

# Sunman Elementary

Student Policy Handbook  
2020-2021



SUNMAN ELEMENTARY

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Sunman, IN 47041  
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Pamela Guilliams, Principal

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**SUNMAN-DEARBORN COMMUNITY SCHOOL CORPORATION  
2019-2020 SCHOOL CALENDAR**

TBD	New Student Registration
TBD	Book Days
August 3-4	Teacher Workdays/In-Service Days
August 5	First Student Day
August 12	2-hour early dismissal
September 7	Labor Day - No School
September 16	2-hour early dismissal
October 1	End of 1 <sup>st</sup> 9 weeks (41 student days)
October 1-2	Conferences
October 2	Teacher Workday/In-Service Day
October 2-9	Fall Break - No School
October 14	2-hour early dismissal
November 11	2-hour early dismissal
November 26-27	Thanksgiving Break - No School
December 9	2-hour early dismissal
December 18	Last Student Day Prior to Christmas vacation End of 2 <sup>nd</sup> 9 weeks (48 student days) End of First Semester (89 student days)
December 21-Jan 4	Winter Break
January 4, 2021	Teacher Workday/In-Service Day
January 5	Classes Resume after Winter Break/Beginning of 2 <sup>nd</sup> Semester
January 13	2-hour early dismissal
February 10	2-hour early dismissal
February 15	President's Day - No School (1 <sup>st</sup> snow make-up day)
March 12	End of 3 <sup>rd</sup> 9 weeks (49 student days)
March 15-19	Spring Break - Snow Make-up Days
March 22-26	Spring Break - No School
April 2	2-hour early dismissal
April 14	Good Friday – No School
May 27	End of Fourth 9 Weeks (42 student days) End of Second Semester (91 student days) Last Day of School
May 28	Teacher Record Day/In-Service Day
May 31	Memorial Day (No School)
June 6	East Central High School Graduation

Total Students Days - 180      Total Teacher Days - 185  
The calendar may be lengthened to reflect a total of 180 student days as required by I.C. 20-30-2-3 and the teacher record day will follow the last student day.

**STAFF LIST**

<b>Staff Member</b>	<b>Position</b>	<b>Extension</b>	<b>E-Mail</b>
Pamela Guilliams	Principal	15901	pdguilliams@sunmandearborn.k12.in.us
Thomas Barnett	Counselor	15902	tlbarnett@sunmandearborn.k12.in.us
Chris Richter	Administrative Assistant	15903	crichter@sunmandearborn.k12.in.us
Kelley Fuernstein	ECA Treasurer	15904	kfuernstein@sunmandearborn.k12.in.us
Alicia Keith	Registered Nurse	15910	alkeith@sunmandearborn.k12.in.us
Pat Stenger	Cafeteria Manager	15930	plstenger@sunmandearborn.k12.in.us
Kurt Doll	Head Custodian	15940	kadoll@sunmandearborn.k12.in.us
Leah Clark	Special Education	15966	lclark@sunmandearborn.k12.in.us
Kizzy Becker	Special Education	15964	krbecker@sunmandearborn.k12.in.us
Jessie Miller	Special Education	15501	jaoldham@sunmandearborn.k12.in.us
Kate Schwartz	Speech	15961	keschwartz@sunmandearborn.k12.in.us
Diane Quiroz	Interpreter	15960	dquiroz@sunmandearborn.k12.in.us
Angelina Busha	Music	15972	akbusha@sunmandearborn.k12.in.us
Sarah Carr	Art	15801	scarr@sunmandearborn.k12.in.us
Janelle Harrell	Physical Education	15971	jbharrell@sunmandearborn.k12.in.us
Cindy Hubert	Library Supervisor	15806	chubert@sunmandearborn.k12.in.us
Jeanie Walters	Title I Clubhouse	15920	jwalters@sunmandearborn.k12.in.us
Tiffany Griffin	Title I Clubhouse	15204	tgriffin@sunmandearborn.k12.in.us
Cristin Dietz	Kindergarten Teacher	15101	crdietz@sunmandearborn.k12.in.us
Karri Kelley	Kindergarten Teacher	15962	kmkelley@sunmandearborn.k12.in.us
Stephanie Schomber	Kindergarten Teacher	15002	sschomber@sunmandearborn.k12.in.us
Wendy Beck	1st Grade Teacher	15404	wbeck@sunmandearborn.k12.in.us
Emma Davis	1st Grade Teacher	15203	earauch@sunmandearborn.k12.in.us
Melissa Wynn	1st Grade Teacher	15302	mawynn@sunmandearborn.k12.in.us
Monica Balash	2nd Grade Teacher	15202	mabalash@sunmandearborn.k12.in.us
Amy Milton	2nd Grade Teacher	15103	amilton@sunmandearborn.k12.in.us
May Kate Jackson	3rd Grade Teacher	15202	mkcunningham@sunmandearborn.k12.in.us
Colleen Werner	3rd Grade Teacher	15303	cwerner@sunmandearborn.k12.in.us
Christy McBride	3rd Grade Teacher	15102	cmmcbride@@sunmandearborn.k12.in.us
Jamie Ball	4th Grade Teacher	15403	jaball@sunmandearborn.k12.in.us
Tina Hountz	4th Grade Teacher	15001	thountz@sunmandearborn.k12.in.us
Bridgett Linville	4th Grade Teacher	15965	bclinville@sunmandearborn.k12.in.us
Lucinda Campbell	5th Grade Teacher	15502	lcampbell@sunmandearborn.k12.in.us
Heather Lunsford	5th Grade Teacher	15615	hdlunsford@sunmandearborn.k12.in.us
Mallory Hummer	5th Grade Teacher	15616	mlhummer@sunmandearborn.k12.in.us

## **CORE VALUES**

Stewardship  
Data Driven  
Collaboration  
Shared Leadership  
Commitment

## **CORE VALUE STATEMENTS**

### **Stewardship**

We serve students by being good stewards of the public resources and making all decision in an honest, ethical, and transparent manner.

### **Data Driven**

We serve students by using data and research to set high goals, maintain high expectations, make informed decisions, and strive for continuous improvement.

### **Collaboration**

We serve students by collaborating to develop learning opportunities that coordinate activities K-12, home to school, between and across all programs.

### **Shared Leadership**

We serve students maintaining high expectations for every staff member and student to accept responsibility for their own growth, learning results, and behaviors.

### **Commitment**

We serve students by our commitment to provide the most relevant, innovative, safe, and challenging climate that prepares students for their future goals.

## **CORPORATION VISION**

Reflecting on our core values of stewardship, data driven, collaboration, shared leadership, and commitment, the vision of Sunman—Dearborn Community Schools is:

*Surpassing Expectations and Inspiring Excellence in Every Student, Every Day*

## **CORPORATION MISSION**

Our mission is to provide a safe, innovative, and challenging environment designed to prepare students for their future through Stewardship, Data-Driven Decision Making, Collaboration, Shared Leadership, and Commitment.

## **OBJECTIVES**

### ***Academic Achievement***

Increase performance and surpass previous growth as measured by the Indiana State Accountability components in order to rank in the top 15% of all school corporations.

### ***Culture/Climate/Safety***

Develop a culture that recognizes and appreciates the value of every individual in a safe environment.

### ***Financial***

Balance financial responsibility with providing diverse and effective programming for our students and competitive wages and benefits to attract and retain quality employees.

### ***Technology***

Promote, integrate, and support innovative technology within the school community while utilizing current devices and robust infrastructure with cohesive technology systems.

## **SUNMAN ELEMENTARY SCHOOL MISSION STATEMENT**

It's not how much we know, it's how much we can grow.

### **SCHOOL HOURS (7:45-3:15)**

7:45 School Day Begins  
8:05 Warning Bell  
8:10 Classes Begin  
2:55 First Dismissal  
3:00-3:20 Car Rider Dismissal ONLY  
3:20 Second Dismissal  
3:25 End of Teacher Day

Office Closes at 4:00. Students will not have access to their classrooms after 4:00 p.m.

### **KINDERGARTEN HOURS/TRANSPORTATION**

Full day kindergarten students will follow regular school hours (7:45-3:10). Students will have bus transportation to and from school. Teachers will help students get on the correct bus at the end of the day. Kindergarten students will have identification tags/wristbands at the beginning of school.

### **ADMINISTRATION OF MEDICATION AT SCHOOL**

No medication shall be administered to a student without the written and dated consent of the student's parent. All medication needs to be in the original container when brought to school. 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 statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable 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. 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. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office by the parent where it will be kept in a secure place.

Only a school nurse shall administer medication in accordance with the parent's statement (in the case of nonprescription medicine) or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by a written

Authorization from a parent/guardian that includes the name of the medication and instructions for its administration (time and dosage). Tylenol will not be given prior to 10:00 a.m. or after 1:30 p.m. without parent contact.

If your child takes any medication prior to coming to school, the parent must notify the school nurse of the medication taken, the dosage, and the time it was taken.

### **ACCIDENTS AND HEALTH**

Please inform the school nurse of any health problems concerning your child. All injuries should be reported to the school nurse or classroom teacher. Every possible effort will be made to contact the family. If the family cannot be contacted, the family doctor will be called. Any student needing crutches or a wheelchair must have a note from a physician to use them at school.

### **STREP THROAT**

Any student who has been tested positive for strep throat will not return to school for 24 hours following initiation of medication.

### **ILLNESS AT SCHOOL**

If your child becomes ill during school hours, the school will contact you as quickly as possible. However, you are asked to fill out an emergency procedure sheet stating the steps you wish taken by the nurse in case you cannot be reached. Students may not return to school unless they have been fever-free (under 100(F) for 24 hours without medication.

