

# **Loogootee Elementary Student Handbook 2017-2018**



**Positive Attitudes Will Succeed!**

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Loogootee, IN 47553  
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Office Hours 7:30 - 4:00

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## Introduction

Welcome to Loogootee Elementary! The staff and I are excited that you are part of our school family. We look forward to your involvement and cooperation as we work together to make this a successful school year.

The information contained in this handbook will answer many of your questions concerning school policies. Parents will be notified of changes as they occur. Please keep this booklet for reference. All policies and regulations of the school are made with the safety and welfare of the children in mind.

Parents are given a form at registration that is completed and kept on file that states that they have received a copy of the 2017-2018 Loogootee Elementary Handbook and understand the importance of reviewing it with their child.

## LOGOOTE ELEMNTARY STATEMENT OF MISSION, VISION, AND BELIEFS

### Vision

Build Every Student's Talents—be the B.E.S.T!

### Mission

The students, parents, and staff of Loogootee Elementary, in a cooperative effort, embrace the development of education as a lifetime process. We encourage and challenge students to reach their full potential intellectually, physically, socially, and morally.

### Belief Statements

- ◆ Positive Attitudes Will Succeed! (PAWS!)
- ◆ All children are individuals and may need differentiated experiences.
- ◆ Development of reading, writing, and math skills are essential for student success.
- ◆ Study and life skills, character education, critical thinking, arts and technology are essential skills that enhance self esteem and are essential to student learning.
- ◆ A unified approach to curriculum provides continuity throughout all grade levels promotes success.
- ◆ Effective parenting skills, parent communication and cooperation with the school, and consistency of rules and their enforcement throughout the school promotes self discipline.
- ◆ Education goes beyond the classroom to our community.

## LOGOOTEЕ COMMUNITY SCHOOL CORPORATION 2017-18 School Calendar

August	7	Professional Day #1
	8	Professional Day #2
	9	First Student Day
September	4	No School/Labor Day
October	6	End of Term 1 (42 Days)
	9-13	No School/Fall Break ( Monday- Friday)
November	2	Parent Teacher Conferences 5:00 - 8:00p.m.
	22-24	No School/Thanksgiving Break (Wednesday-Friday)
December	21	End of Term 2 (46 Days)
	22 - 31	No School/Winter Break
January	3	No School or Make-up Day #1
	4	School Resumes/Start of Term 3
February	19	No School or Make-up Day #2/President's Day
March	9	End of Term 3 (46 Days)
	26-30	No School/Spring Break
April	2	School Resumes
	27	No School or Make-up Day #3
	30	No School or Make-up Day #4
May	23	End of Term 4 (46 Days)
	24 & 25	No School or Make-up Day #5 & #6

Professional Day #3 will follow the last student day.

## **ADMISSION**

Students entering school for the first time must present a birth certificate, record of immunization, past school records, if applicable, and emergency information. Children must be five years of age on or before August 1 to be admitted to kindergarten. Once a child is enrolled, it is up to the parents/guardians to keep the school informed of changes like phone numbers, addresses, emergency contacts, etc.

## **ATTENDANCE POLICY**

The attendance policy at Loogootee Schools is based on the premise that something important happens each day in each class. Research has proven that there is a direct relationship between good attendance and successful academic achievement. The following attendance policy has been developed to promote good school attendance.

Any absence from school will be classified as certified, excused, or unexcused. Both excused and unexcused absences will count toward the 7 allowable absences per semester.

All absences require parent or guardian notification on the day of the absence. When a student is absent the parent or guardian should call 812-295-2833 before 9:30 a.m. on each day of the absence. On occasion, the school may call the parent (at home or work) to verify the student's absence.

The examples of each classification listed below are intended to eliminate confusion and provide clarification as to how an absence will be recorded in relation to the semester attendance policy

Certified Absences (will not count towards the 7 allowable per semester - Verification required upon return.

- Students sent home by school nurse
- Doctor's notes verifying visits/illness
- Family member funeral/visitation
- School sponsored activities that have been pre-approved by the Principal
- Participation in state fair 4-H activities
- Suspensions/exclusions/expulsions
- Court subpoenas
- Approved college visits
- Legislature page

Excused Absences (will count toward limit of 7 per semester)

- Illness, not under physicians care, parent call in
- Absence due to parent call-in (i.e. oversleeping, transportation issues, etc.)
- Vacations/family trips pre-approved by the Principal

- Failure to provide verification for certified absences upon return to school

Unexcused Absences (will count toward limit of 7 per semester)

- An unexcused absence is defined as any absence for which a parent/guardian makes no contact with the school to inform them of the absence.

Students who leave school early will be counted as half day absent.

### PROCEDURES FOR EXCESSIVE ABSENCES

If you are absent . . .

1. It is necessary for a parent/guardian to call the school office prior to 9:30 a.m. to report your absence.
2. Try to have someone get your homework so you won't fall too far behind in your schoolwork. All students are expected to complete assignments missed due to an absence from class.
3. Do not plan to attend any activities after school. If you are sick enough to stay home during the day, you need to get all the rest you can.
4. Be certain you catch up on missed work as soon as possible

Parents/guardians please note that a student needs to be signed in and out of the office when arriving late or needing to leave school early. If a student will be absent for an extended period of time, the parents/guardians must complete prior arrangements with the teacher and principal.

