

## WELCOME!

We wish to welcome everyone back to our fine school for the 2007-2008 school year. We all endeavor to work hand in hand. We need students, teachers, and parents working together. Success will come if we all remain focused on accomplishing every task to the best of our abilities. This agenda is designed to help students to stay organized. It also serves to help inform parents so they can be part of the educational process. Teachers benefit from students using this agenda. Using the agenda daily will help students improve study habits and maintain consistency in daily endeavors. Let's all work together for the success of our children.

## GENERAL INFORMATION

Morristown and Waldron Elementaries are self-contained classroom schools with faculties, which stress learning in an orderly atmosphere for successful academic achievement. Our elementaries are first class commissioned schools by the Department of Education, State of Indiana.

**MORRISTOWN ELEMENTARY SCHOOL, P.O. Box 910, Morristown, IN 46161**

**(765) 763-6648**

**WALDRON ELEMENTARY SCHOOL, P.O. Box 38, Waldron, IN 46182**

**(765) 525-6505**

## STUDENT ATTENDANCE POLICY

### INTRODUCTION

Shelby Eastern Schools insists that students be punctual and regular in school attendance. Education is the most valuable undertaking of this school corporation. Formal education is essential for the conservation of our American society. The state of Indiana places education at the top of its priorities. Accordingly, it is the duty of our schools to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved and the dialogue between the teacher and students can never be duplicated. A very high positive correlation exists between formal learning and school attendance. The purpose of this policy is to encourage academic effort by discouraging unacceptable absenteeism, which demonstrates a lack of effort. Therefore, the following attendance policy is enforced in our schools.

### GENERAL GUIDELINES

1. The student and his/her family or legal guardian has the primary responsibility for insuring school attendance.
2. Parents or guardian should schedule medical or other appointments outside of the regular school day.
3. Families should plan family vacations during school vacations to avoid student absences from school.
4. The school may assign before-school, after-school, and/or Saturday School assignments to supplement missed classroom work.
5. Students unable to attend school will not be permitted to work at, attend, or participate in extracurricular activities after school unless approved by the principal or designee.

### STUDENT AND PARENT RESPONSIBILITIES

1. Students and parents are responsible for the verification of every school absence by contacting the school.
2. Whenever students leave the school building during the school day, they must have parental or administrative permission and sign out from school with approval from school officials. Students leaving school without permission are considered truant.
3. Students should complete all classroom work missed because of an absence from school, but credit will be granted only for excused absences.
4. Students and teachers should work together to complete all make-up work within five (5) school days unless school officials grant additional days for special circumstances.
5. Students and parents have the right to appeal any school-based decision in compliance with this policy by notifying the Superintendent of Schools in writing within five (5) school days of such decision.

### SCHOOL RESPONSIBILITIES

1. Each school will provide incentives for student attendance by providing a rich and varied learning environment.
2. Each school will develop a system for monitoring student attendance and tardiness and for discouraging absenteeism.
3. Each school will maintain detailed records of student attendance.
4. Each school will identify students who have a pattern of poor attendance and/or excessive tardiness and work with the school officials for improvement.
5. Each school will verify all attempts to contact the student and parents. A plan of action will be developed to avoid a more serious attendance problem.

### DEFINITIONS

**TARDY:** A STUDENT WHO IS NOT IN HIS/HER ASSIGNED SEAT AT 8:20 A.M. AT WALDRON ELEMENTARY AND AT 8:15 AT MORRISTOWN ELEMENTARY IS CONSIDERED TARDY. TARDINESS IS A VIOLATION OF SCHOOL POLICY.

**TRUANCY:** A STUDENT WHO IS ABSENT FROM SCHOOL WITHOUT ANY ADVANCE NOTICE AND HAS NO VALID EXCUSE IS CONSIDERED TRUANT. TRUANCY IS A VIOLATION OF SCHOOL POLICY.

### ATHLETIC AND EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Students participating in extracurricular activities are expected to be good students. Boys and girls wishing to participate in extracurricular activities will not be allowed to participate if their nine-week report card or 9 weeks Progress report shows one or more F's, two or more D's or one or more U's. Students can reestablish eligibility with midterm or 9 week grades that meet the eligibility requirements. However, students can become ineligible if their grades drop below the standard. Students are expected to have a physical on file before participating in athletic events.

