

**SOUTHEAST FOUNTAIN ELEMENTARY**  
**Student Handbook 2019-2020**

780 East US Highway 136  
Veedersburg, IN 47987

Phone: 765-294-2216  
Fax: 765-294-3206

**Vision Statement**

A community actively preparing students for success through a challenging and secure learning environment.

**Mission Statement**

Southeast Fountain Elementary will provide students with:

- A strong enthusiasm for learning and personal growth in order to become productive community members.
- A mastery of core academic skills.
- A set of positive character traits that includes caring, citizenship, fairness, respect for themselves and others, responsibility, teamwork, and trustworthiness.
- A safe physical and emotional environment provided through the procedures and support from all staff.
- An appreciation for the partnership between school, students, families, and community.

**School Expectations**

**Prepared**  
**Respectful**  
**In control and safe**  
**Dependable**  
**Empathetic**

**THIS HANDBOOK/PLANNER BELONGS TO:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

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# ATTENDANCE POLICY

School Attendance in Indiana is compulsory on the date in which the child officially enrolls in school/or between the ages of seven through sixteen. Students are expected to attend school and to be on time in order to receive maximum benefit from the instructional program, and to develop habits of punctuality, self-discipline, and responsibility. The student's attendance is recorded in their permanent record card. Students with good attendance generally achieve higher grades, enjoy school more, and are much more employable after finishing school. Some of the responsibility for regular school attendance can justifiably be placed on the student. However, Indiana law places the weight of this responsibility squarely on the shoulders of the parent when it states, **"It is unlawful for a parent to fail to ensure that his child attends school as required...A person who knowingly violates this...commits a Class B misdemeanor."**

When a student is absent, the parent or guardian must notify the school prior to 9:00 a.m. and explain the reason EACH day the child is absent. **Students who arrive to school after 8:00 a.m. and before 9:00 a.m. will be considered tardy. Students arriving to school after 9:00 a.m. will be considered absent 1/2 day.** School attendance in Indiana is compulsory on the date in which the child officially enrolls in school/or between the ages of seven through sixteen. **Students leaving school prior to 2:00 p.m. will be considered absent ½ day. Students leaving after 2:00 p.m. will be considered early dismissal.** Excessive tardiness will be handled in the same manner as excessive absences.

Indiana law also states, **"If a parent does not send his child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity..."** Therefore, if a child's doctor/dentist appointment results in an absence from school, for any length of time, a physician's note is required in order for the absence to be Excused.

In Fountain County, a student may be referred to the Attendance Initiative Program for one or all of the areas of school attendance stated below. The Department of Child Services and prosecutors consult when determining whether a child has violated Indiana's Compulsory School Attendance Law.

The administration realizes that there are legitimate reasons for students to be absent from school. However, the administration must set acceptable standards for attendance and reserve the right to classify absences. As a result, the following policy will be utilized.

## Absences

Absences from school will be classified into two general categories:

1. Excused
2. Unexcused

### Excused Absences

1. Verified illness by dentist/physician with "Return to school" slips that include:
  - a. Doctors signature
  - b. Reason for the visit
  - c. Date under doctor's care
2. Death in the immediate family
3. Serving as a page in the Indiana General Assembly
4. Those excused by court officials
5. Indiana State Fair Exhibit (one day only)
6. Prearranged absences approved by the school administration (not to exceed 5 days and contained in no more than two occurrences per school year)
7. Emergency Illness in family
8. Illness occurring at school that requires being sent home by the school nurse (24 hours)

### Unexcused Absences:

The school reserves the right by law to classify absences as unexcused if the reason for the absence is unacceptable. They include:

1. Truancy (willfully absent from school)
2. No excusable reason given
3. Illness not confirmed by written documentation from a certified medical professional
4. Proper approval was not obtained prior to the absence
5. Absences due to "personal reasons", car trouble, missing the bus, oversleeping, etc.

### ***Procedures for attendance issues:***

1. At 7 "**unexcused**" absences - the parent/guardian will receive notification that their child is approaching the 10-day unexcused absence limit *per semester*. An attendance profile (summary) will be included in the notification. Parents and/or the school may request a conference at this time.
2. At 10 "**unexcused**" absences - the student will be referred to the ***Attendance Initiative Program through the Fountain County Circuit Court.***
3. **At 15 days of absence for ANY reason** (excused and/or unexcused) the parent/guardian will receive notification of the potential

for *Chronic Absenteeism (IC 20-20-8-8)*, which is a student being absent for 10% of the school year (18 total days).

4. **At 18 days of TOTAL absences** (excused and/or unexcused) the parent/guardian will be reported to the Department of Child Services for possible educational neglect. Furthermore, grade retention becomes highly probable.