### **Three (3), Five (5) and Seven (7) day attendance policy:**

1. A THREE-DAY ATTENDANCE NOTICE will be issued to every student who reaches three non-certified absences within a semester. The parent will be contacted via mail, email, or phone call.
2. A FIVE-DAY ATTENDANCE NOTICE will be issued to every student who reaches five non-certified absences within a semester. The parent will be contacted via mail, email, or phone call.
3. A SEVEN-DAY ATTENDANCE NOTICE will be issued to every student who reaches seven non-certified absences in a class within a semester. The parent will be contacted via mail. The student may be placed on "Certified Absence Only" Policy for the remainder of the semester. The Principal will follow the guidelines of Martin County's Protocol for referring attendance problems to the Martin County Office of Family and Children's Services with the next non-certified absence.

### TARDY POLICY

Tardiness to school or class is a negative habit that is easy to develop. Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time, and may affect student learning. Any student who arrives at school after 8:05 A.M. and before 10:00 a.m. is considered tardy. Students will be allowed a maximum of eight (7) unexcused tardies per semester. If a student has unexcused tardies in a semester the following notification system will be conducted by the school.

1. Third Tardy – letter to the parent/guardian notifying that the student has three (3) tardies.

2. Fifth Tardy – letter to the parent/guardian notifying that the student has five (5) tardies.
3. Seventh Tardy - letter to the parent/guardian notifying that the student has seven (7) tardies. The Principal will follow the guidelines of Martin County’s Protocol for referring attendance problems to the Martin County Office of Family and Children’s Services following the next tardy.

**\*\*Students who are late to school due to medical or dental care will not be issued a tardy if they return to school with a physician's note.\*\***

## **ATTENDANCE AWARDS**

**Perfect Attendance**-Perfect attendance will be recognized in several ways. Monthly recognition will be given for monthly perfect attendance. An award for perfect attendance all year long will also be given. Perfect attendance means that a student is present all day as defined by his/her curriculum, except those days that are allowed by state statute. The school day differs from elementary to high school. The school day will be defined by the building principal in compliance with state law.

**Outstanding Attendance**-A student will have outstanding attendance when he/she has accumulated not more than four excused absences per year, or no more than one day of excused absence per grading period. An outstanding attendance award will be given at the end of the school year to the students who have accumulated four or less days of excused absences for the entire year.

## **BOOK FEES**

Each student is charged a book rental fee. The fee is set by guidelines established by the State. The money is used for classroom materials, chromebook rental, consumable workbooks, copies, technology, and textbooks. Parents/guardians receive notification of the amount of fees through the area newspaper, or they can call the school office. This amount is payable during registration at the beginning of the school year. Students may qualify for book assistance. The care of textbooks is the responsibility of each student. Badly damaged and lost books will be replaced at the student’s expense. If a student withdraws from school, textbook refunds will be prorated according to the withdraw date and the cost of the books.

## **BUS CONDUCT**

Bus transportation is provided for those students who live outside of the city limits of Loogootee and at bus stops throughout town. Students are expected to maintain a level of behavior equal to that expected of them while at school. Students and parents are reminded that bus transportation to and from school is a privilege and not a legal right. Students who cannot maintain a reasonable level of self-discipline while riding as a passenger on a bus, can and will be disciplined for unacceptable behavior. Students are expected to abide by the following list of rules:

1. Each pupil shall be seated immediately upon entering the bus in the place designated by the driver.
2. No food, drinks, or chewing gum are allowed on the bus unless it is kept in sealed or closed containers.
3. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.

4. Pupils shall not be allowed to tease, scuffle, trip, hit, or use their hands, feet, or body in any objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No pupils shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. The student should be waiting at his/her boarding station when the school bus arrives.
8. The driver will wait only when it is evident that the student is making an effort to get to the bus.
9. Requests by students to get off the bus at unauthorized stops will not be permitted.
10. Upon recommendation of the bus driver, school authorities may deny the privilege of riding the school bus to any pupil who refuses to conduct himself/herself in an orderly manner.
11. Students wishing to bring another student home with them on the bus must receive permission from the bus driver the day before the visitor is to ride.
12. Each bus driver may have additional rules and policies.

### **CANCELLATION OF SCHOOL**

Due to weather conditions, it may become necessary to delay the buses, cancel school, or dismiss students early. When the decision is made to cancel school, all Loogootee Community Schools will be closed for that day. Whatever decision is made may not please everyone, but the safety of our students has been and will continue to be our primary concern. The decision is made before 6:15 AM based on road conditions throughout the district. Sometimes rapidly changing weather conditions will occur after 6:15 AM and decisions to close or delay have to be made. Please remember that we make every effort to make timely announcements but Mother Nature doesn't always work on our schedules. Once the decision is made to close or delay school, the following radio stations are contacted: Loogootee WRZR 94.5 FM; Washington WWBL 106.5 FM; Washington WAMW 107.9 FM; Jasper WITZ 104.7 FM and Jasper 990 AM. Information is also available from these television stations: WTWO Channel 2, WTHI Channel 10. In addition, we have a weather announcement telephone message that will be available no later than 6:15 AM.

If school is delayed for 1 or 2 hours, students will be served a "grab and go" breakfast.

