



## **Southwestern Elementary**

3406 W 600 S

Shelbyville IN 46176

317-729-5320

## **Student/Parent Handbook**

### ***Principal's Message: Ms. Beth Hoeing***

Welcome to Southwestern Elementary School! We believe that all students deserve a nurturing and supportive learning environment with a positive school- home partnership. In order to ensure this type of relationship, it is important that the school and home have open communication. This handbook is designed to create an effective way to communicate the expectations at Southwestern Elementary School. Please read the handbook and keep it in a safe place for your reference. If you have questions, or need clarification, please contact the school at 317-729-5320 for assistance.

We look forward to a wonderful school year. The staff at SWE is excited to share the journey of your child's learning with you. We appreciate all you do at home to support our students, staff and school. Thank you for your participation in the SWE learning community.

### **Southwestern Elementary School**

#### **Mission Statement**

Southwestern Elementary's mission is to educate all students to high levels of personal academic growth and performance by aligning curriculum and instructional practices to state and national standards. The entire staff will collaborate to provide a comprehensive support system to assure professional and academic accountability.

#### **Student Handbook Adoption**

The Southwestern Elementary School Student-Parent Handbook and the inclusive policies and procedures have been presented to the Superintendent of Schools and the Board of School Trustees of Southwestern Consolidated Schools. This handbook is approved and adopted by the Board of School Trustees.

#### **Discrimination and Harassment Statement**

Southwestern Consolidated School District of Shelby County does not discriminate or permit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information in matters of employment or educational services as required by the Indiana Civil Rights Act; Public Law 218; Titles VI and VII (Civil Rights Act 1964); the Equal Pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142; and Public Law 93-112, Section 504.

Harassment, whether verbal, physical, or visual, that is based on any of the above characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive as an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence.

If you have experienced discrimination or harassment, written inquiries about procedures and for consideration of complaints alleging such discrimination/harassment should be directed to the Superintendent:

**Southwestern Consolidated Schools**

**3406 W. 600 S.**

**Shelbyville, IN 46176**

**Telephone 317-729-5746**



## Southwestern Consolidated Schools Board of Education

**President:** Mr. Derrick Tennell   **Vice President:** Mr. Isaac Pile   **Secretary:** Mr. Travis Beck

**Members:** Mr. Brad Stamper   Mrs. Blake Newkirk   Mr. Dustin Simpson   Mr. Jon Deater

### Central Office Administration

<b>Administrative Assistant:</b> Mrs. Jordan Bledsoe	<b>Human Resources:</b> Mrs. Jessica Blackwell
<b>Business Manager:</b> Mrs. Bonnie Thopy	<b>Corporation Nurse:</b> Mrs. Tylynn Routier
<b>Facilities Manager:</b> Mr. John Fix	<b>Food Service Director:</b> Mrs. Brisha Dunbar
<b>Technology Director:</b> Mr. Zachary Sprout	<b>High Ability Coordinator:</b> Ms. Beth Hoeing
<b>Special Education Director:</b> Ms. Ashley Landrum	<b>EL Coordinator:</b> Ms. Beth Hoeing