### **AT-HOME HEALTH GUIDELINES**

**Fever:** If your child has a fever of 100( or greater, you must keep them home until they are fever free for 24 hours without medication.

**Vomiting:** If your child vomits at home, please keep them home for 24 hours.

**Diarrhea:** If your child does not have a medical diagnosis that causes this condition, you need to keep them at home.

**Strep Throat:** Your child must be on ANTIBIOTICS and fever free for 24 hours prior to returning to school. If your child is prone to strep infection, please include this information on their emergency form

**Chicken Pox:** Student should be kept home until 24 hours after all lesions are crusted over and child is fever-free. Please call school or send a note so that proper records can be maintained.

**Lice:** If your child has lice or nits, keep them home and treat them with lice-killing shampoo and comb out any nits. (WE HAVE A NO-NIT POLICY) PLEASE CALL SCHOOL AND REPORT THIS TO THE SCHOOL NURSE. When your child returns to school, you must bring them in to be checked by the school nurse before returning to the classroom.

**Pink Eye/Conjunctivitis:** Your child may return to school after being on ANTIBIOTIC eye drops for 24 hours. If your child has exudate (pus) from the eye and the eye is matted shut, they should stay home unless they have a medical condition that causes it.

**Rashes:** If your child has a rash that you cannot identify, please consult your physician.

**Ticks:** Remove the tick and contact your healthcare provider if your child develops a rash or fever within 4 weeks of exposure.

### **AT-SCHOOL HEALTH GUIDELINES**

**Fever:** If your child has a temperature of 100( or greater, you must pick them up from school and keep them home until they are fever free for 24 hours without medication.

**Vomiting:** If your child vomits at school, you must come and sign them out immediately.

**Diarrhea:** If your child does not have a medical diagnosis that causes this condition, you will be contacted to pick him/her up

**Chicken Pox:** If your child breaks out with chicken pox at school, you will be asked to pick them up. Your child may return to school 24 hours after lesions are crusted over and child is fever free.

**Lice:** We have a "no-nit" policy. If your child is found to have lice or nits (eggs), you must pick them up at school. The child should not return until they have been treated with lice-killing shampoo, nits are combed out and you have found no lice or nits while examining their hair. When the child returns to school, you will need to bring them in to be checked by the school nurse prior to returning to the classroom.

**Pink Eye/Conjunctivitis:** If your child has exudate (pus) coming from the eye(s) and either/both eyes are matted, you must pick your child up at school. Your child should not return until they have been on ANTIBIOTIC eye drops for 24 hours.

**Rashes:** If your child has a rash that cannot be identified, you should take your child for a medical diagnosis. The child will not be permitted to return to school without a written medical diagnosis of a non-contagious rash or until the rash is gone.

**Strep Throat:** If your child has a sore throat and his/her tonsils are red and/or swollen with exudate (pus), you must pick your child up at school. The child must be on ANTIBIOTICS for 24 hours prior to returning to school.

**Ticks:** If your child finds a tick on him/herself, we will remove it and send a note home informing you that we have removed a tick from your child.

## **HOMEWORK**

We feel that homework is a necessary part of a student's educational program and an extension of the classroom experience. Homework assignments should be specific. Written homework should receive the same attention as work at school. It is the child's responsibility to be familiar with the assignments and have the appropriate materials needed to fulfill the assignments. Teachers will provide students an opportunity to ask questions about any assignment to be taken home. Generally, you can expect your child to have nightly homework. Most of the time it would be 10 minutes times the grade level your child is in. For example, if your child is in the second grade, you could expect 20 minutes of homework. However, some students work more slowly and may take longer than the average time suggested. If your child is spending too long on homework every night, you need to contact the teacher and discuss ways to address this concern.

## **ATTENDANCE POLICY**

The philosophy of Sunman-Dearborn Schools is that good attendance is necessary in establishing a sound educational foundation in each of our young people.

Illness or injury to the student and grieving time for the death of an immediate family member are the only legally excused absences from school. The principal must approve other absences in advance or they may be counted as an unexcused absence.

**Absent Notification** –Parent/guardian has the ability to have a notification sent via PowerSchool to report an absence from school. Parents are to call the school office regarding their child's absences or send a note, signed by the parent or legal guardian, stating the dates of absences and the reason.

The school has established three types of absences: Medically Excused, Parent Excused, and Unexcused.

**Medical excuses** are unlimited and will include hospital stays, illness documented by a doctor's slip, and childhood diseases including mumps, measles, chicken pox, whooping cough, and strep throat. Additional medically excused absences would be those determined by the school nurse or principal.

Medical/Dental/Professional appointment excuses should be on the practitioner's letterhead with a signature and the dates for which the absence should be excused.

**Parentally excused absences** will include headaches, sore throat, and diarrhea, upset stomach, grieving time for the death of an immediate family member, or attending the funeral of a close friend or relative. Parental excuses are limited to ten (10) days per school year. A letter will be sent to the parents explaining the importance of their cooperation in the child's attendance after three (3), five (5), and ten (10) absences not accompanied by a medical excuse. If the parents are unable to explain the reason for further absences satisfactorily (e.g. recurrent bronchial infections, asthma, chronic kidney ailments, etc.) then the

additional days missed are unexcused. At this point, the school may request a doctor's verification of the chronic ailment. For parent excused days beyond the ten (10) day maximum, the student will receive a zero "0" for all work to have been completed that day.

**Unexcused absences** are all absences that do not include written or oral communication from the parents. Parental excuses without verification from a parent by phone or in a note to the child's teacher or the school nurse/office will be considered unexcused. If excessive absences occur that are classified as unexcused, the school truancy officer may be called and measures will be taken with this institution to insure the regular attendance of the child.

## **MAKE-UP WORK**

Students who have been absent for acceptable and excusable reasons, shall be permitted and encouraged by teachers to make up any missed learning experiences. If a child has missed classes, assignments should be obtained from the teacher and given to the child. It is the responsibility of the student to secure the assignments with the classroom teacher and complete the make-up work. Parents may call the school to request homework. **Requests need to be made before noon.**

For grades one through five, make up work is due within the same number of days for which the student was absent. For example, if the student is absent two days, the work is due two days after the child returns to school.

## **ARRIVAL AND DEPARTURE**

Bus transportation is provided for all students. If a student does not ride the bus, he/she should **not** arrive at school earlier than 7:30 a.m. Upon arriving, students should report to the node at the front entrance. After school, they are expected to go immediately home unless they have been given special permission by a teacher to stay after school, and then that specific teacher should supervise them. Parents are asked not to park on the playground side of the building. All visitors should park in the visitor parking lot.

Personal cars: You may stop along the sidewalk to drop your child off or pick them up. Do not park in the curve, as the handicap bus can not get through. You must stay with your vehicle if parked along the sidewalk. No child will be permitted to cross the parking lot to get into the car without a parent's escort. Parents need to sign out their child in the cafeteria when being picked up at regular dismissal time. (3:00 p.m.)

**See Appendix B.**

## **PUNCTUALITY**

If your child is not riding the school bus it is highly recommended that they be dropped off at school between 7:30 a.m. and 8:00 a.m. This will allow them to be prepared for school by 8:10 a.m. Any student who is not in attendance for a full day of school will be counted tardy. Excessive tardiness may result in the implementation of an attendance contract.

## **LEAVING EARLY**

If a student becomes ill or must leave school for any reason, the student must be picked up in the school office. The parent, or an adult designated by the parent, must sign the student out in the office. The school office **must be notified before 2:00 p.m.** for changes in afternoon transportation (bus passes, parental pick-up, etc.) Phone calls or emails to the secretary are accepted as a transportation change. In recent years, the number of students arriving tardy to school and/or signing out early has steadily increased. This is having a detrimental effect upon the student's academic growth. In an effort to make an improvement in this area the principal has deemed it necessary to attach the tardy sign-ins and early sign-outs to a student's attendance record.



Tardy sign-ins or early sign-outs that are medically excused will be marked as medical.

### **LATE ARRIVALS**

Children should be encouraged to arrive at school on time. Children arriving on a late bus are excused. Please have your child check in at the office with a parent/guardian when he/she arrives late. If a child is continually late, the school will contact the home in an effort to gather more information. Students are TARDY after 8:10 a.m. Excessive tardiness to school may be reported to truancy and probation.

### **ENTRANCE REQUIREMENTS**

Every child must meet the following requirements when entering school: Child must be five (5) years of age before or on August 1st of the current school year to enter Kindergarten; **birth certificate** (issued from county courthouse). If we do not receive a copy of the birth certificate, we will not assign the student to a classroom; **health and dental appraisal**. Written record of immunizations and diseases your child has had. ALL IMMUNIZATIONS MUST be current according to state requirements; and **custody papers**, if applicable.

### **PERFECT ATTENDANCE**

Students will not be eligible for perfect attendance awards if they are absent from school for any reason, including funeral, doctor and dental appointments. This would include being tardy in the morning or leaving school in the afternoon prior to dismissal.

### **HOME SCHOOL STUDENT PLACEMENT**

As a school, we reserve the right to determine appropriate grade level placement of new enrollees. In order to make an appropriate grade level placement without relying on age as determining factor, new students will complete one or more of assessments. The school counselor, a teacher, and/or the building principal will assess the scores and other pertinent information to make an appropriate placement. This assessment will take place as soon as possible relative to the student being enrolled. It must be noted that initial grade placement may change after reviewing the assessments and other pertinent data.