### BOOK RENTAL FEES PAYMENT

Book rental is due at the beginning of the school year. To be successful, students must have the necessary books and supplies needed in their classrooms. If a situation exists in your family, which would make full payment of your book rental a financial hardship, you may wish to initiate an installment payment plan, which will satisfy the debt. Installment arrangements may be made through the school office. Textbook assistance applications are also available. Thank you for your cooperation and support. If there is anything you wish to discuss about book rental, please call or schedule a conference to talk to the principal.

IT IS OUR POLICY TO INITIATE LEGAL ACTION TO COLLECT UNPAID BOOK RENTAL FEES. ALL FEES MUST BE PAID BY APRIL 15<sup>TH</sup>.

### SHELBY EASTERN SCHOOL BUS RULES FOR PUPILS

School bus drivers are to have control of all school children conveyed between the homes of the children and the school building as well as the return. The driver shall keep order, maintain discipline among the children while on the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers.

1. Each pupil shall be seated immediately after entering the bus.
2. No pupil shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his/her station, the school bus driver shall use his/her discretion in waiting for the student.
8. Upon recommendation of the school bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who fails to abide by the established rules.
9. There is to be no eating of or drinking on a school bus.

### BUS DISCIPLINE

All bus drivers are held responsible for the discipline on their bus. Drivers shall enforce all of the "rules for pupils" that have been distributed to each pupil. It is expected that all drivers shall maintain good bus discipline. A due process procedure has been established to handle all disciplinary incidents on buses in the Shelby Eastern Schools.

### MINOR INCIDENTS:

Step #1. The driver shall hold a conference with the offending student following the first offense.

Step #2 The driver shall contact the parent if Step #1 is not successful.

Step #3 A conference is held between the driver, the offending student, and the principal. If this does not solve the problem,

Step #4 The driver shall notify the principal who shall arrange a conference with the driver, principal, the offender, and the parents. If this does not solve the problem,

Step #5 The parents shall be notified by the principal that the offender shall be barred from the school bus for a period of time as recommended by the principal and subject to approval by the superintendent.

**MAJOR INFRACTIONS** shall be handled immediately as the driver thinks proper, and then at the earliest moment the major infraction is to be reported to the principal for further consideration.

**DRIVERS ARE ENCOURAGED TO BE CONSISTENT AND TO TREAT ALL CHILDREN FAIRLY AND EQUALLY.**

### CAFETERIA

Parents are welcome to come to our schools and eat lunch with their children at any time. If you plan on eating lunch with your child, please call the school secretary before 9:00 A.M. to let us know your intentions. This will insure that your lunch will be included in the daily lunch preparation count.

Students eating school lunches need to bring the proper amount of lunch money to school. Parents paying for lunches by check should make their check out to the school (Morristown Elementary or Waldron Elementary).

Prices of all meals and milk are established by the Board of Education and will be set prior to the beginning of each school year. Students may bring a sack lunch (or lunch boxes) to be eaten in the cafeteria. Milk is available to those students bringing their lunches at a cost of twenty-five cents. Candy and soft drinks soft should not be sent in a sack lunch.

Free and reduced price cafeteria applications will be sent home with each student at the beginning of the school year or may be picked up at the school office any time during office hours.

Menus are provided to each student in grades 1-5.

**If a student forgets lunch money, he/she may "charge" one lunch. Charges must be paid before further credit is allowed. A student behind in payment may be given a reduced price alternative lunch.**

### CAFETERIA CONDUCT

Students in the elementaries are encouraged to quietly talk with their friends during the lunch period. During the lunch period, the students are expected to behave in the cafeteria in such a way that they represent the school and their parents in a good manner. To help students with this task, the following rules apply to the cafeteria.

1. Students are to walk in the cafeteria at all times.
2. Students are to sit at the cafeteria tables with their feet placed under the table and not out in the aisle.
3. Students are to keep their hands and feet to themselves.
4. Students are to keep their hands off of other people's property, including such things as: food, trays, lunch boxes, books, papers, etc. No food trading.
5. Students may talk in a quiet, indoor tone to their friends sitting around them.
6. Students are expected to follow the directions given by those adults assigned to supervise the cafeteria.