**According to Indiana Code 20-33-2-7, once a child is enrolled in kindergarten, the child is required to adhere to all state statutes, including school attendance guidelines.**

***Chronic Absenteeism (IC 20-20-8-8):***

Chronic absenteeism includes students absent from school for *ten percent or more of a school year for ANY reason (excused or unexcused)*. The Superintendent or an attendance officer shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

## SCHOOL DISCIPLINE

In order to provide a safe and consistent environment to all of the students of Southeast Fountain Elementary, the following Behavior Management Policy will be followed in all areas of the school including classrooms, cafeteria, playgrounds, and hallways. While each case is unique, we believe these steps ensure the safety of all of our students.

**KEY:**

ASD (After School Detention)

ISS (In-School Detention, student not receiving classroom instruction)

OSS (Out of School Suspension, student not attending school)

Privilege Consequence (lunch detention, recess detention, or other privilege revoked)

Restitution (meeting with school counselor or other staff, problem solving with other involved parties, and/or payment for damages)

**CLASS I : For Class I, teachers will enact classroom behavior management before completing an office referral, as our goal is to keep our students in the classroom and learning environment to ensure academic success.**

<b>Behavior:</b>	<b>1st Referral</b>	<b>2nd Referral</b>	<b>3rd Referral</b>	<b>4th Referral</b>
Class Disruption	Verbal warning by office, privilege consequence	Parent contact by teacher, privilege consequence	Parent meeting w/ staff, up 1-3 days ASD	Parent contact by office, 1-3 days ASD + up to 2 days ISS
Cheating	Parent contact by teacher, recess detention to redo assignment,	Parent contact by office, assignment marked with point deduction (below 50%),	Parent contact by office, assignment marked with point deduction (below 50%), office referral	Parent contact by office, grade for quarter is reduced one letter grade
Defiance	Verbal warning by office, privilege consequence	Parent contact by teacher, privilege consequence	Parent meeting w/ staff, up 1-3 days ASD	Parent contact by office, 1-3 days ASD + up to 2 days ISS
Dress Code Violation	Student sent to nurse to call home for change of clothes	Student sent for change of clothes, parent contact	Student sent for change of clothes provided by parent, point deduction for work missed	Student sent for change of clothes provided by parent, point deduction for work missed
Inappropriate Language	Verbal warning by office, privilege consequence	Parent contact by teacher, privilege consequence	Parent contact by office + 1 day ASD	Parent contact by office, 1 day ASD + up to 3 days ISS
Inappropriate Restroom Behavior	Verbal warning, privilege consequence	Parent contact by teacher, loss of group restroom privileges, allowed to use individually or in separate location	Parent contact by office, loss of group restroom privileges, allowed to use individually or in separate location + 1 ASD	Parent contact by office, loss of group restroom privileges, allowed to use individually or in separate location + 2 ASD

Inappropriate Use of School Technology	Verbal warning, parent contact by teacher, technology privileges revoked 1-3 days	Parent contact by office, technology privileges revoked 1-3 days, limited access to technology and sites	Parent contact by office, technology privileges revoked up to 5 days	Parent contact by office, technology privileges revoked up to 10 days + restrictions placed on device
Incomplete Assignments	Verbal warning, recess detention to finish work	Parent contact by teacher, recess detention to finish work	Parent contact by office, recess detention, partial point deduction	Assignment marked with a point deduction (below 50%)
Lying	Verbal warning by office, privilege consequence	Parent contact by teacher, privilege consequence	Parent meeting w/ staff, up 1-3 days ASD	Parent contact by office, 1-3 days ASD + up to 2 days ISS

**CLASS II: Due to their nature, class II behaviors may result in a bypass in the classroom behavior management policy and result in an immediate office referral.**

<b>Behavior:</b>	<b>1st Referral</b>	<b>2nd Referral</b>	<b>3rd Referral</b>	<b>4th Referral</b>
Destruction of Property	Parent contact by teacher, lunch/recess detention and restitution	Parent contact by office, 1 day ASD and restitution	Parent contact by office, 1 day ASD + 1 day ISS and restitution	Parent contact by office, 1 day ASD + 2 day ISS and restitution
Fighting	Parent contact by office, 1 day ISS	Parent contact by office, 1-3 days ISS + 1 ASD	5-10 days ISS w/ OSS option	Recommendation for OSS
Intimidation	Parent contact by office, 1 day ASD and restitution	Parent contact by office, 1 day ASD + 1 day ISS and restitution	Parent contact by office, 1-3 days ASD + 1-3 days ISS and restitution	Parent contact by office, 1-3 day ASD + 1-3 days ISS and restitution
Physical Contact (hitting, kicking, spitting, etc.)	Parent contact by teacher, lunch/recess detention,	Parent contact by office, 1 day ASD, restitution	Parent contact by office, 1 day ASD + 1 day ISS, restitution	Parent contact by office, 1-3 days ASD + 1-3 days ISS and restitution
Stealing	Parent contact by teacher, privilege consequence, and restitution	Parent contact by office, 1 day ASD and restitution	Parent contact by office, 1 day ASD + 1 day ISS and restitution	Parent contact by office, 2 day ASD + 1 day ISS and restitution
Verbal aggression	Parent contact by teacher, privilege consequence, restitution	Parent contact by office, 1 day ASD and restitution	Parent meeting with staff, 1 day ASD + 1 day ISS and restitution	Parent meeting with staff, 2 day ASD + 2 day ISS and restitution