### **INCLEMENT WEATHER**

The announcement concerning school closings and delays will be made on WSCH 99.3 Aurora, WXCH 103.1 FM Versailles, and WRBI 103.9 Batesville. Also, the Superintendent will attempt to reach a school-closing network in Cincinnati that in turn will place our announcement on participating radio and TV stations. The School Messenger phone call system will also be utilized to inform parents of closings, delays and early dismissals. If you are in doubt about school, listen to the radio. PLEASE REFRAIN FROM CALLING SCHOOL as the phones will be needed to contact bus drivers and communicate with the central office. If conditions are such that might result in an emergency closing or delay, it will be announced as SUNMAN-DEARBORN closing or two-hour delay. A two-hour delay means school will begin at 9:30 rather than 7:30. Parents should also have contingency plans for students should school be dismissed early. All parents are asked to complete an "emergency contact form" at the beginning of the year. This form *will be followed* unless specific communication is received in writing from the parent. See **Appendix A**

### **FIELD TRIPS**

Occasionally field trips will be utilized by teachers as a teaching tool. Permission slips will be required for each child's participation in these trips. A fee will be charged to cover transportation and any other cost that may be incurred during the trip. If a child is absent simply because he doesn't want to go on

the field trip, it is counted as an unexcused absence. It is considered a day of instructional significance by the school. If parents do not wish to send their children on the field trip, please talk this over with your child's teacher and then with the principal. If the reasons are significant, an alternate plan may be developed for your child while he is at school during the day the class takes the trip. Due to liability coverage, younger siblings may not accompany students on field trips. The parent and child should be aware of the child's acceptance of responsibility to be a good citizen and maintain contact with the person in charge. The right of students to attend the field trip will be determined by the principal based on the student's behavior. See **Appendix D**. To protect student confidentiality and still allow you to capture memories, please refrain from posting pictures containing other children to social media sites.

### **CHAPERONES AND VOLUNTEERS/CRIMINAL BACKGROUND CHECKS**

Any adult working with our student's or involved with classroom parties needs to have one of the following criminal background checks completed and on file with the school prior to interacting with any students. These checks do take time, so please check with the school secretary regarding any deadlines for obtaining your background check prior to your intended activity.

**Limited Criminal Background Check:** This is free and can be completed by our school secretary. You will need a limited criminal background check if you are a volunteer or chaperone who will be under constant supervision of a school employee while working with students. This includes activities such as conducting a classroom party or helping in the classroom with teacher present.

**Expanded Criminal Background Check:** You may apply for this background check on-line and there is a fee involved. Please see our corporation main web page to apply. You will need an expanded criminal background check **already on file** if you are a field trip chaperone or a volunteer who is not under constant supervision of a school employee while working with students. **No background checks will be conducted after April 1 due to the time constraints in obtaining them.** This includes activities such as chaperoning a field trip with small groups or working with small groups of students in the hallway. These background checks are required by law per Indiana Code **10-13-3-27** (10) has volunteered services at a public school (as defined in IC 20-18-2-15) or nonpublic school (as defined in IC 20-18-2-12) that involve contact with, care of, or supervision over a student enrolled in the school. The School principal will make the final decision concerning the admittance of any parent, visitor, volunteer or others into the school by following the law per Indiana Code **20-26-5-11 Use of information; notice of conviction of certain offenses:** (b) A school corporation or entity may use information obtained under section 10 of this chapter concerning an individual's conviction for one (1) of the following offenses..... (See IN state law).

### **REPORTING SUSPECTED CHILD ABUSE**

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. The school will report suspected child neglect as well.

### **OFFICE OF THE PRINCIPAL**

The principal has the responsibility to see that the school runs smoothly and efficiently. The principal is in charge of the instructional program, the physical facilities, business affairs, and the general welfare of the students and teachers. Students and parents are encouraged to call upon the principal for assistance in school-related matters.

## **GUIDANCE**

The counselor's primary responsibility is to the unique nature of the students and their needs while attending school. Students are encouraged to visit the counselors for assistance whenever the need arises. The elementary counselors' duties include:

- Dissemination of test scores to students, parents, and teachers.
- Counseling students when necessary.
- Consulting with staff concerning student needs.
- Consulting with parents.
- Serving as a resource person to faculty, parents, and students.
- Acting as liaison among families and the school.
- Chairs General Education Intervention (GEI) meetings and coordinates and facilitates special education testing and referrals.
- Group counseling.

## **CLASSROOM TEACHERS**

The classroom teachers are the "backbone" of our schools. Without their expertise and love of education, the students of our community could not excel. Their belief that education is a lifelong journey is exemplified in their involvement both in and out of the regular school day and their devotion to all students. Each teacher is an individual with specific strengths and areas of expertise, but each one is devoted and willing to put forth the time and effort needed to improve so that your sons and daughters succeed.

## **SPECIAL EDUCATION**

Special Education has changed dramatically in recent history. Federal Law 94-142 was implemented in all public schools in 1978 and has transformed education. This law stipulates that children with educational, emotional and/or physical handicaps are guaranteed a public education. Special Education teachers are certified to teach children with a wide range of disabilities. Parent permission must be obtained prior to an educational evaluation for potential services. The Sunman-Dearborn Special Education Department will coordinate special education services for our students. A school psychologist will administer the test. The psychologist, in addition to other members of a case conference committee, will explain the evaluation results to parents of the referred individual.

## **SCHOOL NURSE**

Our nurse provides numerous services. Among these are: vision screening, hearing screening, health appraisals, immunization records, and appraisal of individual health problems.

## **SPEECH & HEARING**

The speech and hearing teachers meet regularly with students who have been identified as needing speech and/or language therapy. They also conduct hearing screenings and report the results to the school nurse. The therapist works with students in preschool through fourth grade.

## **INSTRUCTIONAL ASSISTANTS**

The instructional assistants are assigned to aid the students by facilitating classroom instruction and providing a small amount of clerical help. Their main duty is to work with students in small groups or one-on-one help. The *Prime Time* teacher assistants are assigned to the kindergarten through third grade classes to reduce the ratio of students per adult in the classroom. An Assistant may be assigned to the 4<sup>th</sup> grade to help students with various math and reading skills. The special education assistants are assigned to facilitate the learning of a particular student or class by shadowing, interpreting, and facilitating the instruction.

## **ADMINISTRATIVE ASSISTANTS**

The Administrative Assistants are responsible for the front office. They answer the many telephone calls coming into school and direct our visitors. They are quick to help the students with a band-aid, a telephone call home, or just a hug. One is the bookkeeper and treasurer. She will be able to answer any questions concerning book bills and other money concerns. The other coordinates office functions, report cards, student records, and state reports.

## **CUSTODIANS**

The custodians are responsible for the maintenance and upkeep of the school buildings and grounds. The custodial staff works as a team covering 2 shifts. During the summer months the staff strip and wax the floors, scrape and paint walls and get the building ready for another school year. During the school year they work to keep everything in good order as well as keep the building clean and safe.

## **PHYSICAL EDUCATION**

All students need to wear gym shoes on the days they have PE. Elementary children are expected to participate in physical education. In order for a child to be excused from this activity, he/she must present a written excuse from a physician.

## **FOOD & NUTRITION SERVICES**

The Food and Nutrition Services Department provides daily breakfast and lunch in accordance with standards and regulations of the National School Lunch and Breakfast Programs. The menu is posted monthly on the school's website. It is recommended that students purchase the tray lunch. It is cheaper, and provides a balanced meal. Students may opt to bring their lunch from home. Pricing for the 2019-2020 school year is as follows: breakfast \$1.35 and lunch is \$2.45. Questions regarding the Cafeteria Policy should be directed to the manager at 812-576-1900 EXT. 16910

### **Please note:**

- Breakfast will NOT be offered when school operates on a two-hour delay.
- Students are not permitted to bring pop due to the lack of nutritional value. Any student who does this will be given and charged for milk.
- **Students and Parents, eating with their child, are NOT permitted to bring in food from a restaurant.**

## **MEAL ASSISTANCE**

Households whose income is at or below established low income levels are eligible for free or reduced meals. Applications may be submitted to the front office of each school at any time through-out the school year. Free and reduced benefits do not carry over each school year, so applications must be re-submitted every school year. Only one application should be submitted per household. Applications will be processed within 10 days of receiving the application. Once the application is processed, households will receive an eligibility letter indicating their approved status. Students are considered "paid" and are responsible for ALL charges accrued until the application is processed.

## **STUDENT MEAL ACCOUNTS**

A meal account is set-up for each student with the student ID number. Accounts with multiple students may request for the account to be combined or separated. If you choose to use the lunch account, you must deposit money into the account with a credit card through EZ School Pay ([www.ezschoolpay.com](http://www.ezschoolpay.com)), check, or cash. Checks should be made payable to

Sunman-Dearborn Community Schools Cafeteria. You must have the student's full name and ID on the check or envelope. Any check that is returned for non-sufficient funds will incur a \$20.00 service fee. Meal accounts work like a checking account, where you should always have money on the account.

All students will be enrolled to use Identometrics Biometric Finger Scanning Technology to purchase their lunch. Parents may request for their student to opt-out of using the Biometric Finger Scanning Technology by completing an Opt-Out Request Form and turning it in to the cafeteria. Forms are available in the office, cafeteria or online. If a student opts out, they will be required to utilize an ID card. For more information on the Biometric Finger Scanning Technology, please visit the Food and Nutrition Service Website or contact the Director of Food and Nutrition Services at 812-623-2291 ext. 13809.

### **STUDENT ACCOUNT BALANCES**

Cashiers will inform all students of low and negative account balances each day. Written negative balance reminders are sent home with students on a weekly basis. If necessary, the Director of Food and Nutrition Services or School and Nutrition Manager will make a courtesy phone call or mail negative balance reminders to the household. Parents may also receive low balance reminders through EZ School Pay ([www.ezschoolpay.com](http://www.ezschoolpay.com)). Payments for meal accounts do not need to be made through EZ School Pay to utilize this service.