## CITIZENSHIP AND CONDUCT

Students are expected to behave in such a way that both parents and school personnel can be proud of them. Most of our students do an excellent job with this expected standard. A basic guideline for students to follow is: **RESPECT YOURSELF, RESPECT OTHERS, AND RESPECT THE PROPERTY OF OTHERS. All students are expected to treat others as they wish to be treated.**

STUDENTS SHALL:

1. Walk at all times while in the building. (Exception: Physical Education)
2. Talk to teachers and other adults in a polite, respectful manner.
3. Dress in a proper way for school. Midriff tops and short shorts are not acceptable for school. Students may not wear clothing that advertises directly or indirectly alcohol, drugs, or illegal or immoral activity. No "bagging" pants or spray coloring of hair, which draws attention or causes possible disruption to learning will be allowed. Students wearing inappropriate clothing will be asked to call their parents to bring an appropriate change of clothing.
4. Keep hands, feet and body to themselves at all times.
5. During snowy weather, refrain from picking up or throwing snow on the way to and from and during school.
6. Take care of their own belongings and respect the property of others. **Parents will be responsible for damage to personal or school property.**
7. Candy or gum is not to be at school.
8. Fire and disaster drills are serious business and should be treated seriously. Students should always be on their best behavior during these drills.
9. Students must bring only school related items unless directed by school officials. Items such as Gameboys, Cell Phones, MP3 Players, CD players should not be at school.

The following items will be considered **SERIOUS CASES OF MISCONDUCT** and will be dealt with in a fair, but strict manner.

1. Use of alcohol, drugs, and tobacco. Students caught using, possessing, or dealing with drugs will be turned over to the proper authorities.
2. Misuse of computers, technology, network or the Internet.
3. Fighting or threatening any student for the purpose of extorting money or other personal items of value.
4. Stealing.
5. Creating any type of disturbance or displaying any type of behavior, which disrupts the classroom or school-learning environment.
6. Vandalism or defacing of school property at anytime.
7. Cursing or any use of foul, crude language.
8. Defiant or disrespectful behavior toward any member of the school faculty or staff.
9. Any act which would be considered in violation of the laws of the State of Indiana.
10. Knives, matches, and other dangerous items are to remain at home. Knives and other dangerous items will be confiscated from the students and returned only if a conference is held between the student, his/her parents and the principal.

It is mandatory that any student in possession of a gun or other firearm be expelled for a period of one (1) year. Further, any threat of the use of a firearm or explosive towards any person, persons or school facility shall constitute grounds for immediate suspension and eventual expulsion.

**ANY VIOLATION OF THE ABOVE RULES MAY RESULT IN:**

1. Loss of privileges.
2. In-school suspension.
3. Corporal punishment.
4. Detention, after school, parents will be required to pick their child up from school.
5. Suspension from school.
6. Expulsion from school.
7. Any other punishment, which would be reasonable and fair.

## COUNSELING

A school counselor is available for elementary students. Students may be referred to the counselor by a teacher, parent or the principal. All requests must go through the principal's office.

## GRADES AND REPORT CARDS

Students receive a report card four times on a quarterly basis during the school year. Report cards are sent home with the students the week following the end of a nine-week grading period. In order to better interpret the grade your child earns, the scale below will help you.

A+ = 99-100	B+ = 93-94	C+ = 85-87	D+ = 75-76	F = 0-69
A = 97- 98	B = 90-92	C = 80-84	D = 72-74	
A- = 95- 96	B- = 88-89	C- = 77-79	D- = 70-71	

E	=	Excellent
S	=	Satisfactory
U	=	Unsatisfactory

## HONOR ROLL

Honor rolls may be established for students in grades 1-5. Honor rolls are for students receiving all **A's, B's, E's and S's** in work that is at or above grade level. Honor roll will include all subjects. Other distinctions or honors given in the elementary schools shall be at the discretion of the professional/administrative team.

## ENROLLMENT CARDS

Parents enrolling their children at Morristown or Waldron Elementaries will need to fill out enrollment cards. Enrollment cards are to be filled out and returned to the school at the beginning of each school year. It is important to fill out the cards as soon as possible in order to provide emergency information should your child become ill or injured. Your cooperation in this matter is greatly appreciated. We ask parents cooperation in keeping these enrollment cards current at all times. **PLEASE INDICATE IF YOU HAVE AN UNLISTED TELEPHONE NUMBER.**

## HEALTH INFORMATION

**FIRST AID:** Minor injuries may be cared for by general first aid. If any question exists, it is the policy of the school to contact the parents and arrange for the child to be taken home. On the enrollment card, there is a space for telephone numbers where the parent or person to call may be reached in the CASE OF AN EMERGENCY. Please fill in this card properly at the beginning of the year and inform the school office of changes during the year. We aim to serve you best; therefore, your cooperation is appreciated. Your child is always important to us. We want him/her to be kept safe.