**CLASS III: Due to their nature, class III behaviors will bypass the classroom management policy and result in an immediate office referral.**

<b>Behavior:</b>	<b>1st Referral</b>	<b>2nd Referral</b>	<b>3rd Referral</b>	<b>4th Referral</b>
Bullying (physical, verbal)	Refer to bullying policy			
Deadly Weapon possession	10 Days suspension pending expulsion for 2 semesters. Police called and student will be taken into their custody.			
Tobacco/Alcohol possession, under influence of, intent to transport	5-10 days ISS (Minors may be reported to Fountain Co. Sheriff's Dept.)	5-10 days ISS, Recommendation for OSS (Minors may be reported to Fountain Co. Sheriff's Dept.)	Recommendation for Expulsion	

**NOTE: This chart is used only as a guideline. School administration and staff may adjust these based on severity of actions.**

## INDIANA STATUTES

In accordance with Indiana Statutes, IC20-8, 1-5-1:

- A. Students will not be permitted to possess, sell, use, or be under the use of alcohol, drugs, or tobacco.
- B. Students will not fight; destroy property, commit battery, use profanity, commit acts of aggression or intimidation.
- C. Students will not possess or use handguns, deadly weapons (other than firearms), rifles, shotguns, or other firearms.
- D. Students will not be in defiance of any faculty member or school employee at school or school functions.
- E. According to Indiana statute, sexual harassment will not be tolerated, and cases should be reported to the administration immediately.

### COURT ASSISTED OUT-OF-SCHOOL SUPERVISION PROGRAM

Suspension from school is a serious, yet necessary process when dealing with certain disciplinary issues that may arise during the course of a school day. Out-of-school supervisions (OSS) have been a method commonly used by the school to correct negative behaviors of students. When a student's unacceptable behavior escalates to the point where an OSS is the next course of action, parental involvement is crucial. Therefore, in an effort to encourage greater parental support for acceptable student behavior at school as well as to ensure a positive, safe and more educationally productive school environment for all students, a program has been implemented with the help of the Fountain County Circuit Court and the Fountain County Judge. All out-of-school suspensions will be served at the Veedersburg Department of Corrections. Assignments will be collected from the student's teachers and delivered to the OSS site. All work completed by the student during the suspension must be turned in to the student's teachers upon returning to class in order to receive credit for the work. The following procedures will occur in the event of an OSS assignment.

#### Procedures

1. Upon a student receiving a suspension, the parent will be notified and given the reason for the suspension and a meeting will be scheduled with the administrator(s). The parent is responsible for taking the student to the Fountain County Circuit Court, which is located on the second floor of the Fountain County Courthouse by 8:00 a.m. on the next school day. After attending court, the student will be dropped off by the parent at the OSS site.
2. On each day of the suspension, the parent is to deliver and sign in the student to the location designated by the court.
3. At the end of each day of suspension, the parent is to pick up and sign out the student from the location designated by the court.
4. The school will provide assignments necessary for completion. The student is to have completed those assignments upon returning to school. Full credit will be awarded for assignments that have been completed and turned in. It is the responsibility of each student to take the necessary books to the suspension site so that his/her assignments can be completed.
5. During the suspension, the student will be required to follow the set behavioral guidelines. Failure to follow these guidelines will result in being referred back to the court, where an additional court cost may be incurred.
6. During the suspension, the student is not allowed to attend any extracurricular activities.
7. Failure to comply with the suspension policy will be referred to and handled by the court and/or the Prosecutor's Office.
8. The student will not be allowed to return to school until all suspension days have been served.
9. The parent is to bring the student to school the first morning after the suspension for a re-entry conference.
  - DURING EACH DAY OF THE SUPERVISION, THE STUDENT WILL BE RESPONSIBLE FOR PROVIDING A SACK LUNCH WITH DRINK, AS A MEAL IS NOT PROVIDED.

## BULLYING

### *What is Bullying?*

"Bullying" (per IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance.

The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

**Physical bullying** involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

**Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

**Social/relational bullying** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

**Electronic/written communication involves cyber-bullying**, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

***Considerations in determining if the behavior meets the definition of bullying:***

- The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

***What is not bullying?***

There are many other types of aggressive behaviors that do not fit the definition of bullying. This does not mean that they are any less serious or do not require intervention.

- Peer Conflict
- Teen Dating Violence
- Hazing
- Gang Violence
- Harassment
- Stalking

The bullying rule is applicable anytime a student is on school grounds immediately before, during, or after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school. A student who is directly or indirectly involved in a bullying situation will receive appropriate disciplinary consequences.

