some cases, school districts have adopted policies that define excused and unexcused absences (and attendance in general) in such a way that the school's attendance rate is artificially inflated. In other cases, school districts have defined "absence" in such a way that their attendance rate is artificially deflated, thus negatively affecting their AYP ratings.

Although school corporations are not required to count excused and unexcused absences in the same way, below are some recommended policies for excused and unexcused absences.

### **Recommendations:**

#### **Habitual Absence**

Under I.C. 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction **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 intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."

Additionally under I.C. 20-33-2-14, the "governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences required by Sections 15 through 17.5 of this chapter or another law. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy to qualify as an excused absence."

Effective July 1, 2013, SEA 338 amends IC 20-20-8-8. Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

#### **Excused Absences**

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

#### **Unexcused Absences**

An unexcused absence is any absence not covered under the definition of excused or exempt.

#### **Exempt**

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14 ); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15); when subpoenaed to testify in court (IC 20-33-2-16); serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal. (IC 20-33-2-17.5) Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. To review this statute in its entirety, refer to: <http://www.in.gov/legislative/ic/code/title20/ar33/ch2.html>.

#### **REVISED 7-9-13**

#### **Non-Discrimination Policy:**

**All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement:**

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

(1) *mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*

(2) *fax: (202) 690-7442; or*

(3) *email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider*

## **Sexual Harassment and/or Sexual Violence**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex (gender) in educational programs and activities. All public schools receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Contact a teacher, counselor, assistant principal, or principal if you believe you have been the victim of sexual harassment or sexual violence. You may also contact the superintendent's office at 432 E 15<sup>th</sup> Street, Ferdinand, IN 47532.

Ferdinand Elementary will respond promptly and effectively to all complaints of sexual harassment and/or sexual violence. Even if the complainant does not want the school to take any action, an investigation will take place to determine what occurred and then take appropriate steps to resolve the situation. A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

Ferdinand Elementary will follow normal disciplinary procedures which include; Listening and documenting the complainant's cause, Impartially investigating the incident, allowing for questions and additional information as necessary, Notification of the outcome of the complaint, Notification that both parties may file an appeal (if applicable). Ferdinand Elementary will determine the outcome by a preponderance of the evidence standard.

If you want to learn more about your rights, or if you believe that a school is violating Federal Law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov). If you wish to fill out a complaint form online, you may do so at: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

## **Grounds for Expulsion or Suspension - Indiana Code:**

The following information is taken from the Indiana Code:

Grounds for expulsion or suspension - (a) The grounds for expulsion or suspension in subsection (b) apply when a student is:

(1) On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;

(2) Off school grounds at a school activity, function, or event; or

(3) Traveling to or from school or a school activity, function, or event.

(b) The following types of student conduct constitute grounds for expulsion or suspension subject to the procedural provisions of this chapter:

(1) 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 illustrative of 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 there in with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

(C) Setting fire to or substantially damaging any school building or property.

(D) Firing, displaying or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.

(E) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.

(F) 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 educational function under his supervision.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

(2) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.

(3) Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.

(4) 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 other 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 beverages, or intoxicant of any kind. Use of a 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 validly adopted.

(c) In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended 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.

(d) A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from application of subsection (b)(6) so long as the knife is used as a part of or in accordance with the approved organized activity.

Grounds for exclusion. - Any student may be excluded from school in the following circumstances, subject to the procedural provisions of this chapter:

(1) If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This includes conduct off school property if the student's presence in school would constitute an interference with an educational function or school purposes.

(2) If the student's legal settlement is not in the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the state board of education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation. An exclusion under this subdivision is not, however, effective until the student's right to attend a public school of another school corporation has been established in accord with this subdivision. Another school corporation which is asserted to be the student's legal settlement, if known, and any governmental entity which it is asserted is obligated to pay the transfer tuition for the student, shall be obligated to pay the transfer tuition for the student, shall be made a party to the hearing. Appeals involving exclusion under this subdivision may not be taken to court, but to the state board of education which shall determine the question of exclusion, and the school corporation in which the student is entitled to attend school in accord with the procedures.

Suspension. - (a) Any principal may suspend a student for a period of no more than five (5) school days for conduct constituting grounds for expulsion or suspension as set.

Such suspension shall be made only after the principal has made an investigation thereof and has determined that such suspension is necessary to help any student or to prevent interference with an educational function or school purposes.

However, the student may be suspended by the hearing examiner until the date of the expulsion or exclusion hearing if the hearing examiner determines that this suspension is necessary.

(b) No suspension may be made without affording the student an opportunity for an informal hearing. At the informal hearing the student is entitled to:

- (1) A written or oral statement of the charges against him;
- (2) And, if he denies the charges, a summary of the evidence against him; and
- (3) An opportunity to explain his conduct.

(c) Notice and the informal hearing shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.

(d) Within twenty-four (24) hours, or such additional time as is reasonably necessary, following a suspension, the principal shall send a written statement to the student's parent describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal does not justify extending the period of the student's suspension. Other disciplinary actions - Participation by persons having care of dependent student. - (a) The superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

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

(b) The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in any action taken under this chapter in connection with a student's behavior. The rules must include:

- (1) Procedures for giving actual notice to the person having care of the dependent student;
- (2) Description of the steps that the person must take to participate in the school corporation's action; and
- (3) A description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate.