### **CHARGING POLICY AND COURTESY MEALS**

Students will be allowed to charge their account up to (-\$13.00). If a student owes more than \$13, a Courtesy Meal which consists of a peanut butter sandwich (*or cheese sandwich if peanut allergy on file*), fruit or vegetable and milk will be provided for \$1.00 until the debt is paid. Elementary students without food from home must take a courtesy meal. Charges are not permitted for ala carte items including extra entrees.

### **COLLECTION OF UNPAID DEBT**

At the end of the school year, all meal accounts (*including inactive students that have withdrawn or graduated*) with a negative balance of (-\$10.00) or greater with no attempt to satisfy debt will be sent to small claims court.

### **INACTIVE STUDENTS**

Inactive Students accounts with positive balance will be transferred to a sibling, if applicable, or refunded if greater than \$5.00. You must contact the Director of Food and Nutrition Services for Refunds less than \$5.00.

### **END OF SCHOOL YEAR MEAL ACCOUNT BALANCES**

Funds that remain in active student meal accounts (including negative balances less than (-\$10.00) at the end of the school year will rollover to the next school year.

### **CAFETERIA EXPECTATIONS**

1. Students sitting at a table are responsible for keeping the table and floor area clean.
2. Students are to return their tray and silverware to the dish room window.
3. Throwing food or touching someone else's food is strictly forbidden.

### **SPECIAL DIETARY NEEDS AND FOOD ALLERGIES**

Parents are responsible for communicating any special dietary needs for their child, including food allergies. Substitutions will be made for students that have special dietary needs or food allergies, only when proper physician documentation and recommendations have been submitted to the school. Please

contact the Food and Nutrition Service Director regarding accommodations for your student's food allergy.

Questions regarding the Food and Nutrition Services Policy should be directed to the Manager at 812-576-1900 ext. 16910 or the Director at 812-623-2291 ext. 13809.

This institution is an equal opportunity provider.

### **PARENT-TEACHER COMMUNICATION**

Reports on your child will be made through conferences or written evaluations every nine (9) weeks. If a special problem with your child should arise, you may be contacted by note or phone call from the teacher. Please feel free to contact your child's teacher if you feel the need. Conferences are scheduled for the Thursday and Friday before fall break. Conferences are a very valuable tool and helpful for all involved. Staff members encourage all parents to be involved in their child's education. Conferences are not only reserved to the designated days in October. Conferences are welcome throughout the school year. If you feel that a conference is needed please feel free to contact the teacher and schedule a time that will be convenient to both parties. Most teachers are very open to meeting prior to school, during their preparation time, or after school hours. We ask that you call in advance to insure that the teacher is available to you. Teachers are not available during student dismissal time without a prior appointment. Instructional assistants are not permitted to discuss student progress or behavior with parents. All questions regarding these issues must be directed to classroom teachers.

### **MIDTERM AND REPORT CARDS**

Grade cards (also known as report cards) will be issued each nine weeks. Our schools utilize a computer generated management system for our grade cards. Letter grades and percentages will be given in grades 2 through 5. Grades are given to inform parents and students of the quality of progress that the student is attaining. Mid-term reports are sent home at the beginning of the 5<sup>th</sup> week of each grading period.

### **POWERSCHOOL PARENT PORTAL**

The Powerschool parent portal allows you the ability to view your student's school information over the Internet. Please visit the school web site at:

<https://powerschool.sunmandearborn.k12.in.us/public/>

### **GRADING SCALE**

The following represents the grading scale for all graded subjects:

GRADE A+	97-100	O = Outstanding
GRADE A	93-96	S = Satisfactory
GRADE A-	90-92	N = Needs Improvement
GRADE B+	87-89	
GRADE B	83 -86	
GRADE B-	80-82	
GRADE C+	77-79	
GRADE C	73 -76	
GRADE C-	70 -72	
GRADE D+	67-69	
GRADE D	63-66	
GRADE D-	60-62	
GRADE F	0-59	

### **CRITERIA FOR HONOR ROLL**

1. Students in grades 2- 5 are eligible for honor roll.
2. Students who maintain a 3.17 average or better are on the honor roll.
3. If students receive an "N" or "F" in any subject, except handwriting, they are disqualified from honor roll recognition.

## **DISCIPLINE**

Each staff member at our school accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teacher.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

## **DISCIPLINE POLICY**

The entire foundation and success of public school education depends on the basic concept of self-discipline – a self-discipline which will allow all individuals to exist in the world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community. A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the School Corporation. The purpose of discipline control is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process. An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources to help each student gain acceptable self-discipline standards. However, in the absence of self-discipline, the superintendent, principal, administrative personnel, or any teacher, is authorized to take certain actions reasonably desirable or necessary to help any student to further school purposes or to prevent an interference with the education process.

## **SCHOOL-WIDE RULES**

All school rules apply upon arrival at the bus stop, on the bus to and from school, and **anytime** the student is on school grounds or at a school sponsored event. Any event in the community or neighborhood, which can be judged by the administration to threaten the educational process at school may also result in consequences, as related in this document, to the student(s) involved.

### **General**

(These rules apply at all times and locations within the school as well as on field trips.)

Treat everyone with respect  
Follow directions  
Respect school and personal property  
Keep all of your body and objects to yourself  
No gum  
Follow Classroom rules.  
Roller skates (Heelies), skateboards, electronic devices (games) are NOT to be brought to school. **Cell phones are to remain powered off in backpacks.** If you choose to ignore this rule and electronic equipment causes a disruption, it will be confiscated until a parent picks it up and the student will be disciplined for the disruption.

Please see E-READER section for information on Kindles, Nooks and other e-Reader devices.

### **Cafeteria**

Contain your food to your tray  
Pick up all trash around you  
Do not leave the lunchroom until you have been dismissed  
Use a quiet voice  
Stay in your seat  
Use good manners

### **Hallway**

Walk, do not run  
Yelling or loud talking is not permitted  
Keep your hands to yourself.

### **Bus Rules**

See Appendix I.

### **Consequences**

**Severe Clause - It is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and or the safety and welfare of students and staff. In the case of certain incidents any discipline step may be waived.**

If it is determined that an assigned discipline penalty will not be served the school administration may assign a different higher penalty such as In School Suspension or Out of School Suspension.

The following is a list of consequences that may be used.

### **Verbal Reprimand**

**Essay-** Students are given an appropriate writing assignment to be completed in class or as homework or while they are detained in the office at the study cubicles.

**Loss of Recess or Other Privilege(s) -** The teacher or administrator may take a recess or other privilege from the student as a consequence for inappropriate behavior. The student will be appropriately supervised during this time.

**Noon Detention -** A student is required to spend noon recess in a supervised area and completes schoolwork or other assigned written work.

**Time Out -** The student is removed from the classroom or activity to a quiet place for a short period of time.

**Writing Assignment(s) -** Students are given an appropriate writing assignment to be completed in class or as homework. This may be in the form of sentences or an essay.

### **Parent Contact**

**After-School Detention -** A student may be assigned to a specified area at 3:07 p.m. and must remain there until 4:00 p.m. This is not a tutoring session and the student will be required to work or sit quietly. The parent will be required to pick up the student at that time. The student may not be assigned to after school detention without parent notification. The parent will be notified by mail or phone call, and with a letter sent home with the student by the principal.

**Summer Detention -** As the school year draws to a close; we occasionally have students who misbehave, thinking that there won't be any more detention. We have detentions after the last student day of school. They are scheduled with parents for the students for the hours and days, which suit the offense. These take place beginning immediately after the last student day.

Work is provided for these students to do while they occupy the study carrels or conference room.

**In-School Suspension** - The student is not allowed to attend classes or other activities, but must be in attendance at school and will be required to complete the regular academic assignments. Full credit will be given for properly completed assignments. Work is expected to be neat and completed to best of the student's abilities. Sloppy work and incomplete assignments will not be accepted. Additional days of In-School Suspension may be assigned.

**Out of School Suspension** - The principal may suspend a student for a period of no more than ten (10) school days. The suspension shall be made only after the principal has made an investigation thereof and determined that such suspension is necessary to prevent interference with the educational functions of the school. Suspension will be used only as a last resort. A student suspended from school may not, under any circumstances attend any school function and may not be on any Sunman Dearborn School Corporation grounds. A suspension longer than ten (10) days must have the approval of the superintendent. Most students who are suspended for ten (10) days are expelled from school for the remainder of the semester or in certain instances for two semesters. The student will receive 0's on assignments for the days they are suspended.

**Service Hours** - Sometimes detention isn't effective. When this happens, additional plans are made with the student's family to arrange for work hours with local businesses, churches, youth centers or other schools so that the student puts in the required amount of time doing jobs for other people without pay. The other adults must sign off on the number of hours the student has worked in order for the consequence to be completed.

**Contacting and Requesting Local Law Enforcement Officials** - The administration reserves the right to contact and request help from local law enforcement officials. The administration will contact the parents of the student(s) and request their presence during the time that the law enforcement officials are interviewing their child(ren) at school.

**Expulsion** - Expulsion is a disciplinary action whereby a student: 1. is separated from school attendance for a period in excess of ten (10) days, or 2. is separated from school attendance for the balance of the current semester/school year/calendar year. Depending on the number of occurrences and/or severity of the infraction, any one of the preceding techniques may be used when dealing with the following list of violations:

- Breaking any school-wide or classroom rule(s).
- Bullying
- Class disruption
- Cafeteria or hallway misconduct
- Inappropriate dress
- Bus misconduct
- Pulling the fire alarm with knowledge of no fire, or starting a fire
- Fraudulent signatures
- Use of profanity
- Possession and/or use of water devices
- Theft
- Fighting or instigating a fight
- Smoking or possession of any tobacco product
- Threatening or intimidating other students or school personnel
- Assault on a school employee and Vandalism
- Possession of and/or use of fireworks or explosives
- Alcoholic beverages brought to school
- Possession of a weapon or use of an object as a weapon

## **BULLYING**

This rule applies when a student is:

On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school) Off school grounds at a school activity, function or event; or using property or equipment provided by the school.