## **DRESS CODE AND APPEARANCE**

Students at Southeast Fountain Elementary are expected to wear appropriate clothing to school. We desire our students to take pride in their school, their education, and themselves. Therefore, the following has been established.

Students should not wear the following to school:

- Clothing that advertises or promotes alcohol, drugs, or tobacco
- Clothing with objectionable or suggestive wording, symbols, or pictures
- Clothing that are ripped, torn, dirty, or unsafe (this includes items that are too loose to fit properly)
- Shirts, shorts, and skirts that are too short.
- No tank top styled shirts, strapless or spaghetti strap shirts, sweaters or dresses that are deemed revealing by the administration.
- Sleeveless shirts, sweaters and dresses are permitted as long as garment is fitted through the arms.
- No Heeled shoes
- Hats and/or sunglasses in the building
- Chains as clothing accessories on wallets
- Piercing anywhere other than the ears
- Any other item, hair color, or hairstyle that distracts or disrupts the educational process of the school (administration will make this determination)

During the winter season and inclement weather, every attempt should be made to wear proper clothing. Proper clothing would include coats, hats, gloves, and pants. In short, we will not allow any article of clothing or any other item that students may wear to interfere with our goal of providing a quality education for all of our students. We will take whatever action is necessary to insure this takes place.

## **CELL PHONES**

The school understands the importance of students having access to cell phones in order to make necessary calls for rides following school or practices. However, for the safety and security of all students and staff, cell phones usage by students is **NOT** allowed during the school day. All cell phones must be turned off upon entering the building and kept in the student's locker throughout the day. Disciplinary action with cell phones will be:

1. Phone will be confiscated and parents must pick up
2. Dependent upon the situation, other discipline action may occur.

## **ELECTRONIC DEVICES**

Students should not have in their possession, at school or during any school function without permission from school administration: radios, tape players or tapes, CD players or CD's, gaming devices, laser pointers, or electronic games. On the first offense the device will be taken away and given back at the end of the day, parents will be notified. Second offence, parents are notified and they must pick-up the device. The third offense, the device will be kept till the end of the school year and parents notified and they must pick-up.

## **EXTRA-CURRICULAR EVENTS AND STUDENT CONDUCT**

Students who behave improperly at extracurricular events, such as ball games or academic competitions, may lose the privilege of attending, or participating in these activities.

## **FIELD TRIPS AND STUDENT CONDUCT**

Field trips are a part of Southeast Fountain Elementary curriculum. All students will participate in the field trips unless the administration believes there are extreme circumstances or safety concerns.

## **FOOD / PARTIES**

Homemade treats for parties are NOT allowed. All treats must be purchased, unopened, and remain in their original package. If you plan to bring food into the classroom for the students, it will need to be dropped off in the office by noon on the day it is to be served. Having the items here by noon gives the appropriate school personnel time to check for ingredients that may cause a severe allergic reaction, thus greatly reducing the risk of a health emergency. In addition, gum, candy, food, or drink are not permitted in the classrooms unless under direct supervision of school personnel. We discourage personal invitations to birthday parties being dispersed at school unless all students in the classroom get an invitation.

## **LIFE-THREATENING FOOD ALLERGY GUIDELINES**

### **Background**

Southeast Fountain School Corporation is committed to the safety and health of all students. The following guidelines provide school staff and parents guidance for providing reasonable and appropriate care for all students with life-threatening allergies who attend and eat meals/snacks in the Southeast Fountain School District. Accommodations will be made during normal school hours. It is imperative that parents/guardians notify school administration regarding allergies and health issues with their children. Upon notification and identification of a student with life-threatening allergies by a parent/guardian, and with complete documentation from a physician, the school will follow the guidelines listed below.

### **Family Responsibility**

- Inform the school of the student's life-threatening food allergy and complete necessary medical forms annually. Provide physician documentation of student's allergy and treatment for reactions. Update school of any changes to the student's condition or treatment for reactions
- Annually, at the start of each school year, have a licensed physician complete and sign the "Special Diet Prescription Form" and return copies to the school nurse. Copies will be sent to the school cafeteria manager and the student's teacher.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, and on the bus.
- Provide school with medication properly labeled medication in their original containers and replace medications after use or upon expiring.
- Educate the student in the self-management of their food allergy including (age appropriate):
  - Safe and unsafe foods
  - Strategies for avoiding exposure to unsafe foods
  - Symptoms of allergic reactions
  - How and when to tell an adult they may be having an allergy-related problem
  - How to read food labels
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide a small box of "safe foods" that the student may have when a birthday snack or party treat is considered unsafe for the student.

### **Student's Responsibility**

- Take as much responsibility as possible for avoiding potential allergens by not trading or sharing foods.
- To not eat anything with unknown ingredients or known to contain allergen.
- Notify an adult immediately if they eat something they believe may contain a known allergen or come in contact with their allergen.
- Notify an adult if they are being teased or threatened by other students as it relates to their allergy.
- Learn to recognize symptoms of allergic reactions and inform an adult if an exposure to an allergen or reaction occurs. If age appropriate, learn how to self-administer treatment.