**HEALTH RECORDS:** Health records are required by law and are now a very important part of your child's folder of information. Please have all proper forms complete and on file. We must have these records.

**ILLNESSES:** If your child becomes ill at school, we will make every attempt possible to contact you whether at home or at work. Unless a child has a fever or it has been verified that your child has vomited, we will not call. In cases where the student comes to the clinic and has not vomited or doesn't have a temperature, we will have the child lie down for a while and then return the child to the classroom.

**IMMUNIZATIONS:** These are the requirements for your child to enter school according to our Indiana State Health Laws. (Indiana Code #20-8.1-7-9.5) School officials may exclude students from school attendance according to Indiana law if parents do not have the proper immunizations for their child.

**MINIMUM REQUIREMENTS FOR SCHOOL ENTRY:** When a child enters a school corporation for the first time at any level, his/her parents/guardian must show either that he/she has been immunized, or that parental or medical objection to immunization has been filed. Children entering Kindergarten or Grade One **MUST** receive:

Five(5) doses DPT - diphtheria-pertussis-tetanus      Two(2) doses MMR      One(1) dose Varicella vaccine or signed note from  
Four(4) doses OPV - oral polio vaccine      Three(3) doses Hepatitis B      parent giving date child had chickenpox disease.

Please help us by reviewing your records and making sure the school has all the needed dates. Contact the Shelby County Health Department (392-6470) for the clinic hours or call the school for the information. A licensed nurse handles all immunization records.

**INJURIES:** If a child is seriously injured at school, we will make every attempt possible to notify the parents. If we cannot reach the parents or any other designated adult, we will take the following steps:

1. Notify the emergency numbers listed on the enrollment card.
2. Call for an emergency vehicle if needed.
3. Accompany the child to the emergency room.
4. Continue to try and reach the parents of the student.

**INSURANCE:** Parents are responsible for any medical costs incurred for treatment of their child for any illness or injury occurring to their child during any period of time the school is providing any supervision of your child. Parents have the opportunity to purchase student insurance up to 30 days after the date of enrollment. Forms are sent out for this low-cost insurance at the beginning of the school year. Additional forms are kept at the school office and will be made available to new students.

**MEDICATION POLICY:** So that problems can be eliminated concerning the administration of medicines, the following criteria must be met before medicine will be given. We will give medicine only if:

1. The parents send a note giving us permission with specific instructions. A note from the doctor is needed for medicine given for an extended period of time, prescription or over-the-counter, or if requested by school nurse.
2. The medicine is in the proper prescription bottle or original container with the child's name, the name of the medication and the dosage with the times to be given.
3. The child remembers to come to the office at the specified time.
4. Medication will **not** be sent home with students according to Indiana State law, so send only the amount of medication to be given at school.
5. No student may carry medication on his/her person or keep it in the classroom with the exception of emergency medicines such as inhalers or Epi-Pens. This requires written permission from **both** the parent and doctor specifically stating that the student may carry the medication with him/her at school.

If we follow these rules, not only will it help those administering the medicines, but also it will help teach the children they must give a good reason for taking medicine.

**MOUTH RINSE:** Students in grades K-5 may participate in the fluoride mouth rinse program sponsored by the Waldron and Morristown P.T.O.'s. Additional information and permission slips will be sent home when the program begins each year.

**SCOLIOSIS SCREENING:** Students in grade 5 will be given a scoliosis exam during the school year. Parents will be advised of the results if there is a concern for the students to see a physician. Because state law requires it, a permission slip will not be required.

**SPEECH AND HEARING:** Kindergarten, first grade, new students and referrals are tested for hearing problems by a speech and hearing specialist each year. After a conference is held between the parents and the speech and hearing specialist, those students who have speech and hearing problems will be seen by the specialist. This screening is in no way a substitute for proper diagnosis by a physician.

**VISION SCREENING:** Vision screening starts in October for grades 1 and 3. Referrals and new students will also be screened. Countywide Kindergarten screening is in November. This screening is in no way a substitute for proper diagnosis by a physician.