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

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 violation.

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

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in the school.

The administration has made every attempt to develop rules that will address most of the situations that could occur at any elementary school. If a situation arises which is not covered, it is the responsibility of the administration to take prudent and responsible actions to protect the educational process from disruption and/or the safety and welfare of the students and staff.

There are some instances which require the classroom discipline system to be by-passed and a student to be sent to the office immediately. These types of serious offenses include but are not limited to:

- Fighting
- Acting openly defiant/disrespectful
- Vulgarity (by mouth or gesture)
- Possession of illegal substances or weapon
- Assault on student/staff member

Students are responsible for conducting themselves appropriately during all classes and school activities during the day. Students are responsible for conducting themselves appropriately during evening activities taking place at the school as well as including events which are sponsored by the school or events sponsored by other groups taking place at the school. Students are also responsible for conduct outside school hours which influences or threatens to influence the school's ability to keep students and staff safe and secure, or threatens the school's ability to maintain school educational activities and other school business and purposes. Threats to other students and/or staff render the student liable for school action, which is appropriate as determined by school officials.

### **Grounds for Suspension and Expulsion**

Suspension or expulsion is considered when:

A student makes any threat to the safety or security of the students and/or staff at school verbally or through the use of computers, telephones, mail or any other way of communication



which threatens to interfere with school purposes or the safety, security and well being of any students or staff at school.

A student cannot be controlled or kept from running away from the school or from remaining in the location in which instruction and supervision are taking place.

A student continuously disrupts the class or the school.

A student refuses to follow the school/class rules or to do as he is asked to do by the adults in charge including teachers, administrators and teacher assistants.

A student brings tobacco, alcohol, drugs or counterfeit drugs to school.

A student brings guns or knives to school or uses pencils, pens, or any other object as a weapon to threaten, intimidate or injure others or self.

Any other infraction which is significant enough to warrant the decision of suspension by the administrators in charge including the principal and his or her designee, the superintendent and the assistant superintendent.

Encourage your child to TAKE A STAND.

NO to substance abuse

NO to aggressive, harmful behavior

NO to behavior which ridicules/makes fun of anyone else.

NO to behavior which discriminates against anyone for reasons over which they have no control (race, nationality, financial status, religion, ethnicity, etc.)

Anit-Harrasment Policy (See Appendix H)

### **PROPER DRESS HABITS**

We strongly encourage parents to play an active role in determining how their children dress for school. The elementary schools in our corporation have the widest range of age groups. Our school has students as young as 3 years of age and as old as 10 or 11. Research is pointing to the fact that girls and boys are beginning to physically mature at an earlier age. Growth spurts are common in the 4<sup>th</sup> grade. Parents are finding that clothes that fit their children in August may not fit by October. Clothes that are “cute” in the fall are too “revealing” by spring. We ask that parents be critical of the clothes that their children want to wear. What may be appropriate at home or shopping may not be appropriate for school. We feel that careless or overly informal dress may reflect a student’s attitude toward learning. Students should dress according to the weather and in clothes that are comfortable, neat, and clean.

Clothing bearing patches, drawings, or sayings (stated or implied) which refer to drugs, alcohol, tobacco products, sex, violence, or death will not be permitted to be worn. Obscenities (stated or implied) will not be permitted. Any items that encourage fighting are not permitted.

**Hats:** Hats and/or handkerchiefs (dew-rag) are not to be worn inside the school. Under certain circumstances, the administration may declare a “hat day” or an appropriately named day that will provide the opportunity to wear hats or appropriate apparel on the head in the building.

**Shirts:** Bare midsections, tube tops, tank tops, spaghetti straps, baggy or alternative-style dress is not permitted. **Sleeveless** tops or shirts are not permitted.

**Pants/Shorts:** Pants may not be longer than shoes. **Students may wear shorts in appropriate weather.** The principal and staff’s guideline for length is to have the student stand with their arms hanging limp at their sides. If they can touch the hem of their shorts without curling their fingers back toward their wrist then the shorts are of appropriate length. NO torn or ripped shorts or pants are permitted. The appropriate length of skirts for girls is

determined in the same fashion as the appropriate length of shorts.

**Shoes/Footwear:** We do not allow open toed shoes or sandals because of the possibility of injury during play at school. All footwear should completely enclose the foot to prevent injury on the playground. High heels over 1 inch should never be worn.

**Makeup:** Makeup is not permitted. Elementary school children should not have to worry about their makeup throughout the day. If a child comes to school wearing makeup, the child will be asked to go to the restroom to wash off the makeup. The administration may, under certain circumstances allow students to wear makeup on special occasions. Makeup includes powders, rouge, eyelash and/or eyebrow coloring or enhancers, eyeliner, lipstick and creams. Other items also fit under the term “make-up” and may not be worn by students. No colored lipstick or lip-gloss is permitted. Chap sticks or lip balms are permitted if they are clear and not glossy.

**Earrings:** Dangling earrings are not permitted as they create a distraction to the educational process and pose a threat to the safety of the wearer.

### **Additional dress issues:**

No body piercing except for the ears.

No tattoos (including temporary)

No chains or heavy ornaments should be worn.

Hair color/styles which are disruptive to the learning environment are not permitted.

Long artificial fingernails are not permitted. They interfere with keyboarding on the computers.

No item will be tolerated that interferes with the learning process. Students may keep a sweater, sweatshirt, or light jacket at school due to variations in temperature throughout the building. Student should always dress for the current and predicted weather conditions. Students should bring a coat when the current or predicted daytime temperature is 50 degrees or lower. Please keep in mind that during the winter we may send children outside for recess when the temperature and wind chill is equal to or above 32 degrees Fahrenheit. The principal will utilize the Board’s Cold Weather guidelines to account for wind chill, when making the decision. We encourage our students to enjoy the fresh outdoors as much as possible during recess. This activity helps students expel energy in a way that indoor recess does not provide. Parents will be called about dress code violations.

### **SCHOOL SAFETY PLAN**

Our school has developed and continually updates a **Crisis Intervention Plan**. It is a work in progress and with the help of our local police, judges, fire persons and community, it will continue to change to become a better way of helping ourselves be ready in the case of any emergency we could encounter. It’s impossible to be ready for everything. We can’t anticipate every detail and there is a wide range of possible crises. However, if the dialogue among our school staff and community continues as we are faced with the expected challenges of educating our youth as well as of responding to crisis, we should be in a strong position to keep everyone safe at school.

One of the most important components in any school crisis plan is that parents and the school community have an established means of communication. In the event of an actual emergency such as a fire, tornado, or intruder, it is critical for building level administrators to immediately implement their emergency preparedness plan. As soon as it is safely feasible, the school will send a *School Messenger* notification to parents with details of the emergency and specific directions for parents if any action is required. We will also post notifications to social media as appropriate based on the emergency.

Please read the following Safe School Message carefully and post the telephone number for reporting any threat to Sunman Dearborn Schools near your home telephone, just in case you may need it. Please do not hesitate to call this number if you think there is something we need to know to keep our children safe. In addition, feel free to phone the school with information concerning student safety, as you feel appropriate. We will depend on your involvement.

#### Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using *Stay Safe. Speak Up!*, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration three different ways:

1. Phone: 1-866-547-8362
2. Phone App: Search app store for Stay Safe. Speak Up!
3. Web: <https://staysafespeakup.app/site/submitReport>  
Code: SDCSC

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the Stay Safe. Speak Up! Terms of Use and Privacy Policy, is available online at <https://staysafespeakup.app/>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

#### **SCHOOL MESSENGER/ EMERGENCY NOTIFICATION SYSTEM**

Sunman-Dearborn Community School Corporation will utilize an electronic notification system to inform parents of important or emergency information. It is the responsibility of parents to complete and update the contact information form.

#### **VISITOR PROCEDURES AND STUDENT SAFETY**

Prompted by increased concern for student safety, Sunman Elementary utilizes the buzzer entry system. These procedures are as follows:

At the 8:10 tardy bell, the interior front doors and all other exterior doors will be locked. Visitors must report to the office through the office exterior door by using the buzzer system. Visitors will register and receive an identification tag prior to entrance into the main building. No one is permitted to leave the front office until the teacher is notified of your potential visit which prevents disrupting instruction. When leaving the building, visitors are asked to sign out and return their identification tag. All adults in the school building must have an identification tag for student safety purposes. Children, who are late to school, must be signed in by a parent. The child then needs to walk to his or her classroom individually. If there is a need to walk your child to the room (i.e. large project, birthday treat), please receive approval from the office staff, sign in as a visitor prior to entering the main building, and wear your ID sticker in a visible place. Signing in will prevent unknown individuals from having access to our students in hallways, classrooms or on the playground. Staff members will escort unidentified individuals to the office so that they can properly sign in. Student pick up at dismissal will occur in the gymnasium. Parents who wish to pick up students prior to bus dismissal should follow visitor procedures.