### **CAR RIDERS--DELIVERY TO SCHOOL**

Students brought to school in cars are to be delivered to the south side (front) of the building. Cars are to stay in single file following the yellow lines. Cars are to stop in the loading/unloading zones to let students off. Do not let students out of the car until you are in the loading/unloading zone. Do not park in the Loading Zone. If you have to get out of your vehicle for any reason, you must pull up beyond the brown poles. Allow the car to come to a full stop before allowing your child to depart. Students should get out of the car on the passenger side only. Students should NOT be dropped off at any other door without prior approval from the Principal and should never be dropped off in the back of the building where the buses unload.

### **CAR RIDERS--PICK UP PROCEDURES**

As traffic approaches from Wood Street, proceed in single file and line-up along the side of the loading zone headed south. Do not back into available spaces. Students will not be allowed to load in cars that are not in the loading area. In order to keep traffic flowing smoothly, cars may be directed



to move forward by staff members. It is expected that drivers will follow the directions given by staff members. Cars should not be left in the loading zone unattended after 2:30 PM. **Parents are asked to remain in their cars rather than waiting inside the building or standing on the porch.** Your assistance and cooperation is greatly appreciated. Safety for your child and others during dismissal is our primary concern. Cars left unattended may be towed at the discretion of the Administration.

### **CELL PHONES/ELECTRONIC DEVICES**

Students at Loogootee Elementary are discouraged from bringing cell phones to school. If a student brings a cell phone to school, it must remain turned off and in the child's backpack in their locker. This applies to all cell phones, whether or not they are in working order. Any cell phone not in a student's locker will be confiscated and the parent will be required to pick the phone up at school.

Students may not use cellular telephones, including camera phones, or other electronic communication devices during the school day. In addition, students are not permitted to use cellular telephones, including camera phones, or other electronic devices to record, store, send, and/or transmit the spoken work or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event. Finally, students may not use cellular telephones or other electronic devices on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may bring an electronic reader to use at school with teacher permission. The reader should stay in their locker/backpack until their class has SSR time, or any other time students are allowed to read. It may be used during supervised reading time only. If WIFI access is enabled on the electronic reader, it may only connect to the Loogootee Community School Corporation Network while on school property. At the conclusion of supervised reading time, the electronic reader will go back into the student's locker.

Electronic readers are not to be taken on the playground. They may not be used during inside recess unless a staff member is present in the classroom during the entire recess.

### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with 'child exploitation' or 'child pornography' as defined by Indiana Criminal Statutes.
- It is 'child exploitation', a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitized image of any incident that includes 'sexual conduct' by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes 'sexual conduct' by a child under the age of 18.
- It is 'child pornography', a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes 'sexual conduct' by a child who the person knows is less than 16 years of age or who appears less than age 16.
- 'Sexual Conduct' is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any

fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of 'sexual conduct' as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## **CLASSROOM PARTIES**

Classroom parties will focus on activities rather than on food. We will use classroom parties to help teach concepts such as sharing, playing fairly, and good manners. **Treats sent to school for parties must be store bought, prepackaged treats with a list of ingredients.** Refreshments should include healthy food choices. Parties are limited to:

**Fall Party**—Classroom celebration with refreshments.

**Christmas**--Classroom celebration with refreshments and a gift exchange.

**Valentine's Day**--Classroom celebration with refreshments and valentine exchange.

**Birthdays**--There will be one birthday celebration per month. All students having a birthday that month will be able to celebrate on that date. The classroom teacher will contact the families of the students with that month's birthdays to plan the celebration. Large balloon bouquets, birthday flowers, or other such specialty items may not be delivered or brought to school. Student birthdays are recognized by the school office. **Invitations for home birthday parties may be distributed at school only if the child has an invitation for each child in the class.**

## **CLASSROOM TELEPHONES**

Telephone calls from parents to the classroom during instructional time should be limited to emergencies only. Arrangements for how your child will get home should be made before school, and a note should be sent to the teacher. **Parents should not make a habit of calling daily to inform the teacher how the child should go home.** If you need to speak to the teacher, you may call during their prep time. Teachers' preparation times will be sent home at the beginning of the year. **Please do not call the classroom during instructional time.** In the event that you must call the school to arrange for a different ride home, call the office. The call should be made **before 2:00**, so that the office has adequate time to deliver the message.

## **COMPUTER USE--NETWORK ACCEPTABLE USE POLICY**

### Responsible Use Guidelines

The use of school provided devices (Computers, Chromebooks, iPads, and iPods) at Loogootee Elementary School is a privilege and not a right. These guidelines safeguard the rights and privileges of all users. Students will agree to adhere to these guidelines and any changes/additions to this Board Acceptable Use Policy that may become necessary. Students further understand that failure to comply with these guidelines may result in loss of his/her computer privileges and may result in legal charges being made against him/her.

Students will:

- keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent/guardian, teacher or administrator.)
- treat others with respect, both online and offline.
- strive to be a responsible digital citizen and encourage others to be good digital citizens.
- use school provided electronic device for school-related purposes only during school hours.
- credit sources when using other people's information, images, or other material.
- respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- notify an adult (parent/teacher/administrator) immediately if the electronic device is damaged in any way.

Students will not:

- share their account information with anyone.
- use other student accounts.
- read another student's private communications and schoolwork without permission.
- use improper language or pictures.
- use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- pretend to be someone else online.
- give out full name, address, or any other contact or personal information to someone unknown.
- take pictures and/or record audio/video of someone else without the consent of that student or staff member.
- search for, possess, read, view, or copy inappropriate pictures or information.