**Southwestern Elementary School Staff**

<p><b>Principal</b> Ms. Beth Hoeing (<a href="mailto:bhoeing@swshelby.k12.in.us">bhoeing@swshelby.k12.in.us</a>)</p> <p><b>Assistant Principal</b> Mrs. Cecilia Goh (<a href="mailto:cguh@swshelby.k12.in.us">cguh@swshelby.k12.in.us</a>)</p>	<p><b>Secretary/ECA Treasurer</b> Mrs. Candy Hudson (<a href="mailto:chudson@swshelby.k12.in.us">chudson@swshelby.k12.in.us</a>)</p> <p><b>Title I / Curriculum</b> Ms. Ashley Fivecoat (<a href="mailto:afivecoat@swshelby.k12.in.us">afivecoat@swshelby.k12.in.us</a>)</p>
<p><b>Preschool</b> Mrs. Tracy Sipes (<a href="mailto:tsipes@swshelby.k12.in.us">tsipes@swshelby.k12.in.us</a>) Mrs. Elayne Spongberg (<a href="mailto:espongberg@swshelby.k12.in.us">espongberg@swshelby.k12.in.us</a>) Ms. Lisa Booth (<a href="mailto:lbooth@swshelby.k12.in.us">lbooth@swshelby.k12.in.us</a>)</p>	<p><b>Kindergarten</b> Mrs. Caitlin Kuhn (<a href="mailto:ckuhn@swshelby.k12.in.us">ckuhn@swshelby.k12.in.us</a>) Ms. Cynthia McElroy (<a href="mailto:cmcelroy@swshelby.k12.in.us">cmcelroy@swshelby.k12.in.us</a>) Miss Emma Arcand (<a href="mailto:earcand@swshelby.k12.in.us">earcand@swshelby.k12.in.us</a>)</p>
<p><b>Grade 1</b> Ms. Britney Taylor (<a href="mailto:btaylor@swshelby.k12.in.us">btaylor@swshelby.k12.in.us</a>) Mrs. Abbi Harter (<a href="mailto:aharter@swshelby.k12.in.us">aharter@swshelby.k12.in.us</a>) Mrs. Carole Ellinghausen (<a href="mailto:cellinghausen@swshelby.k12.in.us">cellinghausen@swshelby.k12.in.us</a>)</p>	<p><b>Grade 2</b> Mr. Marty Robinson (<a href="mailto:drobinson@swshelby.k12.in.us">drobinson@swshelby.k12.in.us</a>) Mrs. Rachael Barlow (<a href="mailto:rbarlow@swshelby.k12.in.us">rbarlow@swshelby.k12.in.us</a>) Mrs. Ashley Verseman (<a href="mailto:averseman@swshelby.k12.in.us">averseman@swshelby.k12.in.us</a>)</p>
<p><b>Grade 3</b> <b>Math</b> Mrs. Madison Thomas (<a href="mailto:mthomas@swshelby.k12.in.us">mthomas@swshelby.k12.in.us</a>) <b>Reading/Language Arts</b> Mrs. Amber Fiesbeck (<a href="mailto:afiesbeck@swshelby.k12.in.us">afiesbeck@swshelby.k12.in.us</a>)</p>	<p><b>Grade 4</b> <b>Math</b> Mrs. Aubrey Woolery (<a href="mailto:awoolery@swshelby.k12.in.us">awoolery@swshelby.k12.in.us</a>) <b>Reading/Language Arts</b> Miss Yvette Clemons (<a href="mailto:yclemons@swshelby.k12.in.us">yclemons@swshelby.k12.in.us</a>)</p>
<p><b>Grade 5</b> <b>Math</b> Miss Grace Laker (<a href="mailto:glaker@swshelby.k12.in.us">glaker@swshelby.k12.in.us</a>) <b>Reading/Language Arts</b> Mrs. Kylee Rehmer (<a href="mailto:krehmer@swshelby.k12.in.us">krehmer@swshelby.k12.in.us</a>)</p>	<p><b>Grade 6</b> <b>Math</b> Miss Mackenzie Riffey (<a href="mailto:mriffey@swshelby.k12.in.us">mriffey@swshelby.k12.in.us</a>) <b>Reading/Language Arts</b> Mr. Caleb Tennell (<a href="mailto:ctennell@swshelby.k12.in.us">ctennell@swshelby.k12.in.us</a>)</p>
<p><b>Library:</b> Mrs. Tasha Norvell (<a href="mailto:tnorvell@swshelby.k12.in.us">tnorvell@swshelby.k12.in.us</a>)</p>	<p><b>Music/Band/Choir:</b> Mr. Kevin Robertson (<a href="mailto:krobertson@swshelby.k12.in.us">krobertson@swshelby.k12.in.us</a>) Mr. David Chaney (<a href="mailto:dchaney@swshelby.k12.in.us">dchaney@swshelby.k12.in.us</a>)</p>
<p><b>Art:</b> Miss Vanessa McManaway (<a href="mailto:vmcmanaway@swshelby.k12.in.us">vmcmanaway@swshelby.k12.in.us</a>)</p>	<p><b>Physical Education:</b> Mr. Derek Suits (<a href="mailto:dsuits@swshelby.k12.in.us">dsuits@swshelby.k12.in.us</a>)</p>
<p><b>Instructional Assistants:</b> Mrs. Brittany Butterfield (<a href="mailto:bbutterfield@swshelby.k12.in.us">bbutterfield@swshelby.k12.in.us</a>) Mrs. Mary Justice (<a href="mailto:mjustice@swshelby.k12.in.us">mjustice@swshelby.k12.in.us</a>) Ms. Julie Ward (<a href="mailto:jward@swshelby.k12.in.us">jward@swshelby.k12.in.us</a>) Mrs. Mary Engel (<a href="mailto:mengel@swshelby.k12.in.us">mengel@swshelby.k12.in.us</a>) Mr. Gabe Buening (<a href="mailto:gbuening@swshelby.k12.in.us">gbuening@swshelby.k12.in.us</a>) Mrs. Danielle Helton (<a href="mailto:dhelton@swshelby.k12.in.us">dhelton@swshelby.k12.in.us</a>) Mr. Jon Farnsley (<a href="mailto:jffarnsley@swshelby.k12.in.us">jffarnsley@swshelby.k12.in.us</a>) Mrs. Nicole Mays (<a href="mailto:nmays@swshelby.k12.in.us">nmays@swshelby.k12.in.us</a>) Ms. Piper Swift (<a href="mailto:pswift@swshelby.k12.in.us">pswift@swshelby.k12.in.us</a>) Ms. Olivia Chandler (<a href="mailto:ochandler@swshelby.k12.in.us">ochandler@swshelby.k12.in.us</a>)</p>	<p><b>Special Education:</b> Ms. Ali Fix (<a href="mailto:afix@swshelby.k12.in.us">afix@swshelby.k12.in.us</a>) Mrs. Sheila Smith--Lifeskills (<a href="mailto:ssmith@swshelby.k12.in.us">ssmith@swshelby.k12.in.us</a>) Mrs. Samantha Bowman (<a href="mailto:sbowman@swshelby.k12.in.us">sbowman@swshelby.k12.in.us</a>) Mrs. Chris Thurston (<a href="mailto:cthurston@swshelby.k12.in.us">cthurston@swshelby.k12.in.us</a>)</p>
<p><b>Custodians:</b> Leslie Parker (<a href="mailto:lparker@swshelby.k12.in.us">lparker@swshelby.k12.in.us</a>)     Anna Ramsey (<a href="mailto:aramsey@swshelby.k12.in.us">aramsey@swshelby.k12.in.us</a>)</p>	