**HEAD LICE:** After the common cold, head lice are more common than all other childhood diseases combined. For this reason, Shelby Eastern observes a "nit free" protocol. Any student who is found to have head lice or nits (eggs) will be sent home. The student may return to school only after proper treatment and being rechecked by school personnel.

## DRILLS

By law, schools must conduct one fire drill per month and two emergency drills per semester. Whenever the signal for a drill is given, students are to move from their classroom to the designated drill area in a quiet orderly way.

## EMERGENCY SCHOOL CLOSING

If weather or any other emergency should make it necessary to call off school, one should rely on the following radio and television stations to provide announcements and information regarding any alteration of the school schedule. If school-starting time is delayed, it will always be for two hours. Kindergarten will be on an alternative schedule: AM 10:00 to 12:00 and PM 1:00 to 3:00. There will be no morning Preschool when we have 2 hour delays.

WRTV - Channel 6  
WISH - Channel 8

WTHR - Channel 13  
WKWH - 94.3 FM

WIBC - 1020 AM  
WFMS - 95.5 FM

WZPL - 99.5

### **HOMWORK**

Students will be required to complete some assignments at home. Parents can help their children a great deal by doing the following things:

1. Provide a quiet place for the child to work. This area should be away from distracting noises such as television, radio or family noises.
2. Encourage your child to do a good job on his/her work.
3. Help your child when he/she is stuck, but don't fall into the trap of doing the work for the child. The child ends up the loser in that type of situation.
4. If your child gets frustrated with the homework assignment, take time to talk about the problem and help him/her work through the assignment. As a parent, you may be able to help your child look at different ways to solve a sticky problem.
5. If you have questions regarding your child's work, call the teacher and request a conference in order to gain further suggestions for helping your child.

### **KINDERGARTEN AND FIRST GRADE ADMISSION REQUIREMENTS**

Any child enrolling in kindergarten must have turned five on or before August 1st of the current year. Any child enrolling in first grade must have turned six on or before August 1<sup>st</sup> of the current year and should have completed an accredited kindergarten program.

### **LOST AND FOUND**

Articles found on the school grounds and in the building will be turned in to the school office. Students should check there for all lost articles.

### **PARENT-TEACHER CONFERENCES**

We are pleased to invite you to conference days for your child. This will allow you to take advantage of a very important phase of your child's life, learning of his/her progress in school. Conferences will be scheduled for short periods of time. As these conference times are on a tight time allotment, please honor these scheduled times. We have attempted to be as considerate of everyone as we could. Not all "best" arrangements are possible. There may be a need to set up additional conferences during the school year. If parents desire a conference, they may schedule it through the school office. If there are any questions or concerns, please contact the school and we will see what can be done to accommodate you. Communication and cooperation are two important keys to school success. It is the policy of Shelby Eastern Schools to encourage Parent/Teacher Conferences at any time.

### **PLAYGROUND RULES**

1. Students must walk quietly in a line to and from the playground.
2. Students should play on asphalt on muddy days.
3. No climbing on the fences.
4. Students are to keep off of the tennis nets and away from the concession stands.
5. Only school students and employees are permitted on the playground during school hours.
6. Students must remain in areas of plain view for supervision.
7. Gum, drinks or glass containers are not allowed on the playground.
8. Picking up or throwing rocks or snowballs is not permitted.
9. Running is permitted but NOT in the equipment area.
10. No tag or tag-like games permitted.
11. No rough play. Hitting, kicking or pushing others is never allowed.
12. Equipment is to be used only as it was designed. Tennis only on tennis courts.
13. Swinging must be done in a seated position. NO JUMPING OFF! NO PUSHERS!
14. Passing ball back and forth, gymnastics, or any other activities that may put others at risk must only be done in designated areas and with the supervisor's permission.
15. Supervisor must rule on any other issue not covered by these rules in the interest of child safety.
16. Students may never go back into the building unless given permission to do so from the teacher on playground duty.
17. FIGHTING IS NEVER TOLERATED.

### **SCHOOL DAY**

The school day begins with the unloading of the first bus in the morning. The doors to the elementaries are opened at that time. Students arriving after 8:30 A.M. at Waldron and after 8:15 at Morristown will be considered late. School is dismissed at 3:00 P.M. at Waldron and 3:05 P.M. at Morristown when bus riders are dismissed. Parents who drive children to and from school **must avoid the bus zones in front of the building** while the busses are present. Parents may let children out at the west door of Waldron Elementary or the west side of Morristown Elementary. There are safe walkways from there to the entrance doors.