Students understand:

- their work, if stored on a local drive, can be lost and I should backup important work.
- it is their responsibility to validate information or research on the Internet.
- there is no expectation of privacy with the school-owned electronic device, and therefore the electronic device is always subject to inspection in order to ensure that the electronic device is being used for school purposes only.

## **Loogootee Community School Corporation Network User Agreement**

Network access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the Network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Loogootee Community School Corporation User

violates any of these provisions, his or her account will be suspended and/or terminated and disciplinary action and/or appropriate legal action may be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

I have read and will abide by the Loogootee Community School Corporation Network Acceptable Use Policy. I understand that any violation of the policies and guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken.

User Name: \_\_\_\_\_ Please Print User Name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If user is a student in the Loogootee Community School Corporation, a parent or guardian signature is required.

\_\_\_\_\_ Yes, as the parent/guardian of this student, I have read the Loogootee Community Schools Network Acceptable Use Policy, and I will help my student abide by them. I understand that this access is designed for educational purposes. I understand I could request alternative activities that would not require Network use, but I do not wish to do so. I understand that it is possible for students to view inappropriate material or purchase goods via the Network that could result in unwanted financial obligations. I accept full responsibility for supervision if and when my child's use is not in a school setting and I hereby give my permission for my student to have a Network account.

\_\_\_\_\_ No, as the parent/guardian of this student, I do not want my student to have a Network account or engage in activities which require the use of the Network.

Parent/Guardian Name: \_\_\_\_\_ Please Print

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **CRIMINAL GANG ACTIVITY**

It is the policy of Loogootee schools to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. It is the policy of Loogootee schools to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

“Criminal Gang” defined (per IC 35-45-9-1) means a group with at least three members that specifically:

1. promotes, sponsors, or assists in; or
2. participates in; or requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1) or
3. knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal or the school safety

specialist. The principal and/or the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

NOTE: The Loogootee Schools Criminal Gang Activity policy can be found in its' entirety on the corporation website and also in the Superintendent's office.

## **DELIVERIES**

Although we recognize the importance of birthday greetings, Valentine messages, etc., we must remember our primary concern is education and safety. Flowers and/or balloons and other such items pose a safety hazard on school buses and a disruption to the school day. Therefore, deliveries to students are not allowed at school. The only exception to this policy is when deliveries are related through school sponsored activities.

## **DIRECTORY INFORMATION**

The Family Rights and Privacy Act of 1974 provide certain safeguards to the privacy of our students. Parents have certain rights under this law until such time as their student is 18 years of age or is enrolled in a post-high school institution, after which the student may exercise those rights. The parents have the right to examine their children's record, and request corrections if records are "inaccurate, misleading or are otherwise in violation of the privacy or other rights of students." If there is a disagreement on this matter between the parents and the school, parents may request and receive a formal hearing. Even if the results of the hearing support the school, parents may place additional comments or a dissenting opinion in their child's permanent record. The school is obligated to keep a records log indicating who examined the student's record, the date it was examined, and the purpose of the examination. Information in a student's record may be disclosed to other parties including officials from schools where a transfer is made and certain representatives of state and federal government without the parent's consent. Any other person may receive records with written consent of parents. The school will also respond to a subpoena, but the parents will be given advanced notice.

Loogootee Community Schools designates the following items as Directory Information: student's name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by the first student day of the current school year.

## **DISCIPLINE PROCEDURES**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

## 1. **REMOVAL FROM CLASS OR ACTIVITY TEACHER:**

- a. A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to two (2) school days if the student is assigned regular or additional work to be completed in another school setting.
- b. An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- c. If an individual removes a student from a class under subsection a) or b) above, the principal may place the student in another appropriate class or placement or into in-school suspension. The principal may not return the student to the class from which the student was removed until the principal has met with the student, the student's teacher, and the student's parents to determine an appropriate behavior plan for the student. If the student's parents do not meet with the principal and the student's teacher within a reasonable amount of time, the student may be moved to another class at the principal's discretion.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal or designee may deny a student the right to attend school, take part in any school function, or be on school grounds for a period of up to ten (10) school days.

3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

## **GROUND FORS SUSPENSION OR EXPULSION:**

The grounds for suspension or expulsion listed in section A. below 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 (including summer school);
- 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.
- d. Using property or equipment provided by the school.
- e. Summer period when a student may not be attending classes or other school functions.

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- a. The unlawful activity may reasonably be considered to be an interference with school purpose of or educational function or
- b. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, and other school breaks.

## **A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other 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 rule:
  - 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. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
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. Causing or attempting to cause physical injury or 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 is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed

a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
12. 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.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing 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.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
  21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
  23. Engaging in pranks that could result in harm to another person.
  24. Use or possession of gunpowder, ammunition, or an inflammable substance.
  25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - a. engaging in sexual behavior on school property;
    - b. engaging in sexual harassment of a student or staff member;
    - c. disobedience of administrative authority;
    - d. willful absence or tardiness of students;
    - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;



- f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

## **B. Bullying Policy**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule 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 policy, 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;
  - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from services, activities, and privileges provided by the school.
3. Bullying may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
- a. participating in a religious event;
  - b. acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
  - c. participating in an activity consisting of the exercise of a student's freedom of speech rights;
  - d. participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
  - e. participating in an activity undertaken at the prior written direction of the student's parent; or
  - f. engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.
4. The school corporation shall adopt discipline rules in compliance with IC 2033813.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These rules may be applied regardless of the physical location of the bullying behavior when a student committing the bullying behavior and the targeted student attend a Loogootee Community Schools Anti Bullying Policy Adopted November 2013 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.