## ATTENDANCE POLICY

### Accidents

Even though reasonable safety precautions are observed at all times, accidents involving students sometimes do happen during school hours. If warranted, the adult who is responsible for supervising this student completes an accident form so the principal is aware of the situation. If an accident is deemed serious, the proper steps are immediately taken in accordance with the student's Emergency Medical Card that has been completed by his/her parents at the beginning of the school year. **It is essential that parents keep the office informed of any changes in emergency information.**

### Enrollment

Parents of new students should contact the Elementary Office **317-729-5320** to schedule an appointment to complete registration.

New entrants at all grade levels will be required to present the following documents at the time of enrollment:

- proof of residency (telephone or electric bill, mortgage payment with address and name on it, or renter's agreement)
- a certified copy of the birth certificate
- proof of having received or being in the process of receiving required immunizations
- custody information (original and complete copy of any court document), if applicable.

Students enrolling after the start of school will be given a start date by the front office after all required documents are received.

### Out-of-District Student Transfer Guidelines

Indiana Code 20-26-1-32 requires school districts to determine the capacity to accept out-of-district transfer students on an annual basis. To comply with this legislation, Southwestern Consolidated School District of Shelby County:

- will accept an unlimited number of out-of-district transfer applications for students entering kindergarten through entering grade 10 for the current school year until the end of the day on the September count day (which is usually the first Friday after Labor Day);
- will continue to accept all applications from out-of-district transfer students entering any grade who were accepted and attended Southwestern during the previous school year, their siblings, and employees' children, as permitted by law.

Students transferring from another school will normally be placed in the grade level recommended by the previous school.

Documents and information required for Out-of-District Transfer Consideration:

- The name and address of the school the student last attended.
- Attendance records from previous school
- Discipline records from the previous school

Once a student has been accepted for an Out-of-district transfer, an official records request will be submitted to the previous school. All students enrolling after the start of the school year will have to wait until they receive an official start date (normally the next school day) to begin attending classes.

### Animals

Live animals are not allowed at school due to students with allergies and the possibility that the animal could scratch or bite (with the exception of service animals, police K-9 units, or administrative approved events).



## **Announcements**

Announcements, including recitation of the Pledge of Allegiance to the American Flag, and a moment of silence will be made daily at 8:10 A.M. Announcements at other times of the day are not regularly scheduled, and will occur only when absolutely necessary with the approval of an administrator.

## **Annual Asbestos Notification**

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Southwestern Consolidated Schools of Shelby County are required to annually notify all school building employees, building occupants or their legal guardians, of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic inspection and surveillance activities that are planned or in progress.