### **SCHOOL TOURS AND FIELD TRIPS**

All students leaving school under the guidance of school personnel shall abide by the direction, rules and regulations of the person or persons in charge. These students are expected to exhibit their best manners and behavior at all times. Signed parent permission slips will be required before students are allowed to participate on any tour or field trip. Parents volunteering as chaperones are asked to get a limited criminal history check. Forms are available in the school office and will be done at no charge.

### **SPECIAL EDUCATION**

Special education services are available for those children who are recommended by a case conference committee and who are eligible under state and federal regulations. Parent permission is required for these services.

### **STUDENT DISMISSAL**

Parents need to notify the school and the bus driver by letter or phone if their child is going home by any other way than what is customary. We request this in order to protect the students from leaving school with unauthorized persons.

### **USE OF TELEPHONE**

Only in cases that involve illness or extreme circumstances do we allow children to use the school telephone during school hours. If your child is to remain at school for an activity, he/she must have a permission slip. Our schools' telephones are quite busy and students need to learn to be responsible for returning permission slips, making prior arrangements, and following directions from parents and teachers.

## VISITORS

We encourage visitors to our schools. In order not to interrupt the school day, specific guidelines must be followed:

1. Always report to the office upon entering the school. If you need to see your child, one of the office staff will go and bring them to you.
2. A visitor's badge is provided and must be worn.
3. Please give the school 45 minutes notice if you would like to have a conference with a teacher or you desire to visit in a classroom. We want every child to have the opportunity to learn without unnecessary interruptions. Thanks for your cooperation.

## WITHDRAWALS

If you are withdrawing your child from either elementary school, we request that you contact the school office. This will help us in keeping accurate school records.

## IMPORTANT POINTS FOR SCHOOL SUCCESS

The following suggestions may help insure better progress in school for your child.

1. Talk with your child each day about school.
2. Read stories to your child.
3. Have your child read to you.
4. Check to see if your child has homework and if it is completed.
5. Show interest in work completed.
6. Provide time in your busy family schedule for your child to study.
7. Provide a spot for your child to occupy for the purpose of studying.
8. Stress good daily manners. Teach courtesy to others.
9. Encourage your child to participate in school activities.
10. Check with your child's teacher for periodic reports of progress.

## NON-DISCRIMINATION AND SEXUAL HARASSMENT STATEMENT

It is the policy of the Shelby Eastern Schools not to discriminate on the basis of color, religion, gender, national origin, age, limited English proficiency, or disability, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1) Title VI and VIII (Civil Rights Act of 1964) the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 Rehabilitation Act of 1973. It is the policy of the Shelby Eastern Schools to maintain learning and working environment that is free of sexual harassment. Inquiries regarding compliance with this policy may be directed to the Superintendent of Shelby Eastern Schools, 2451 North 600 East, Shelbyville, IN 46176.

## SEARCH AND SEIZURE ON SCHOOL PREMISES OR DURING A SCHOOL ACTIVITY

This policy was adopted in accordance with Public Law 148 and is recommended by the Indiana Department of Education. This policy represents a sincere effort to balance the rights of students with the need for school officials to find and remove items, which threaten the health, safety or the learning atmosphere in our schools.

- (A) As used in this section "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of
- (1) evidence of a violation of the student conduct standards contained in the student handbook;
  - (2) anything which because of its presence presents an immediate danger or physical harm or illness to any person
- (B) All lockers and other storage areas provided for student use remain the property of the school corporation and are provided for the use of students subject to or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
- (1) The principal, or member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
  - (2) The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- (C) The principal, or other member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. This search may include:
- (1) searches of the pockets of the student,
  - (2) any object in the possession of the student such as a purse or briefcase, and /or
  - (3) a "pat down" of the exterior of the student's clothing
- Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with sub-section G of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being search shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
- (E) Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:
- (1) seized and admitted as evidence in any suspension or expulsion proceeding.
  - (2) returned to the parent or guardian of the student from whom it was seized,
  - (3) destroyed if it has no significant value or turned over to any law enforcement officer in accordance with sub-section G.
- (F) Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
- (1) returned to the parent or guardian of the student from whom it was seized,
  - (2) destroyed, or
  - (3) turned over to any law enforcement officer in accordance with sub-section G.
- (G) The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to: (1) search any area of the school premises, any student, or any motor vehicle on school premises;
- (2) identify or dispose of anything found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