5. 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 the principal who has the responsibility for all investigations of student misconduct including bullying. A student may also report the conduct to a teacher or counselor who will be responsible for notifying the principal. This report may be made anonymously via the school website.

6. The principal shall investigate immediately all reports of bullying made pursuant to the provisions of this policy. Such investigation will be expedited and must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. Information relating to the investigation will be gathered using means including, but not limited to the following: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. Investigations will be initiated immediately and will ordinarily be completed within thirty (30) calendar days. The parents of the bully and the targeted student(s) shall be notified initially of the reported behaviors and subsequently notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

7. The principal will be responsible for working with the school counselor and other community resources that may be available 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 principal and school counselor 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. The school principal is also responsible for reporting any incidents of bullying to Child Protective Services that constitute abuse as dictated by current law.

8. 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 (including suspension and/or expulsion) if the investigation of the report finds it to be false.

9. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

10. Failure by a school employee who has a responsibility to immediately report bullying to the principal or any other appropriate administrator or to investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to Loogootee Community Schools Anti Bullying Policy Adopted November 2013 appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

11. 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.

12. Each school within the school corporation shall disseminate bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor, or other person with training and expertise in the area of bullying prevention and intervention.

13. Educational outreach training will be provided to school personnel, students and volunteers concerning the identification, prevention, and intervention in bullying.

### **C. Possessing A Firearm or a Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.

The following devices are considered to be a firearm under this rule:

- a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- b. the frame or receiver of any weapon described above
- c. any firearm muffler or firearm silencer
- d. 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
- e. 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
- f. 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
- g. an antique firearm
- h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purpose

For purposes of this rule, a destructive device is:

- a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
- b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

2. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
3. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **D. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - c. a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **E. Unlawful Activity**

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **RIGHT TO APPEAL**

The student or parent has the right to appeal an expulsion decision 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 will consider the appeal unless it has voted not to hear all student appeals of expulsion. 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.

#### **DRESS CODE**

All students shall come to school clean, neat, and dressed in a manner conducive to the promotion of personal health and an effective learning environment. Clothing that symbolizes any type of gang activity is not permitted. The administration determines if clothing is gang related. Garments that

have pictures and/or writing that is vulgar, suggestive, indecent, double meaning, or otherwise offensive is not permitted. Garments with pictures of, or allusions to drugs, tobacco, or alcohol are not allowed.

**Hats** – Wearing of hats, scarves, or bandannas inside the building is prohibited unless approval has been given by the Principal.

**Tops** – Clothing that permits the display of the stomach or chest is not permitted. This includes, but is not limited to, cutoff t-shirts, halters, and tube tops. Tank top straps must be at least three fingers wide.

**Pants** – All pants must be properly fitted. Shorts should not be flimsy or transparent. Shorts must be at least fingertip length when arms are fully extended to the sides.

**Leggings** - Leggings may be worn, but top worn with leggings must be at least fingertip length when arms are fully extended to the side.

**SHOES** - Shoes must be worn at all times. Shoes should be casual or athletic in style. If sandals are worn, they must have a back strap. **No flip flop sandals or high-heeled shoes.**

The school reserves the right to modify the dress code should problems occur. The dress code applies to school, school functions, and field trips unless prior approval is granted.

### **FOOD, CANDY, AND DRINKS**

These items are not permitted outside of the cafeteria and are not allowed in any of the classrooms unless it is provided for a special reason by the principal or teacher. Water bottles are allowed in classrooms as long as the teacher allows it. Only water bottles that are transparent with a secure lid are allowed in the classrooms/hallways. Energy drinks are not permitted at any time.

### **GRADES**

Report cards are a very important part of the educational process. Midterms will be sent every 4½ weeks during each grading period. At the end of each grading period, a report card is sent home. The report card should be signed and returned to school within five days. Grades will be given based on the grade scale below. You may access your child's current grades through Skyward Family Access.

#### **Grade Scale**

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

## **HATCH AMENDMENT**

**RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS**--In addition to any other right with respect to the inspection of instructional materials, the parent of a child enrolled in a school within the Loogootee School Corporation which receives funds from the US Department of Education either directly or indirectly, shall be entitled to inspect those materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum. Any complaints arising under this policy may be submitted in accordance with the policy for public complaints.

**STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS**--No student shall be required without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the US Dept. of Education, to submit to a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning: political affiliations or beliefs of the student or the student's parent; mental and psychological problems potentially embarrassing to the student and his/her family; sex behavior and attitudes; illegal, anti-social, self-incrementing and demeaning behavior; critical appraisals of other individual with whom respondents have close family relationships; religious practices, affiliations or beliefs of the student or the student's parent; or legally recognized privileged and analogous relationships, such as those of lawyers, physicians, or ministers; income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

## **HEAD LICE**

Checks for head lice are done periodically. Please make a habit of checking your child's hair regularly. Students who are found to have an active (live bugs) case of head lice will be sent home and not allowed back into school until the hair has been washed with a lice shampoo. The nits (eggs) must be combed or picked out to the best of your ability. A form is sent home with the student, which must be returned to school when the student returns. The name of the lice shampoo that was used must be filled in on the form and a parent or guardian must sign the form. Students must report to the school nurse for a head check when they return to school before being allowed to return to class.