#### **CUSTODY**

It is necessary that the school records are accurate and current regarding custody and visitation privileges in cases where a student's parents are divorced, separated or have never been

married. **IT IS THE POSITION OF THE SUPERINTENDENT OF SCHOOLS THAT A SCHOOL BUILDING IS NOT THE APPROPRIATE PLACE FOR VISITATION AND/OR EXCHANGE OF CUSTODY.** Due to the large number of students who live in homes with divorced parents, it is necessary to ensure the safety of the students due to disagreement between/or among some adults. The custodial parent is responsible for bringing a copy of the final divorce decree stating custodial rights. It is also the custodial parent's responsibility to inform the school in writing if there are any restrictions on the non-custodial parent included in the divorce decree. If a non-custodial parent is to pick up a student from school, the custodial parent must contact the classroom teacher with a note or letter. If the non-custodial parent is to pick up the student(s) on a regular basis, the custodial parent may write one letter explaining that the non-custodial parent has their permission to pick the student(s) up from school. That letter should have dates and/or days of the week if necessary. That letter will remain in effect until the end of the current school year or until the custodial parent informs the school in writing of any change.

#### **RECORDS AND TRANSFERS**

Each school keeps confidential records on each child. Confidential items are home addresses and telephone numbers, academic achievement scores, health records, attendance, behavior, and standardized tests results. These records are used as an aid to understanding each child so that he/she is provided a more meaningful education. Parents may view their child's records by calling the school for an appointment. The principal or counselor will review/discuss these records with the parent(s). When transferring to another school, the child's records will be sent as soon as a signed release of records form is received. Early notification of plans to transfer is always appreciated. It is the goal of the school to maintain thorough and current academic, medical and legal records. If your child's medical status or legal status should change; copies of these changes are needed to maintain records. Examples of such changes would be doctor's instructions following surgery, immunizations, divorce decrees, custodial agreements, adoption certifications, etc.

#### **PARENT VISITATION AND CLASSROOM OBSERVATION**

The school personnel respect and encourage the parents in their basic responsibilities toward their children and seek to establish friendly and cooperative relationships with the home. Research shows that children achieve higher academic scores when their parents are involved in the children's education. If at any time the parent wishes to visit the classroom, he/she is welcome to do so with prior permission from their teacher(s). Classroom visits of reasonable duration (less than one hour) can be accommodated. Adjustments in the amount of time for the visit can be made where warranted. In this way, the instructional rhythm of the day is preserved. Our primary task is to educate our young people. Parents and friends are welcome to stop for lunch at any time throughout the year. Simply telephone the office to inform them you will be coming in for lunch. Non-custodial parents must make arrangements with the custodial parent in advance. The custodial parent must telephone or send a note to let us know if this visit is okay. In the event of a classroom visit, an appointment should be made with the teacher(s) and then inform the principal. The parent(s) are to contact the teacher and make an appointment if your son and/or daughter experience any problems. **FOR THE SAFETY OF OUR CHILDREN, WE REQUIRE EVERY VISITOR TO STOP IN THE MAIN OFFICE TO SIGN IN WHEN THEY ARRIVE.**

### **INSUFFICIENT FUNDS FOR PERSONAL CHECKS**

Sunman Dearborn Schools will charge a fee of \$20.00 for any checks returned from the bank for insufficient funds. This is above and beyond any fees charged by your bank to your account.

### **EXTRA-CURRICULAR ACTIVITIES**

Organizations such as sports groups, girl scouts, brownies, etc., are not sponsored by the school. Any questions or arrangements should be made outside of school with the leader of the group or organization. If a student is to stay after school or leave with a group, the school office **MUST** receive a signed note from the parent. Students will not be allowed to call from the school office if they do not have a note. The student will be required to ride the bus home.

### **FIRE/TORNADO/SAFETY DRILLS**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado and man-made occurrence drills are executed to make certain all students learn proper safety procedures and adhere to all safety guidelines.

### **CHANGE OF ADDRESS AND/OR PHONE NUMBER**

Parents are asked to notify the school of any change of address or telephone number.

### **TELEPHONES**

The office telephone is for school business and it may be used by students only in cases of emergency with the permission of the secretary or the principal. Students will not be allowed to make calls from the office for Girl Scouts, sports, or any other after-school activity. Arrangements should be made prior to coming to school.

### **ROOM PARTIES**

Parties will be restricted to Halloween, Christmas, Valentine's Day, and "Spring-pling" (BES). Good behavior is expected at all times. **Younger siblings may not attend room parties.** Individual birthday parties that encumber valuable instructional time will not be permitted. Parents will sign-up to help with the classroom parties. Any parent involved with a classroom party must have a limited criminal background check already on file. Due to the high number of parents wishing to be involved with classroom parties the number of parents will be limited. Those parents attending will actively conduct the party. **No uninvolved observers will be permitted.** Efforts will be made to rotate the selected parents who have their completed criminal background checks and been approved by the school principal, so as to allow access to as many parents as possible.

### **BIRTHDAY TREATS**

Please give your child's teacher one-day's notice of your plans to recognize your child's birthday. Due to the fact that many children have food allergies, **birthday treats must be store bought. Treats must follow the Smart Snack guidelines.** This will enable the teacher to check labels for any ingredients that may be harmful to students with food allergies or medical issues. We appreciate your cooperation in this important safety issue. Also, please do not send drinks or games, balloons or flowers as part of the birthday treat. Please see the Sunman Dearborn School Corporation Wellness Policy for further guidance on appropriate foods for school. See Appendix C.

### **INVITATIONS**

If your child is going to bring invitations to school for a party at home, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations in a manner outside of the school setting.

### **ADVERTISING**

Any article for publication first must be approved by the principal. Advertising for nonprofit organizations will be accepted.

### **LIVE ANIMALS AND TOYS**

Live animals should not be brought to school without prior permission from the principal. Electronics such as game-boys, Nintendo systems, iPods, iPads, should not be brought to school.

### **BICYCLES**

Students are not permitted to walk or ride their bicycles to or from school.

### **BULLETIN BOARDS**

All bulletin boards have been assigned to teachers. Permission to use a bulletin board must be granted by the principal.

### **E-READERS (KINDLE, NOOK etc.)**

The elementary schools of Sunman-Dearborn Community Schools understand the importance of reading and the many ways in which today's students can choose to read. The use of E-Reading devices is a privilege, not a right. While the school maintains a no electronic device policy, the use of Kindles, Nooks and other e-Reading devices is supported under the following guidelines:

Use of wireless internet connections will result in a violation of the SDCSC Technology Usage Agreement.

All materials on the device must be appropriate for school use.

The use of E-Reading devices is a privilege, not a right.

E-Reading devices are used in such a way as to support classroom education, not hinder it.

The use of E-Reading devices is optional and will not be a required tool for school. The school or S-DCSC holds no liability for damage, loss, theft, etc. for these items. Items brought to school are the sole responsibility of the students who choose to bring them

### **PERSONAL PROPERTY**

The school is not responsible for any loss of personal property. Books and articles of clothing should have the student's name written clearly in them. Toys are not to be brought to school unless the principal gives special permission. The school is not responsible for any toys, games, electronic devices, cell phones, etc., brought to school. Do not bring baseball or other collector cards or items to school. Any such item brought to school may be confiscated and held by the principal until such time that a parent can pick up the item.

### **BOOK RENTAL**

All textbooks and workbooks are provided on a rental basis. Books are issued to the students at the beginning of the school year. School textbooks should be kept in good condition. Book rental fees are due and payable during book days. Should parents be unable to pay the complete bill, arrangements can be made for deferred payments through the school office. This rental fee includes only books. Each student must furnish supplies as listed on the school supply list.

### **STUDENT INSURANCE**

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the nurse's office. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.



**STUDENT TEACHERS**

At times, there may be a student teacher in your student's classroom. This will be someone who is not licensed, but will have the responsibility of teaching a class. This person will be supervised by classroom teacher.

**INTERNET USAGE**

Students are required to have an electronically signed Internet permission form on file with the school each school year.

**CRIMINAL ORGANIZATIONS**

Participation in Criminal Organizations is strictly prohibited on school grounds. "Criminal Organization Activity"- a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

The following person is designated to handle inquiries regarding the non-discrimination policies of the Corporation or to address any complaint of discrimination:

Dr. Andrew Jackson  
Sunman-Dearborn Community School Corporation  
1 Trojan Place, Suite B  
St. Leon, IN 47012  
812-623-2291

## **Appendix A**

### **Weather Related Closings**

Sunman-Dearborn Community Schools will issue a delay and/or cancel school in case of inclement weather. Delays enable us to have more time to assess weather conditions. Typically, we will delay if road conditions are deemed hazardous or if wind chills are severe. Every effort will be made to inform parents of school delays or closing decisions via designated media and/or C-Notify System by 6:00 a.m... Please monitor local radio and television stations for weather related announcements - do not contact your child's school. Telephone lines need to be kept open for emergency situations.

Please make arrangements in advance for your children in the event that delays and cancellations occur. **YOUR CHILD'S SAFETY IS IMPORTANT TO US.**

#### **School Closings:**

- Schools will not be open to students.
- Practices, games and extra-curricular activities will be canceled.
- School closings are made on a day-by-day basis subject to weather conditions. Please listen to the radio or watch TV each morning during periods of expected bad weather conditions.

**Two Hour Delays:** A two hour weather related delay will provide more daylight, allow additional time for road conditions to improve, and will provide school officials with extra time to monitor changing weather conditions. In severe weather, a two-hour delay may be changed to a school closing. Parents should make plans for supervision of their children during a two hour delay and also have an alternative plan in the event a decision is made to close schools. Buses will arrive two hours later than normal schedule at the schools. Bus drivers will contact parents and students on pick-up times because of the delay.

**Early Dismissals:** Early dismissals will be issued when weather conditions become so severe. It is in the best interest of student safety to close school before the scheduled end of the school day. Early dismissal decisions will be made as soon as possible in the afternoon to allow bus drivers sufficient time to prepare to run their routes. In periods of severe weather, please monitor radio and television to receive notification of early dismissal. The C-Notify System will also be utilized to inform parents of early dismissals.