## **EDUCATIONAL RIGHTS AND PRIVACY ACT**

On August 21, 1975, the United States Congress adopted an amendment to the General Education Provisions Act called "Family Educational Rights and Privacy Act of 1974" dealing with student records. The "Family Educational rights and Privacy Act of 1974" was itself further amended by Congress on

December 19, 1974, and in June 1976 the U.S. Department of Health, Education, and Welfare (HEW) promulgated regulations to clarify and effect the purposes of the Act.

In broad outline, this Act provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parents' right under this Act extends until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, only the student may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times and in certain circumstances in accordance with school policy to purchase a copy of such reports.
4. The parent has a right to have a record corrected if it "is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the students."
5. If, as a result of a hearing, the school decides that the information in the record is not "inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the student," a parent has the right to place in the education records of his/her child a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school to leave the contested information in the student's record.
6. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a "legitimate educational interest" in the student are exempted from this requirement by the Act.
7. Certain persons may examine student records without a parent's consent. These include school officials, including teachers who have "legitimate education interests", officials of other school or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
8. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
9. A copy may also be furnished pursuant to a court order to subpoena, but only if the parents are given advance notice.
10. Shelby Eastern Schools will forward educational records to officials of another school or school system in which the student seeks or intends to enroll without the written consent of the parent of the student or the eligible student.
11. Certain "directory information" including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received and other similar information such as making the Honor Roll may be released without parental consent unless the parents notify the school district in accordance with the Students Records Policy that they do not want certain designated directory information released without prior consent. Denial of permission to release certain directory information forms may be obtained from the principal's office or from the office of the Superintendent of Schools.
12. Pursuant to IC 20-10,1-22,4-2 a school is required to allow a custodial parent and a non-custodial parent equal access to a student's school records.

The Board of School Trustees has adopted a policy implementing the provisions of this Act. A copy of this policy and the Act are on file and available for inspection at the office of the Superintendent of Schools.

### **UNAUTHORIZED USE OF SCHOOL PROPERTY**

Any student or other person that is found upon school grounds or in school buildings at any time outside of school hours or without permission of the proper authorities shall be subject to prosecution in a court of appropriate jurisdiction.

### **APPEAL PROCEDURE**

It is the policy of the Board to afford every individual having a complaint an orderly procedure for filing such a complaint so that he/she may have his/her complaint properly and carefully attended to, and in order that any person in respect of whom such a complaint is made may be properly protected. Persons wishing to register a complaint or concern in regard to disciplinary action including corporal punishment should first discuss the matter with the individual teacher involved. If not satisfied, the discussion should continue with the building administrator. If further discussion is desired, it should be directed to the central administrative office. Unresolved matters may be appealed to the Board of School Trustees. The procedure for appeal in cases of suspension, expulsion, and exclusion is contained in the student Due Process Manual as adopted by the Board of School Trustees as per IC 20-8.1-5.

### STUDENT HAZING AND BULLYING

The School Board believes that “hazing” and “bullying” activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, off school property at a school activity, function, or event, traveling to and from school or school activity function or event; or when using property or equipment provided by the school; and at any Corporation school sponsored event.

Hazing shall be defined for purpose of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any Class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an Individual subjected to hazing shall not lessen the prohibitions contained in this policy.

**Bullying shall be defined for purpose of this policy as performing any act by a student or groups of students against another student with the intent to harass, ridicule, humiliate, harm or threaten the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed or any similar behavior.**

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

**Administrators, faculty members, and other employees of the Corporation shall be alert particularly to situations, circumstances, events, and Behavior which evidences forms and actions of bullying. Parents and/or students who suspect repeated acts of bullying are occurring are encouraged to report the matter to the school principal or a designee. All reports of bullying shall be investigated. Administrators and faculty members shall utilize counseling, corrective discipline, and/or referral to law enforcement to change and alter the behavior of the perpetrator.** The Superintendent shall distribute this policy to all students and Corporation employees, and shall incorporate it into building staff, and student handbooks. It shall also be subject of discussion at employee staff meetings or in-service programs.