## **HOMEWORK**

Homework may be assigned as an extension of class work and must be related to the objectives of the curriculum. You are encouraged to help your child by offering support, setting a time and place for completing homework assignments, clarifying directions, and reviewing previous assignments to help prepare for tests and quizzes. Please do not complete your child's homework for them. Under certain circumstances, the teacher may keep a child in during recess to complete an assignment.

If your child is absent from school, it is advisable to ask for homework assignments when you make your attendance call for that day. Assignments can be picked up in the school office in the afternoon.

## **ILLNESS OR INJURY**

As a reminder we ask that you please keep your child home the following amount of time for these illnesses:

- **Fever**-student must be fever free without medication for 24hrs without meds before returning to school
- **Stomach Virus**- no vomiting/diarrhea for 24 hrs
- **Strep** - must be on meds 24 hrs before returning
- **Testing positive for influenza**-please talk to your doctor and stay home as long as they recommend.(Usually 3-5 days)

Any student who has a temperature over 100 degrees F or is vomiting will be sent home. A child will be cared for temporarily by the school nurse or a member of the school staff if they become ill or injured at school. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available attempts will be made to inform emergency contacts, and/or the child may be taken to the emergency room. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

## **IMMUNIZATIONS**

According to Indiana law, every child residing in Indiana who enters Kindergarten or grade one must have the following immunizations:

- 5 doses of DTaP/DTP/DT
- 4 doses of polio
- 2 doses of MMR
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella vaccine(chicken pox) \*If your child has had chickenpox, a Physician's statement documenting a history of Chickenpox disease including the month and the year of the disease is acceptable.
- 2 doses of Hepatitis A required

It is the parents/guardians responsibility to provide one of the following types of information:

1. Documentation that the child is fully immunized.
2. Documentation that immunizations have been started with a schedule for completion.
3. An authorization for the new school to receive medical records from a prior school.
4. A written objection to immunization due to religious, parental, or medical reason.

## **MEDICATIONS**

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a signed statement from the parent describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injected medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label, along with written consent from the parent to administer the medication. If the

medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. The medication will be administered to the student by the school nurse or a person designated by the school nurse or designated by the school principal. Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated by the school principal. Medicine unused by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.

**Medication which does not meet these requirements will not be given to the child.**

## **RECESS**

It is important that young children get exercise and fresh air during the school day. All students are expected to go outside for recess daily, weather permitting. Please be sure that your child is properly dressed for outside play each day.

Notes from home requesting a student to remain inside during recess are strongly discouraged. If your child is well enough to come to school, he/she should be well enough to go outside with the class. If a child needs to stay inside for medical reasons, a doctor's note may be required.

When making the decision for outside play, the following situations are considered: wind, temperature, moisture, and playground conditions. As a general rule, students will go outside unless the temperature and/or wind chill are below 25 degrees.

Toys from home may not be brought to school unless specifically allowed for classroom purposes.

## **RELEASE OF STUDENTS**

Occasionally, non-custodial parents or other relatives request permission to take a child from school. If this happens, the school must have written approval from the custodial parent. If there is a question about the situation, the principal is justified to request the person show evidence that he/she has permission from the custodial parent to remove the child from school. A student will never be released to an unidentified person. In no event shall a student be released unless permission has been obtained from the parent. Students will not be released to any person, including custodial parents, if staff members can detect the odor of alcohol on that person, or have reason to believe such a person poses a threat to the safety of the child.



## **RETENTION POLICY**

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

1. The principal, working with the teachers and other professional staff members, shall determine the progress of the student. Such determination shall be based on the student's academic, physical, social, and emotional growth.
2. When considering the promotion, retention, or assignment of any student, the welfare of the individual student will be of prime importance, and each case will be considered on its own merits.
3. The principal, teachers, and other members of the professional staff will work cooperatively with the parents in an attempt to place the student where he will have the greatest opportunity to develop his potential.
4. Parental agreement and cooperation is highly desirable but is not a prerequisite.
5. The principal will make the final decision to retain or promote the student.

## **SCHOOL DAY**

Students may begin arriving at school no earlier than 7:45 AM. Supervision is not provided before 7:45 AM. The school day for students begins at 8:05 AM and ends at 2:55 PM. Any student who is not in the building by 8:05 is considered tardy. Dismissal begins for car riders at 2:55, bus riders at 3:05, and walkers or bike riders at approximately 3:10. All doors are locked from 8:05 AM until 2:55 PM. Anyone needing to get into the building during the school day must use the front door and use the buzzer system to gain entry.

## **SCHOOL MEALS**

Breakfast and lunch are served in our school's cafeteria. School menus are sent home monthly, posted on the school website at [www.loogootee.k12.in.us](http://www.loogootee.k12.in.us), and published in the Loogootee Tribune.