### **Frequently Asked Questions**

Q: Who makes the decision about school delays and closings?

A: Except in the case of an emergency, the determination to delay or cancel school will be made by the Superintendent. Decisions to delay or close will be based upon information provided by the Director of Support Services and other school officials who will monitor weather and road conditions in various geographic areas of the school district. Weather conditions and road conditions will be observed beginning as early as 4:30 a.m. in order each to make the best possible decisions regarding student safety. Other sources of information that contribute to the decision-making process are the Indiana State Police, the Dearborn and Ripley County Sheriff Departments, the Dearborn and Ripley County Highway Departments, and the Indiana Highway Department.

Q: How are parents notified of weather-related delays, early dismissals, or school closings?

A: Every effort will be made to make a decision by 5:45 A.M. each school day. Designated media will be contacted as early as possible. If a school delay is announced, parents should continue to monitor news media in the event that weather conditions worsen and a school closing is announced at a later time. Please listen to the media for weather announcements and keep current telephone numbers up-to-date for the C-Notify System. **DO NOT CALL YOUR CHILD'S SCHOOL FOR WEATHER RELATED INFORMATION.**

Q: If school is closed, will there be athletic practices and extra curricular activities?

A: When schools are officially closed, athletic practices, games or extra curricular activities will be canceled.  
(See Appendix A for Weather Related Closings).

Q: In severe weather conditions, may parents make a decision regarding school attendance for their child(ren)?

A: It is ultimately your decision as a parent to determine whether or not your children are safe. If the situation appears to be very dangerous, it is up to you to exercise good judgment and determine whether or not to send your child to school. If you do keep your child at home, please call the school explaining the problem. The absence will be excused (will not count toward parental excuses).

Q: What time must students report to classes on a regular schedule?

A: **Building Hours of Operation (Student Attendance)**

East Central High School - 8:12 A.M. to 2:54 P.M.  
Sunman-Dearborn Middle School - 8:12 A.M. to 2:55 P.M.  
Bright Elementary School - 8:00 A.M. to 3:10/3:30 P.M.  
North Dearborn Elementary School - 8:05 A.M. to 3:10 P.M.  
Sunman Elementary School - 8:10 A.M. to 2:55/3:20 P.M

## Appendix B

### Afternoon Pick-up

To ensure student safety and facilitate dismissals, please make note of the following required actions for dismissal of students who do not ride the bus:

- ● All drivers picking up students must park in the parking lot and come up to the building. (The yellow curb is a fire lane and unattended vehicles may be towed.)
- ● Students who are picked up will be dismissed to drivers between 3:00-3:20 only.
- ● Parents that need to get their students from other schools off the bus MUST park in the parking lot and walk on the sidewalk to the bus island. DO NOT cut across the grass. Parents will need to wait until ALL the buses have arrived before proceeding to the bus island to get their students.
- ● Drivers report to the vestibule (area between the two sets of front doors) for student pick up no earlier than 3:00.
- ● Staff will open locked interior door to give parent, guardian or predetermined designated adult a sign-out clipboard. The adult will be required to print their own name in the pick-up column next to the student's name.
- ● Drivers may be required to provide state issued photo ID for confirmation of identity.
- ● Staff member will summon student for departure.
- ● No students will be removed from bus lines without principal or other designated supervisory staff members' knowledge and approval.

## **Appendix C**

### **Nutrition Education Goals**

- Nutrition and healthy living skills shall be taught as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to nutrition, health promotion and disease prevention.
- Each school shall provide for an interdisciplinary, sequential skill-based health education program based upon state standards and benchmarks.
- Students shall have access to valid and useful nutrition and health information, and nutrition and health promotion products and services.
- Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day and as part of before or after school programs.
- Students shall be taught communication, goal setting, and decision-making skills that enhance person, family and community nutrition and health.
- Parents, teachers, school administrators, students, foodservice professionals, and community members will be encouraged to serve as role models by practicing healthy eating.
- Physical Activity Goals
- The school district will comply with the Indiana Physical Education standards.
- The promotion of life-long physical activity will be integrated across the curricula and throughout the school day.
- The allotted time for physical activity will be consistent with the state guidelines.
- At the elementary school level, students will engage in physical activity every day.
- The school district will encourage opportunities for physical activity through after-school programs including, but not limited to interscholastic athletics, the implementation and/or the enhancement of intramural athletics, and physical activity clubs.
- The school district will ensure that all recreational facilities are safe, clean and accessible for all students.
- Faculty and parents will be encouraged to engage in physical activities with students.
- Parents, teachers, school administrators, students, foodservice professionals, and community members will be encouraged to serve as role models by practicing healthy physical activity habits.
- Other School Based Activities Goals
- The school district will encourage healthy food choices at activities outside of the school day.
- The school district will encourage the use of healthy snacks or non-food items as a reward in schools.
- Food from restaurants and soda pop will not be permitted to be brought into the school by a parent or student for their student's or their own breakfast or lunch that will be eaten in the cafeteria.
- Dining areas will be clean, safe, and attractive.
- The school district will ensure that drinking fountains are available in all schools.
- The school district will make efforts to keep school or district owned physical activity facilities open for use by students and community members outside school hours when fiscally possible.
- Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment goals of the school.
- Advertising of foods or beverages in the areas accessible to students during meal times must be consistent with established nutrition environment standards.
- Nutrition Guidelines for all Foods and Beverages Served on Campus during the School Day Goals
- Ala Carte, beverage, and vending machine sales will meet the state requirements and nutrition standards set forth under Senate Enrolled Act 111/Public Law 54.
- Ala Carte sales of food to students will not be allowed at the elementary school level.
- At all schools, vending machines containing food or carbonated beverages will not be accessible to students during lunchtime.
- Healthy food and beverage choices will be offered in vending machines and encouraged at concession stands, and at other school functions.
- The school district will encourage parents to provide healthy snacks and treats, or non-food items, when supplying items for classroom celebrations. [Including no soda pop in K-6 grade level and using proper portions on snacks and treats.
- Child Nutrition Program Goals
- Reimbursable school meals will meet the program requirements and nutrition standards set forth under the 7 CFR Part 210 and Part 200.
- All meals served will comply with federal, state, and local Board of Health requirements.
- Breakfast and lunch will be offered at each school.
- The food service department will strive to increase participation in the available federal Child Nutrition programs, such as the National School Lunch and Breakfast Programs.
- The identity of students receiving free or reduced priced meal benefits will be protected.
- Lunch periods are scheduled as near the middle of the school day as possible.
- Monitoring and Compliance Goals

- The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.
- School food service director and staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent. In addition, the school district will report on the most recent USDA School Meals Initiative review findings and any resulting changes.
- The superintendent or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all parent/teacher organizations, school principals, and school health services personnel in the district.
- The Indiana Health Standards will be available to all schools.
- The Wellness Policy Committee will meet in April of each school year or other meetings as needed to evaluate the effectiveness of the Wellness Policy, and propose any necessary changes. A verbal report of findings will be presented to School Board by designee.
- The School Board will have the final authority to approve or disapprove any changes made to the Wellness Policy

## Appendix D

### Chaperone Guidelines

We do not guarantee that all volunteers will be chosen to chaperone. Some field trips require no chaperones while other require limited numbers. Teachers will make the final decision on numbers needed and who is chosen.

The safety of your child(ren) is of the utmost importance to the staff at Sunman Elementary School. The planned learning experience is a very important part of your child's total educational program. This field trip is part of the curriculum which addresses areas in the Indiana State Academic Standards.

If you are a chaperone, please familiarize yourself with the policies below:

1. The children who are assigned to you are your responsibility. They are to be kept together throughout the entire trip. Please stay with your group and make sure you know where each child is at all times. The children are not to separate from the group for any reason!
2. No younger children are permitted to attend field trips.
3. All chaperones are expected to adhere to the field trip schedule/agenda.
4. No chaperone is permitted to purchase extra items for any of the students.
5. All chaperones are expected to follow and enforce school policies and teacher directives during the field trip.
6. We would like all chaperones to bring a cell phone along on the field trip. In the unlikely event that there is an emergency or accident, the chaperone should have a phone to contact the teacher in charge, as well as authorities if needed. If a group is having difficulty getting back to the bus on time, it will be the responsibility of the chaperone to phone the teacher to inform them of the situation.
7. You are trusted with the well-being of our students. None of the chaperones should favor any child over another and when conflicts occur. It is extremely important to handle them fairly and firmly. The children look forward to these trips and enjoy the experience. Please make sure that they stay with you and follow the rules. If there is a problem, be sure to inform the teacher in charge immediately so they can handle the situation. Any discipline or consequences will be handled by the teacher and not by the chaperone.
8. Criminal background check must already be on file (see page 10).
9. No child may be taken from the trip to go home with parents/chaperones.
10. No alcohol consumption of any kind is permitted before or during the field trips.
11. No use of any tobacco product is permitted while on the field trip.
12. It is not permissible for anyone to show up on location of the field trip and be part of the school group if they have not been approved as a chaperone. This includes public locations such as the zoo or a museum

## Appendix E

ANNUAL AHERA NOTIFICATION  
SUNMAN DEARBORN COMMUNITY SCHOOL CORPORATION  
SCHOOL YEAR 2020-2021

### **AHERA Rule 40 CFR 763**

The Asbestos Hazard Emergency Response Act (AHERA) of 1986, requires that the employees, participants, and students attending our schools be informed of the presence of any asbestos containing materials in the facilities of the Sunman-Dearborn Community School Corporation. The information provided below is a result of federal, state and local inspections.