### **School's Responsibility**

- Ensure all parties (teachers, nurse, cafeteria manager, food and nutrition services, staff members, and bus transportation services) are aware of the student's life-threatening allergy and receive training and education for preventing, identifying and treating reactions. Information regarding a student with a life-threatening allergy will be shared on a need to know basis with school employees. Staff will be reminded that all medical information is confidential and shared only on a need to know basis.
- Educate students to avoid endangering, isolating, stigmatizing, or harassing students with life-threatening allergies and make necessary provisions to ensure student is included in regular school activities.
- When an allergy creates a substantial limitation on a student's ability to learn, an Individualized Education Plan (IEP) plan may be appropriate. The IEP will outline reasonable accommodations for managing a student's allergy in school. While it is not possible to guarantee an "allergy-free" school, designating areas in the classroom and in the cafeteria "allergy safe" is reasonable and appropriate.
- After meeting with the parents/guardian of any child with life-threatening allergies, safeguards will be implemented if determined necessary. These can include, but are not limited to any of the following:
  1. A letter will be sent out to all class parents identifying the allergen so allergy-free snacks and treats will be brought into the classroom. This letter will maintain student confidentiality.
  2. Student will sit at designated "Allergy-Aware" table at lunch when eating meals during normal schools hours. This table will be cleaned before and after meals by school employees. Tables will be cleaned with soap, water, and paper towels that have not been used for any other purpose.
  3. "Allergy Aware Classroom" sign will be posted in the room and on the door specifying the life-threatening allergen.
  4. Students will be required to wash their hands with soap and water after eating and before entering the "Allergy Aware" classroom.
- The school nurse, in conjunction with the student's parent/guardian and student's physician will prepare an Allergy Emergency Health Care Plan (AEHCP) for any student with a life threatening allergy. The AEHCP will be updated each school year.
- Latex balloons may be banned from school premises per building principal depending on latex allergy severity.

## **STUDENT HEALTH**

Students who become ill while at school will be referred to the school nurse. If it is determined that the student is too ill to remain in class, the parent/guardian or emergency contact will be notified and the student will be sent home. It is very important that the school has up-to-date information regarding phone numbers and emergency contact. It is possible that the Division of Children and Families will be contacted in cases where nobody can be reached. A student should not return to school until they have been fever free (without the aid of fever reducing medication) or free of vomiting for at least 24 hours.

## **CHILD WELL-BEING**

As a school, we are obligated by State Law to report any suspected child abuse or neglect. A report is made directly to the Indiana Department of Child Services of the county where you reside.

## **HEAD LICE**

In compliance with the current positions of the American Academy of Pediatrics, the American School Health Association, Centers for Disease Control, and the National Association of School Nurses; Southeast Fountain Elementary School will practice the following to control pediculosis infestation among students and staff:

- Persons with live head lice OR viable nits, visualized by the school nurse or other trained designee, will be referred for treatment at the end of the school day. Prompt treatment at home will be advised, including removal of live lice and all viable nits. Immediate removal of the infested person from school is unnecessary. If the person has lice, he or she has probably have been infested for weeks and prompt removal of the person could lead to embarrassment and ridicule.
- Recommendations for treatment will follow current standards of evidence-based practice as recommended by the American Academy of Pediatrics.
- A parent or guardian must bring the student to school the following day after the treatment is completed to be rechecked by the school nurse or designated employee. If no live lice or viable nits are found, the person may be readmitted to school.
- If ANY nits are found, either at the time of the initial check or the return check, the person will be rechecked in one week or at the discretion of the School Nurse after her individualized assessment of the person.
- Persons with NON-Viable nits will be monitored and NOT referred for treatment and may remain at school.
- Siblings and other persons, at the school nurse's discretion, who are felt to be in close contact with a person with live lice, will be inspected for infestation and referred as appropriate.

- The school Nurse retains the authorization to, at her discretion; exclude a child with repeated infestations of lice or viable nits, or a child with current active infestation for which there is an apparent lack of adequate follow through by parents or guardians.

## ADMINISTRATION OF MEDICATION

Prescription medication given at school **MUST** have written, dated consent with instructions of the physician and parent on file in the principal's/nurse's office. Nonprescription medications may be given only with written, dated permission of the parent or guardian. This medication **MUST** be in the original bottle with the manufacturer's label and the student's name affixed. No medication shall be given without this information. Medication will be kept secure in a cabinet or refrigerator and administered by the school nurse, the principal, or designated staff.

**All medications must be kept in the original container.** The parent/guardian is responsible to deliver any controlled medications to the school and not to be sent with the student. Also, it is the parent's responsibility to pick up any unused (controlled) medications at the end of the treatment regime. If these medications are not picked up by the end of the school year, they are discarded. Medications shall be administered in accordance with the physician's prescription. Any changes require written, dated authorization from the physician and the parent. Medication should be given at home whenever possible.