In the past year, the AHERA related activities conducted have been the Periodic/6-Month surveillance and the AHERA mandated 3-year Re-inspections to maintain current information on the condition of materials in our buildings, and response actions for maintenance, renovation and demolition of affected buildings. The AHERA 3- year re-inspection was conducted by Astesco, Inc. an independent firm. The reports for these activities are available at the Administrative Office. In the coming year, the planned activities under the AHERA Standard are routine maintenance of building materials and the AHERA Periodic/6 Month Surveillance of all building materials. These periodic/6 Month Surveillance are scheduled for September and March. Maintenance and renovation response actions will be conducted as needed to maintain materials in an acceptable state.

*\*\*The AHERA Management Plans are available for public review at the Administration Office during normal working hours.\*\**

## **Background Checks**

**EVERY** year a background check must be completed in order for parents, guardians, grandparents, and any other adults to participate in activities at Southwestern Elementary School. Activities include, but are not limited to, lunch with your student, field trips, and class parties.. Forms can be found on the school website or in the front office.

## **Band**

SWE has a sixth grade band program with emphasis from the Indiana State Standards. New band students will meet with the band director in order to determine their skills' level and degree of interest for band participation. Students are required to remain in the band program throughout the school year. The band performs at various programs throughout the school year. Also, students will receive a letter grade in the 6th grade Band that does count toward the honor roll.

## **Bed Bugs Policy:**

Anyone can have a bed bug infestation. Children come into contact with bed bugs at many locations in addition to school (friends' and relatives' homes, churches, dance lessons, karate class, camping, etc.) It is not possible to completely eradicate the insects. If you discover that your child has bed bugs, follow these directions:

1. Contact the school nurse. She will be able to check the other children in your child's classroom and provide you with necessary information regarding how to treat your child's infestation.
2. Use an effective treatment procedure and carefully follow up as directed. Contact the Shelby County Health Department (317-392-6470) for further treatment procedures.
3. Recheck your child frequently.
4. Children will be sent home immediately if there is a detection of **LIVING** bed bugs during the school day.
5. Children may return to school after completion of effective treatment. Parents must bring their child to school for the nurse to check before approval to return is provided.



## **Birthdays/Celebrations**

Parents often like to send children to school with a special treat for their classroom on their birthdays. ***Edible treats must be pre-packaged, store bought items.*** However, with the current childhood obesity concerns and the focus on healthy choices a healthy snack is recommended. Healthy snack suggestions are grapes, cheese cubes, apple slices/apples, pretzels, vanilla wafers, animal crackers, graham crackers, carrot sticks, trail mix, cereal mix, etc. Birthday treats will be distributed at lunch; instructional time will not be used for birthday parties or to celebrate birthdays. Any deliveries of balloons, flowers, etc., sent to school for students will be kept in the office and students pick them up at the end of the day. Balloons are not permitted on buses. We appreciate your understanding as we keep our students safe on the bus.

## **Birthday Party Invitations**

Birthday party invitations, or any party invitations, may not be sent through school unless every child in the class is invited.

## **Boy Scouts Access To Schools**

On January 8, 2002, President George W. Bush signed the No Child Left Behind Act of 2001. Part of No Child Left Behind is the **Boy Scouts of America Equal Access Act**, Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by Section 901 of the No Child Left Behind Act of 2001 (the Boy Scouts Act), which applies to public elementary and secondary schools, local educational agencies (LEAs), and State educational agencies (SEAs) that receive Federal funds made available through the Department of Education. Under the Boy Scouts Act, no such public school, LEA or SEA that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in **Title 36** of the United States Code as a patriotic society, that wishes to meet at the school.

## **Cancellation of School:**

When the weather or other circumstances dictate that it would be inadvisable to conduct classes, students and their parents are notified via email, School Messenger, local radio stations, and local television stations.

***\* Please be sure your current phone number and email are on file so that you receive notifications from our instant alert system.***

***Since stations are notified as soon as the decision is made, calling the school, school personnel or the Superintendent is unnecessary. All attempts are made to notify the public as soon as possible so arrangements can be made at home.***

It should be noted that all school days which are missed due to inclement weather must be made up. Any additional school days missed exceeding the limit of designated make-up days will be assigned as **eLearning** days.

## **Car Rider Procedure**

### **Morning Drop-Off:**

1. Students are to be dropped off through the car rider line beginning at 7:50 AM along the sidewalk of the building by the preschool playground.
2. They may not be dropped off at any other location, unless approved by the school principal in advance.
3. Parents should remain in their cars though the entirety of the drop-off. If a student struggles to open a door, staff members will help open the door.