The asbestos present in the High School is contained within the fuse hoods in the science labs. The material is in a manageable condition and will not cause a hazard to the occupants of the building.

The asbestos present in the Middle School is contained within the fume hoods in the science rooms. The material is in a manageable condition and will not cause a hazard to the occupants of the building.

The three current elementary schools (Bright, Sunman, and North Dearborn) are free of asbestos materials.

A management plan has been written and approved for the control and elimination of these materials. Each building has such a plan of file. ***As part of this management plan, an inspection of all asbestos-containing materials is conducted by Antesco, Inc. every three years with the last being done on January 7, 2016. Additional re-inspections are conducted twice each year by the school corporation.***

Should you have questions regarding the management plan or health risks that might be caused by the presence of asbestos, contact the Director of Support Services at the Central Office or your building Principal.

## Appendix F

### Anti-Harassment (Policy 5517)

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment.

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.



- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

You may access a this entire policy by going to [www.sunmandearborn.k12.in.us](http://www.sunmandearborn.k12.in.us), click on School Board, click on Board Policies, click on Bylaws & Policies on the left side of the screen, click on 5000, click on 5517. If you would like a hard copy mailed to you please contact the Director of Human Resources at 812-623-2291.

## **APPENDIX G**

Dear Parents, Guardians and Students,

One type of meningitis is caused by a bacterium called *Neisseria meningitidis*. Infections caused by this bacterium are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs and even death. The bacteria are spread from close person to person contact through the exchange of nose and throat secretions, by activities such as kissing or sharing eating or drinking utensils. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are two vaccines that can help prevent cases of this disease in teens and young adults. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of children with the meningococcal conjugate vaccine (Menactra and Menveo) at 11 or 12 years of age, with a booster dose of the vaccine at 16 years of age. The booster dose at age 16 provides ongoing protection from the disease after high school.

The state of Indiana requires all students in grades 6-12 to have the appropriate number of meningococcal conjugate vaccine doses. One dose of meningococcal conjugate vaccine is required for all students in 6<sup>th</sup>-11<sup>th</sup> grade. A second booster dose is required for students entering 12<sup>th</sup> grade. These vaccines are a legal requirement for school entry (Indiana Administrative Code 410 IAC 1-1-1) for the 2014-2015 school year.

All students in grades 6-12 must have acceptable documentation of required immunizations on record at the school they are currently attending. An acceptable record includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given.

Many local health departments and private healthcare providers offer this vaccine. Please contact your health care provider for specific instructions regarding your child.

More information about meningococcal disease can be found at:

The Centers for Disease Control and Prevention (CDC) website:  
<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

IN State Department of Health website:  
<http://www.in.gov/isdh/25455.htm>

## Appendix H



# SUNMAN-DEARBORN COMMUNITY SCHOOL CORP

## EXPANDED CRIMINAL HISTORY INFORMATION

Go to: [www.sunmandearborn.k12.in.us](http://www.sunmandearborn.k12.in.us)

1. Scroll over Human Resources on the main menu
2. Click on Criminal History Check
3. Complete on-line Application

YOU WILL NEED TO HAVE A CREDIT CARD NUMBER READY. THE COST IS \$18.00 FOR VOLUNTEERS  
AND  
\$31.50 FOR EMPLOYEES.

*Suggestion: If you are just volunteering, you may consider a \$31.50 employment check if you think you will ever be in a paid position by the corporation (this includes subs, concession workers, etc.) because, any person paid by the corporation must complete a \$31.50 background check even if you have an \$18 volunteer check on file.*

ADDITIONAL CHARGES MAY APPLY IF MULTIPLE COUNTY SEARCHES ARE REQUIRED.

**YOU HAVE WITHIN THE FIRST 5 WORKING DAYS TO COMPLETE THE EXPANDED CRIMINAL HISTORY.**

**BACKGROUND CHECKS ARE GOOD FOR 5 YEARS.**

## Appendix I

### SUNMAN-DEARBORN COMMUNITY SCHOOL CORPORATION STUDENT TRANSPORTATION BUS BEHAVIOR PLAN

Sunman-Dearborn Community School Corporation expects students to be **safe, orderly** and **respectful** when riding the bus.

**Expectations :** Bus drivers/attendants will clearly communicate expectations and reinforce these expectations appropriately and often. Expectations should be based on the student transportation principles of what is **safe, orderly**, and **respectful**. These expectations are provided to all students as the written rules for bus conduct, and they are found in the student handbook.

**Seat Assignments:** Bus drivers/attendants will learn the names of each student and their pick up/drop off locations. Students will be assigned seats as part of the prevention step. Assigned seating will help with:

- Ownership of property surrounding the student seat area.
- Knowing who is on board for emergency purposes.
- Emergency evacuation procedures.
- Improved structure, routine and consistency, especially during loading and unloading process.
- Seating assignments should have High School students to the rear of the bus then Middle School students and Elementary students as far forward as practical.
- Bus seating assignments can be changed at any time by the driver or administrator.

**School Bus Rules:** On the first day of school, students will receive a written copy of the school bus rules. Students will receive ongoing instruction on safe bus riding procedures. **School bus rules will be included in the student handbook, during the registration process all students and parents sign that they have read the handbook. We encourage all parents to review these rules with their children and help instill in their children the importance of safe, orderly and respectful bus behavior.**

- Students should follow the directions of their bus driver/attendant.
- Students should be ready for pick up 10 minutes before the bus arrives, waiting in a **safe** place, clear of traffic and 12 feet from where the bus stops.
- Students will wait for a bus by remaining **safe** on the sidewalk. If there is no sidewalk, students will wait in the driveway and/or next to (but not in) the street. Students must wait until the bus comes to a full stop and door opens (Student Pickup Lights Operating – Red Hazards) before boarding or leaving the bus.
- If students are required to cross the roadway in front of the bus after the bus has stopped, they will have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- Students will go directly to the assigned seat when entering the bus and keep aisles and exits clear.
- Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat ( **safely** seated within the compartment,) and keep hands to themselves ( **respectful** to others and their personal space.).
- Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
- Students may carry only objects that can be held in their laps.
- Students will refrain from using loud voices, profanity, inappropriate language and/or obscene gestures, and **respect** the rights and safety of others.
- Students will not extend head, arms, or objects out of the bus windows or toss or throw items on the bus.
- Students will be totally silent at railroad crossings.
- Students will stay seated and not block the center aisle until time to get off the bus. The driver/attendant will signal when to get up from the bus seat if you are at your stop. Use classroom voices until the unloading (or loading) process is complete. It is an **orderly** way to unload and increases **safety** by minimizing distractions.
- Students will help keep their bus clean and in good, safe condition . Students will **respect** the school property and shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.

**INTERVENTION:** Bus drivers/attendants may use the interventions listed below during the intervention step of the process. A minor offense is considered inappropriate or unsafe student behavior that may be improved with minor assistance from the driver/attendant.

**Documentation:** Bus driver/attendant will fill out a Bus Conduct Report and give it to the school the student attends. Principals are to ensure that the office section of the form is filled out and copies given to appropriate parties i.e. Parents, Transportation, Owners, Drivers and information is put into the student file.

**Verbal Reminder:** Bus driver/attendant will remind the student of the bus rule(s) not being followed.

**Seat Reassignment:** A student’s assigned seat may be changed by the bus driver/attendant when such change may help the student to demonstrate appropriate riding behaviors and/or allow the bus driver/attendant to more effectively monitor student behavior. (*The assignment of seats at the beginning of school is part of the prevention step.*)

**Talk Individually with Student:** Bus driver/attendant will talk individually with the student to determine what steps could be taken to help the student demonstrate appropriate and safe riding behaviors.

**Parent/Guardian Notified:** Bus driver/attendant will complete a Bus Conduct Report Form, which includes written documentation of the student’s inappropriate behavior, with all steps taken by the driver/attendant documented on the form. Bus driver **must** also call the parent. This step initiates the formal progressive consequences listed in the table below. As the table shows, repeat offenses can lead to bus riding suspension.

Any or all of the above steps may be bypassed when student actions are illegal or judged by the driver to be unsafe or disrespectful that immediate corrective action is required. Violations that should be considered major offenses include, but are not limited to the following:

- Throwing objects off the bus
- Fighting (trying to intentionally hurt someone, not pushing or shoving)
- Weapons, dangerous instruments, and explosive / implosive devices
- Threats/bullying (verbal and physical threats)
- Drugs (including alcohol, cigare es, lighters, Vaping/E-cigarettes and vaping products)
- Sexual harassment

Such violations should be reported immediately to the Principal and documented. For these types of violations, consequences will be followed per the student handbook, including suspension and possible recommendation for expulsion.

**CONSEQUENCES** When student behavior escalates beyond a driver/attendant control, the bus driver/attendant will submit a Bus Conduct Report Form to the school administrator.

School administrators will assign appropriate consequences based on a) the severity of the misbehavior and b) number and frequency of the student bus referrals.

	<b>Consequence</b>
<b>1st Referral</b>	Parent notification via telephone by driver
<b>2nd Referral</b>	Parent notification via telephone by school administrator-warning
<b>3rd Referral</b>	1 day bus suspension-parent notification by school administrator
<b>4th Referral</b>	3 day bus suspension-parent notification by school administrator
<b>5th Referral</b>	5 day bus suspension-parent meeting with school administrator
<b>Additional Referrals</b>	Additional bus suspension at the administrator’s discretion, up to suspension for the remainder of the school year

The principal may tailor consequences to account for individual circumstances in each situation. The goal of assigning consequences is to bring about the desired student behavior on the school bus and the Sunman-Dearborn Community School Corporation administration supports any consequence that achieves that goal.