## HERBAL MEDICATION

Due to the lack of regulation and scientific research regarding the safety and efficiency of herbal medications (or alternative remedies) we will not give these medications or treatments without a note from a physician. This note must contain the name of the student, name of the medicine, the amount to be given, the time to be given, and the possible side effects. If all of this information is not provided, the medication or treatment will not be given.

## ANAPHYLAXIS POLICY

It is the policy of Southeast Fountain School Corporation to provide at least two (2) doses of auto-injectable epinephrine (hereinafter called 'unassigned or stock epinephrine') in each school, to be administered by a school nurse or employee of the school who is authorized and trained in the administration of epinephrine to any student and/ or visitor believed to be having an anaphylactic reaction on school premises, during the academic day.

### Policy Limitations

Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis. This anaphylaxis policy is not intended to replace student specific orders or parent provided individual medications. This policy **does not** extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.).

## IMMUNIZATIONS

Indiana Law, IC 20-8.1-710.1, requires ALL students be fully immunized to enter public schools. If a student has not had immunizations due to religious beliefs or a medical objection, the parent or guardian must provide this documentation to the school nurse yearly.

## HONOR ROLL AND PERFECT ATTENDANCE

Students will also be recognized for their achievement. The areas in which students may be recognized are; high honor roll (all A's), honor roll (all A's & B's), academic improvement, citizenship, and perfect attendance (which is defined as being in attendance each and every day, for the entire school day with no absences and no tardiness). This recognition will take place at the end of each grading period.

## HOMEWORK

Southeast Fountain believes the purpose of homework is to provide practice of newly taught skills, review previously mastered skills, develop independent study habits or to extend and enrich the curriculum. The following guidelines will be followed regarding the amount of homework that will be assigned:

- **Kindergarten** Reading and writing practice
- **Grades 1-6** Approximately 10 minutes per grade level, per day of non-assessed work.

Please keep in mind these are general guidelines. If your child consistently brings home more or less than these amounts, you may want to contact his/her teacher to make sure there is not a problem.

## STUDENT DROPPED OFF TO SCHOOL IN THE MORNING

We respectfully request that no student, parent, or visitor be in the building **PRIOR** to 7:30. The doors of the school will not be open until 7:30 a.m. If a student does not ride the bus to school they should be dropped off in the circle drive. No traffic should take place in front of the building due to bus drop.

## STUDENT PICK UP AFTER SCHOOL

Students not riding the bus home should be picked up in the car rider lane. In order to be picked up in the car rider lane all students must have a car rider tag issued by the main office. Each student will have a numbered tag that matches the approved vehicle tag which must be displayed in the vehicle. Please make ALL necessary arrangements for changes in the normal after school routine **prior to 2:00 p.m.**

## BUS TRANSPORTATION

Bus transportation at Southeast Fountain Schools is a privilege that may be revoked for inappropriate behavior while being transported. Students will be allowed a primary bus pass and 1 alternate bus pass. Due to safety and student accountability concerns, parents/guardians will only be granted 1 alternative bus route for a family member or babysitter.

## LUNCH

All students are to eat lunch at school unless arriving to school after their designated lunchtime. Lunch is served daily to **all** students. No food or drink is to be taken out of the cafeteria unless permission has been granted to do so. The cafeteria should be thought of as an extension of the classroom. Therefore, proper behavior is expected here as well. Students are expected to clean up after themselves in the cafeteria just as they are in the classroom. If your child brings a sack lunch to school, they may purchase a milk to drink. If they bring a drink with their lunch, the following are acceptable: milk, juice, tea, water, or other non-carbonated beverage. Soda pop is not an acceptable drink item to bring in their lunch.

## BREAKFAST

The breakfast program is an optional program only for those students who choose to eat breakfast at school. You should make it very clear to your child(ren) whether or not they are to be eating breakfast at school. The menu will be the same each week. Anyone arriving at school late will not be able to eat breakfast at school that day. The only exception to this is if a bus is late. If you are eligible for free or reduced lunch, you will also be eligible for free or reduced breakfast.