## FOOD SERVICE - - MEALS, ACCOUNTS, CHARGES, AND COLLECTIONS

The Southeast Dubois County Food and Nutrition Services Program has an essential role in the lives and education process of their students by providing them with a foundation for healthy living and learning, as well as helping to teach them the value of good nutrition. Through an annual agreement with the Indiana State Department of Education, the Southeast Dubois County Corporation participates in the National School Breakfast and School Lunch Program, and accepts the responsibility for adhering to the federal and state guidelines and regulations of the program. This program makes healthy and nutritious meals available to students daily at an affordable price. All meals are provided in accordance with the National School Breakfast and Lunch Program USDA Menu Planning Guidelines. It is the responsibility of each students' parents to provide daily meals for their child(ren). The parents / guardians may do this in one of the following ways:

- 1) Sending / Supplying food from home.
- 2) Keeping money in their child(ren)'s meal account at ALL times, in order that the Food and Nutrition Services Program may supply a meal to their child(ren).
- 3) Submit a "Household Application for Free and Reduced Price School Meals" EACH school year, (ONE application per household) with ALL the required information.
- 4) Directly qualify for free meals through authorization from the State of Indiana Social Service Department.

The Southeast Dubois County School Corporation Food and Nutrition Services Program does not receive General Fund Support, it operates as a self-supporting, cost effective business within the district. The Food and Nutrition Services Program relies solely on money received from students and adults for meals and a la carte items as well as some government reimbursement for each school breakfast and lunch meal purchased; therefore unpaid charges place a financial strain on the Food and Nutrition Services Program. Meal charging is strongly discouraged by the Southeast Dubois County School Corporation, but understands that an occasional emergency may occur; however we ask that this convenience be exercised as infrequently as possible, and NOT be used as a payment practice. Parents / guardians shall be notified of any negative balance and asked for prompt or immediate payment. Weekly, School Messenger notifies parents when their child(ren)'s meal account balance falls below \$ - 5.00. Parents / guardians may access their Harmony "Family Access Account" online to check meal account balances. Parents / guardians may also set an alert via Harmony "Family Access" Notification Profile so they are sent an email reminder when the meal account balance reaches a specified level of their choice.

The Food and Nutrition Services Program is kept strong by the on-going effort of parents / guardians to their child(ren)'s meal accounts paid in full at ALL times. In being financially secure, the Food and Nutrition Services Program is able to make sure that students have access to the healthy food they need to focus in the classroom.

The Indiana Department of Education and the Southeast Dubois County School Corporation recognizes that the School District is under no legal obligation to serve children with insufficient meal account funds to those students who do not have the necessary forms completed and approved to receive free or reduced meal benefits, nor to allow those students to charge meals; however the National School Breakfast and Lunch Program requires school food authorities to establish written administrative guidelines and procedures for meal charges. Charge limits are a courtesy provided by the Southeast Dubois County School Corporation. The Southeast Dubois County School Corporation will adhere to the following meal charge procedures.

All meal purchases are to be prepaid before meal service begins. This may be done by depositing a check or cash in students' meal accounts.

A student with a meal account balance of less than zero dollars is expected to bring meals from home until their meal account balance can be replenished. The Food and Nutrition Services Program may provide an alternate meal in extreme cases. Parents / guardians will be charged for the alternate meal(s) provided.

ELEMENTARY SCHOOL STUDENTS: An elementary student may charge up to 5 meals at a time. Charging is only permitted for meals.

JUNIOR HIGH SCHOOL STUDENTS – A junior high school student may charge up to 3 meals at a time. Charging is only permitted for meals.

HIGH SCHOOL STUDENTS – A high school student may charge up to 3 meals at a time. Charging is only permitted for meals.

ADULTS: Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

A LA CARTE ITEMS: a la carte items may NOT be charged at any time. A la carte or snack items are not part of the National School Breakfast or Lunch Program; therefore the cost to purchase these items is not covered by either a Free or Reduced lunch benefit. All a la carte purchase transactions will be either on a cash basis or prepaid.

If there is non-payment after the charge limit is reached, or if steps have not been taken to apply to assistance / meal benefits, or if the parent / guardian has not contacted their child(ren)'s school to make payment arrangements, the child(ren)'s meal privileges may be stopped.

At the first of May the Food and Nutrition Services Program must begin to close the books for the school year. As a result, all meals must be prepaid for the month of May. All meal accounts must be settled at the end of the school year. Accounts not settled will carry over into their meal account for the next school year. All financial obligations must be met (including payment of any outstanding meal account balance) prior to graduation.

The Southeast Dubois County School Corporation recognizes that it has an obligation to notify the student and/or parents/guardians of their meal account balances. Therefore, the Food and Nutrition Services Program will make every reasonable effort to notify or remind families of the need for a meal account payment. However, it is our opinion that it is ultimately the responsibility of the parents / guardians to monitor their child(ren)'s meal account balances and to send money on a regular basis to ensure their child(ren)'s capability to purchase meals through the Food and Nutrition Services Program.

Balances Owed with no response by parent / guardian will force Southeast Dubois County School Corporation to take action to collect unpaid meal account funds by means of our collection agency, small claims court, or any other legal method deemed necessary.

*This institution is an equal opportunity provider.*