### **Breakfast**

Breakfast is served each morning beginning at 7:35 and ending at 8:00. Students who are eating breakfast should come directly to the cafeteria upon arriving at school. Students wishing to eat breakfast must be at school by 8:00 AM. Students are not allowed to bring breakfast foods to eat at school.

### **Lunch**

Milk is included when purchasing a school lunch. Milk may be purchased separately for students bringing a sack lunch, or for students wanting to purchase an extra milk. Students should not bring soft drinks or fast food for meals. Students who purchase a school lunch may receive juice instead of milk **only** if they have a note from their family physician on file in the office stating the student has **an allergy to milk** and requires a substitute drink. Students may not charge an extra milk if they do not have a balance in their account.

## **Payment**

Checks or cash may be sent to school in an envelope with the child's name and teacher's name on it. A deposit slip must be filled out and included inside the envelope. If you do not have a deposit slip, please indicate on the outside of the envelope to whose account the money should be added. Parents with more than one child at school can use one deposit slip to make a deposit in each child's account. Applications for free or reduced lunches are available. Participation is kept confidential. Parents may also pay online with eFunds by visiting [www.loogootee.k12.in.us](http://www.loogootee.k12.in.us).

Parents of our students are welcome to join us for breakfast or lunch. We ask that parents contact the school's office prior to 9:00 AM on the day of their proposed visit so they may be included in the lunch count. The price for an adult meal is higher than a student meal and must be paid for in the school office prior to eating.

## **SCHOOL SUPPLIES**

School supply lists can be obtained at registration at a discounted price or are published in local papers or posted at Wal-Mart in late July. Students are expected to supply their own materials throughout the school year. Pouches and school supplies may be purchased at registration or in the school office before and after school each day.

## **STUDENT CLASS ASSIGNMENTS**

Students are assigned to class groups by the Principal. Classes are balanced considering such factors as boy/girl ratio, student ability, special needs, etc. **Requests for specific teachers are not accepted.**

## **STUDENT CUSTODY INFORMATION**

Any child custody information which limits parental or other access to a child 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. Information should be updated at the beginning of each school year, or when changes occur. It is the parent's responsibility to notify bus drivers.

Upon request a non-custodial parent, unless restricted by court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. The student will not be released to the non-custodial parent unless the custodial parent gives written permission. A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

## **TITLE 1**

Title 1 is a remedial program available to our students who are behind or who are at risk of falling behind academically. Test scores and classroom performance in the regular classroom determine eligibility for the Title 1 program.

## **TITLE 1 PARENTS RIGHT TO KNOW**

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

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

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

## **TITLE 1 PARENT INVOLVEMENT POLICY**

### **PART I. General Expectations**

The Loogootee Community School Corporation agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-*

*(A) that parents plan an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) The carrying out of other activities, such as those described in section 1118 of the ESEA.*

## **PART II. Description of How District Will Implement Required District Wide Parental Involvement Policy Components**

1. The Loogootee Community School Corporation will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA;
  - Survey parents
  - Invite parents to participate in a Parent Involvement Planning committee

2. The Loogootee Community School Corporation will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - Survey parents
  - Invite parents to become members of the School Improvement Plan committee
  
3. The Loogootee Community School Corporation will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve students academic achievement and school performance:
  - Provide facilities and supplies to conduct Parent Involvement Meetings
  - Provide resources to buy books and materials
  
4. The Loogootee Community School Corporation will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start and local preschool agencies.
  - Kindergarten teachers are involved in preschool Special Education Case Conference Committee meetings for incoming kindergarten students to plan for instruction and support.
  - Kindergarten teachers attend informational meetings held for incoming Head Start students.
  - Kindergarten teachers are available to participate in preschool parent nights and provide information on expectations for incoming kindergarten students.
  
5. The Loogootee Community School Corporation will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
  - Title I staff, along with any parent volunteers, will distribute surveys to all Title I parents.
  - Title I staff will make arrangements to survey and LEP or limited literacy parent orally so that their input may be incorporated.
  - Survey results will be used by Title I staff to make necessary adjustments to the Title I program to improve services.

6. The Loogootee Community School Corporation will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

Title I staff will explain academic standards and assessments at the annual Parent Meeting. Parents will also be given information on how to help their child with homework and reading instruction. Title I staff meet with parents during Parent Teacher conferences, and are available to meet parents as necessary.

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement.

- Title I students have access to the Title I library. Students take books home each evening to practice reading and to complete comprehension activities.
- Literacy training is provided through the local S.O.A.R. program to any parent wishing to participate.
- Parents are given a folder during Parent Night with instructions on methods used to help their child with reading.
- Parents who have internet access may enroll in the corporation Family Access program. Parents may view their child's grades, attendance, etc. through this program and may e-mail staff members with questions as necessary
- Parents are invited to attend the annual Parents As Partners conference on the campus of Vincennes University. Transportation is provided and all registration fees are paid by Title I.

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of

contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and school by:

- Corporation will provide training as necessary.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- See #4 on page 2.
- Title I program maintains a parent resource center where students and parents may check out materials to support the education of their children.

E. The school district will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Title I staff send parent notes and newsletters home as needed.
- Title I staff contact parents by phone as necessary.

## TITLE I - COMPLAINT PROCEDURES

Loogootee Community School Corporation has established the following avenues for responding to complaints. Every effort is made to resolve issues and to answer inquiries at the most direct and immediate level. This resolution is facilitated through regular contact between district staff and participating school representatives. If an issue cannot be satisfactorily resolved in this manner, a formal complaint procedure may be implemented. This complaint procedure is for students, parents, community members or staff.