## COST

**Student lunch prices are \$2.20 a day, or .40 for reduced lunch. Student breakfast prices are \$1.20 per day, or .30 for reduced price.** Parents or other adults may eat lunch at school with the students. Please notify the teacher or office in advance of your intention to eat lunch at school, so that the cafeteria may have an accurate count. If only one adult ate lunch unannounced, it would not make much difference; but if several did this, there may not be enough to serve all of the students. **Please send payment for the full week on the first day of the week;** this is when lunch money is collected. You may also pay in advance for longer periods. ***When a student accumulates a negative balance, a notice will be sent home with the student. If the student reaches a negative balance of \$10.00, they will receive an alternate lunch at the current lunch price. Students will not be allowed to charge a la carte items or second lunches at any time. Payment may be made by cash, check or online using a credit card.***

## ALTERNATIVE LUNCH PROGRAM

Any student that has a negative account balance will receive a note from the cafeteria. That note is a friendly reminder that you need to send money to school for your child's lunch. We understand that there may be situations that arise, that make that difficult. Please make us aware of those situations. If we do not hear from you, we make the assumption that you can pay. We also want to remind you that we have applications for assistance available in the office. If you feel your family qualifies for state assistance, please call the office and we will send you the appropriate paperwork. If your student qualifies for the alternative lunch program then the following will apply:

1. Student having a negative balance of \$20.00 or more will receive an alternative lunch.
2. This lunch will primarily consist of peanut butter and jelly sandwich and milk. Students that are allergic to peanut butter, and have medical documentation in the office, will receive a lunch meat sandwich and milk.
3. Breakfast is optional, and will not be offered to those students on the alternative lunch program. Alternative lunch students should have breakfast at home.

## LOCKER POLICY

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and the art classroom are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

1. Locks will not be used at school. Items that are extremely valuable to the student should be avoided as much as possible.

2. Use of Lockers. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.

3. Authority to Inspect. The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. The principal shall conduct all inspections of student lockers or a member of the administrative staff designated in writing, hereinafter referred to as designee, by the principal.

4. Inspection of Individual Student's Lockers. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.

Before a particular student's locker is inspected, the student, or student if more than one have been assigned to a locker, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

5. Inspection of All Lockers. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (a) an interference with school purposes or an educational function, (b) a physical injury or illness to any person, (c) damage to personal or school property, or (d) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:

- a. When the school corporation receives a bomb threat
- b. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use
- c. At the end of grading period, and before or during school holidays to check for missing library books, lab chemicals or school equipment
- d. Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.

If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. Involvement of Law Enforcement Officials. The principal, superintendent or assistant principal may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

- a. To identify substances which may be found in the lockers; or
- b. To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

7. Locker Maintenance. Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

## **SCHOOL CLOSINGS, EARLY DISMISSALS, AND DELAYS**

It may become necessary to close school due to extreme weather conditions or other unusual circumstances. When this happens, you will be notified through the Alert Now System, local radio and television stations. **DO NOT call the school as this ties up our phone lines and prevents us from making or receiving emergency calls.** Also, do not call school employees; they are not notified until after the media has been contacted. The media is contacted as soon as a decision has been made.

School may be dismissed early due to extreme weather conditions or other factors. The Alert Now System will notify you; as well the media will be notified. **Arrangements need to be made in advance in preparation for possible early dismissal so that all students will know where they are to go.** We will not permit students to use the phone to make arrangements.

If school was delayed, the same procedure as outlined above would be followed. If school is running on a two-hour delay, you should expect the bus to pick up students two hours later than normal. Slight changes may need to be made depending upon weather conditions. If the bus normally picks up students at a particular stop at 7:30, then you should expect those students to be picked up at 9:30.

## VISITORS

All visitors must sign in at the office and obtain a visitor's pass. In order to do so, visitors will be required to present a driver's license which is processed through the Raptor Security System. If you would like to visit your child's class, please be sure to make arrangements in advance. There are times, such as testing, that would not be a good time to visit. If you would like to schedule a conference with a teacher or the principal, please schedule in advance. Teachers will not be taken from their class for unscheduled conferences.

## SURVEILLANCE SYSTEM

Southeast Fountain Elementary School is equipped with surveillance cameras. The cameras have been placed inside and outside the school for the prevention of school and student property being damaged or stolen. The cameras also help to ensure a safer environment for our students.

## USE OF TELEPHONES

Students will not be permitted to use the office phones except in **extreme** emergencies. The office will determine what constitutes an emergency. All plans and arrangements should be made prior to leaving for school. **If changes need to be made after the student is at school, please notify the school before 2:00.** Students will not be called out of class for a phone call. If the message is important, the student will return the call at an appropriate time.

## NON-CUSTODIAL PARENTS

Upon request, a non-custodial parent, unless restricted by court order, will be given access to all student report cards, student records, and disciplinary records. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. Students will not be released to the non-custodial parent without written permission by the custodial parent. A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the administration should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

## PARENT'S RIGHT TO KNOW

In accordance with the Elementary and Secondary Education Act, Section 1111 (h) (6) PARENTS' RIGHT TO KNOW, this is a notification from the Southeast Fountain School Corporation to 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 qualification 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
- Teacher's baccalaureate degree major, graduate certification, and field of discipline
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

## FLOWER SHOP DELIVERIES TO STUDENTS

For safety reasons, glass containers and balloons are prohibited from being delivered or brought to the school.

## AGENDA/ ASSIGNMENT BOOKS

In an effort to provide continuous communication between parents, students, and teachers, each student in grades 1-6 are required to have an agenda/assignment book. This book will also help students develop critical organizational skills. Please make checking and signing your child's assignment book a part of the daily routine at home. Each teacher will set up guidelines of how they will utilize the books in their classroom. Please feel free to ask questions to clarify any concerns over this helpful device.

## TEST SECURITY AND ADMINISTRATION POLICY

### Test Examiners

#### Statewide Assessment Administration

Any statewide assessment, including ISTEP+, must be administered only by personnel who hold a license granted by the Indiana Department of Education including instructional, administrative, or school services licenses. Personnel not properly certified, including instructional aides, may serve as test proctors only.

All test examiners shall be trained to understand the testing procedures and their responsibilities as test examiners. This includes any training distributed by the Indiana Department of Education.

Test examiners should be thoroughly familiar with the administration of the test and with the procedures to be followed during testing. This includes:

- Studying the Examiner's Manuals
- Reviewing the Code of Ethical Practices and Procedures
- Reading all applicable portions of the current Indiana Assessment Manual

## **Local Assessment Administration**

Assessments that impact a student's achievement scores (i.e. letter grades, diagnostic assessments) and/or a teacher's Student Learning Goals as part of the SEFSC Evaluation System should be administered by the classroom teacher, or a trained employee.

Teachers should:

- Follow department protocol when administering, scoring, recording, and storing student assessments
- Administer assessments whenever possible
- Use district-wide protocols when administering assessments such as INSPECT, iReady, or other commercially designed assessments
- Follow student's IEP or ILP
  - If an Instructional Aide is approved to administer local assessments, in most cases, the IA will be allowed to administer or proctor
  - If an IA or other non-certified staff administers the assessment, take all steps necessary to protect the security, confidentiality, scoring, reporting, and storage of test materials per district/department

## **Test Proctors**

### **Statewide Assessment Administration**

Personnel not certified (e.g., instructional aides or substitute teachers who do not hold one of the above mentioned licenses) may only serve as proctors, not as test examiners of statewide assessments, such as the ILEARN. In no case may unlicensed personnel be allowed to supervise the test administration without the guidance of a test examiner. Proctors may, however, assist the examiner before, during, and after the test administration. Neither parents nor students are permitted to serve as test examiners or proctors. Proctors must complete training on test administration procedures before the first testing period.

### **Local Assessment Administration**

If necessary, an instructional aide or substitute teacher may be required to give a local assessment such as a classroom test or progress monitoring session. In these cases, it is imperative that he/she be aware of all local assessment protocols and take all steps necessary to protect the security and validity of the assessment.

## **Test Security**

All standardized test materials will not be delivered to the school more than one week in advance of the test administration, and examiners and proctors will not be allowed to access such materials (excluding the Examiner's Manual) more than 24 hours in advance of the administration of the test.

All necessary materials will be stored in common, secure location, if applicable.

At least once annually, all staff will be provided necessary training of the Code of Ethical Practices and Procedures and understand how to secure, administer, and handle the assessments while in their possession, as well as any additional local standards.

All staff will also receive test administration and test security training prior to testing by the School Testing Coordinator (STC), Corporation Testing Coordinator (CTC), or school administration.

Only appropriately trained staff will have access to test administration manuals prior to the administration of the test. However, the reviewing of any secure test questions before, during, or after the assessment administration is prohibited. All staff will ensure all student assessment materials are secure when not being administered.

## **Test Accommodations**

Qualified staff members should be familiar with each student's individual accommodation needs as per the student's Individual Education Plan (IEP), Individual Learning Plan (ILP), and/or Section 504 Plan prior to testing that student, and will provide such accommodations during the test. To prepare staff members to provide testing accommodations, the school administration and special education personnel will provide any necessary training, and will support staff to ensure they are administering assessments with fidelity in terms of testing protocols/procedures.

**All guidelines regarding Article VII (Special Education) must be followed whether administering a local or statewide assessment. Consult the student's teacher of record (TOR) if there are questions regarding the student's IEP or ILP.**

**Testing Violations**

The following items are considered to be testing violations and could result in the invalidation of an assessment score and possibly loss of licensure for some violations:

- Coaching students by indicating in any way that an answer choice is correct or incorrect, should be reconsidered, or should be checked.
- Allowing students to use any type of mechanical or technical devices (calculators, computers) unless the test allows such use, or the device is documented as an allowable testing accommodation.
- Reading any parts of the test to students (except as indicated in the test directions, or as documented as an acceptable testing accommodation).
- Altering of students' answers.
- Reviewing of test questions prior to, during or after test administration.
- The use of cell phones by the students or teacher during the test, unless it is the only line of communication for the classroom.

**Additional Information**

Students, educators, and families may “experience” sample Indiana standardized test items representing the type of questions that students will see on state assessments by visiting the IDOE website for more information at <http://www.doe.in.gov/assessment>. Any questions, comments, or concerns about the SEFSC Test Security and Administration Policy may be directed to building level administration.