### Steps to file a complaint:

- 1) A parent, student, employee, or district stakeholder who has a complaint regarding the use of Federal NCLB funds and is unable to resolve the issue may address the complaint in writing to the elementary principal, Mrs. Chezem at [dchezem@loogootee.k12.in.us](mailto:dchezem@loogootee.k12.in.us)
- 2) The Elementary Principal will investigate the circumstances of the complaint within one week, and render a decision within two weeks after the receipt of the complaint.

- 3) The Elementary Principal will notify the complainant in writing of the resolution/decision.
- 4) The complainant will be allowed one week to respond to the decision before it becomes final.
- 5) The complainant will either accept or reject the decision and will provide such an acknowledgment in writing, addressed to the Elementary Principal.
- 6) If the issue is not resolved by the Elementary Principal, the complaint will be forwarded to the Superintendent, who will investigate the circumstances of the complaint and will render a decision within two weeks of receiving the complaint.
- 7) The Superintendent will notify the complainant and the Elementary Principal of the resolution/decision in writing. The complainant will be allowed one week to respond to the decision in writing, addressed to the District's Superintendent.
- 8) If the issue is not resolved with the Superintendent, the complaint will be forwarded to the District's School Board for further review. The parent or guardian shall be provided with a written explanation of the decision including the rights of the parent, guardian to appeal the decision.

## **VISITORS**

All visitors, including parents, are required to report to the school office upon arrival, sign in, and obtain a visitor's pass before proceeding to the classrooms. Visitors may be asked to show identification to gain entrance to the building. Classroom visits must be scheduled in advance with the teacher. Visitors must follow the instructions of all staff members. Failure to comply to any of these steps could result in loss of building privileges.

## **VOLUNTEERING**

Parent volunteers are welcome. Please contact the school principal if you are interested in volunteering. Volunteers will need to complete a background check. Information on how to obtain this background check is available in the superintendent's office.

## **WELLNESS POLICY**

The Board of School Trustees of LOOGOOTEE COMMUNITY SCHOOLS support the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels.

In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and



require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The School Wellness Policy shall be made available to students and families by means of school registration, the student handbook and the corporation's website.

## **I. Coordinated School Health Advisory Council**

The board will engage parents/guardians, food service professionals, teachers of physical education, students, school health care professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation and evaluation of the school corporation's wellness policy.

A) In accordance with state and federal law, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes at least the following:

- i) Parents/Guardians
- ii) Food Service Director and / or staff
- iii) Teachers of Physical Education
- iv) Students
- v) School health care professionals/Registered Dietitians/School Nurse
- vi) School board members
- vii) School administrators
- viii) Any interested member of the public
- ix) Representatives of interested community organizations

B) The Advisory Council shall meet twice annually to review nutrition and physical activity policies. The goals of these annual meetings will be:

- a. The Fall Meeting will be to review goals for the year and to ensure that all procedures and goals for the year are in place in accordance with the Wellness Policy.
- b. The Spring Meeting will be to assess the strengths and weaknesses of the district regarding this policy and to develop goals for the future to enhance the wellness of our students and staff. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.

C) The Advisory Council shall report annually to the Superintendent and the School Board on the implementation of the wellness policy and include any recommended changes or revisions.

D) The School Board will adopt or revise nutrition and physical activity policies based on recommendations made by the Advisory Council.

## **II. Nutrition Education and Nutrition Promotion**

Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12) according to standards of the Indiana Department of Education. Schools

will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

### **III. Standards for USDA Child Nutrition Programs and School Meals**

The board will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

### **IV. Nutrition Standards for Competitive and Other Foods and Beverages**

The Board will provide and allow foods and beverages that support proper nutrition, promote healthy choices, and comply with federal nutrition standards in vending machines, school stores and concession stands. This also includes food and beverages made available in schools during the school day for such events as school fundraisers and food and beverages brought into the schools by students or other person for such events as birthdays and classroom celebrations.

*Fundraisers selling food items that do not meet the federal nutrition standards are limited to two such fundraisers per school building per year.*

### **V. Physical Activity and Physical Education**

The board supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before- and after-school activities; and walking and bicycling to school. Additionally, the board supports physical activity among elementary students by providing them with at least 30 of the recommended 60 minutes of physical activity per day.

### **VI. Other Activities that Promote Student Wellness**

The board supports the health and well-being of our students and staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

### **VII. Evaluation**

Through implementation and enforcement of this policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff at least every three years. The board will notify the public of the results of the three-year assessment and evaluation.

The board designates the superintendent to ensure compliance with this policy and its administrative regulations. The superintendent is responsible for retaining all documentation of compliance with this policy and its regulations, including but not limited to each school's three-year assessment and evaluation report and this wellness policy and plan. The superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the corporation's three-year assessment and evaluation.

LEGAL REFERENCE: 42 U.S.C. 1758b  
7 CFR Part 210  
I.C. 20-26-9-18.5

### **WITHDRAWAL FROM SCHOOL**

Parents must notify the office if it becomes necessary to permanently withdraw their child from school. Copies of student records will be made available upon request. Refunds for textbook fees will be prorated according to student attendance.