4. Students should be ready to exit their vehicle, on the passenger side of the car, when the car stops along the sidewalk.
5. If a car rider arrives after 8:10 AM, an adult must sign the student into the front office.

#### **Afternoon Pick-Up:**

1. Car Rider line will begin dismissal at 2:50 PM each day.
2. Cars should have a car rider number visible in the window.
  - a. If the car rider number has been lost/destroyed please contact the office for a new one.
  - b. You may also use a piece of paper to write the number on.
3. Any car that does not have a number in the window will be asked to leave the line and student check-out will occur with the front office at the conclusion of the car rider line.
4. Adults should stay in their vehicles through the entirety of the pick-up line.
5. Students will enter the car from the passenger side of the car.

#### **Care of School Property**

School property is the property of the school district's taxpayers. All school personnel and students have a responsibility to care for the equipment, facilities, and other instructional resources that have been provided for them. Financial restitution may be placed on the responsible parties.

#### **Child Abuse/Neglect**

The law requires school personnel to report all suspected cases of child abuse/neglect to the Children's Protective Services of Shelby County. In addition, the County Prosecutor and or the Sheriff's Department could be notified. Abuse/neglect includes the inability, refusal, or neglect of a parent/guardian to supply the child with necessary food, clothing, shelter, medical care, **education**, or supervision.

Parents are expected to discipline their children using reasonable means and to send their children to school without odor and with clean and proper clothing. **If you need resource assistance, please call the school office.**

#### **Child Custody**

All natural, adoptive parents, or legal guardians have the right to review student records and communicate with school personnel concerning their child's progress in school regardless of the custody arrangement. Step-parents may review records or conference with school personnel with the permission and/or in the presence of the natural parent. Any natural or adoptive parent will also be allowed to visit the child's classroom, or pick the child up from school unless we have a copy of the latest court order restricting parental rights. State law requires parents to provide the school with a copy of the most recent custody papers issued by the court. It is the most current paperwork that the school will implement when needed. \*\* It is imperative that the school has current documents.

#### **Classroom Parties**

The Southwestern Elementary PTO is responsible for recruiting Room Parents at each grade level. The Room Parent Committee will send information regarding specific classroom party needs for Christmas and End of the Year. Any parents wishing to attend these classroom parties are asked to sign in upon arrival and will be dismissed to classrooms. For families who prefer not to have their children participate in the above-mentioned parties, the parent/guardian must notify the teacher at least 24 hours prior to the party. An alternative setting for the student will be provided.

#### **Conferences**

When an issue arises that would benefit from a person-to-person discussion, the principal or teacher may request that the parents come to school for a conference. These in-person meetings are productive, as home and school work together to



find the best solution for the student and the school. It should be noted that parents should not hesitate to initiate a conference with a teacher or the principal if they feel a need exists. Two days in October are scheduled for Elementary Parent-Teacher Conferences, where parents **are highly encouraged** to sign up and attend.

### **Cumulative Records**

Cumulative records (sometimes called permanent records) are kept in the office for each pupil enrolled in grades kindergarten through six. Information such as the student's academic progress, test scores, and attendance is part of the cumulative record. The Federal Rights and Privacy Act states that the material in these records is confidential. This information can be released only with the written permission of a parent, or with the written permission of the student if over eighteen years of age. This act also states that the parents must be granted the right to view these records if they so desire, but the school shall have a qualified representative sit with the parent to help interpret the records.

### **Disaster Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with Indiana State law. Tornado drills will also be conducted during the tornado season using the prescribed procedures. Additionally, "Lock-Downs," will be conducted to practice safety procedures as outlined in the Emergency Preparedness Plan. Emergency drills are required so all students and staff are prepared in the event they occur. Students and staff will participate in the "Great American Shake-Out" on the assigned day if school is in session.

### **Discrimination and Harassment Statement**

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Harassment, whether verbal, physical, or visual, that is based on any of the above characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence.

If you have experienced discrimination or harassment, written inquiries about procedures and for consideration of complaints alleging such discrimination/harassment should be directed to the Superintendent, Southwestern Consolidated Schools, 3406 W. 600 S., Shelbyville, IN 46176, Telephone 317-729-5746.

### **Discipline (Student Code of Conduct)**

A major component of the educational program at Southwestern Elementary School is to prepare students to become responsible citizens by learning to conduct themselves properly and in accordance with established standards. We believe that all students can behave appropriately. Our school rules (expectations) are designed to encourage a safe, caring, and wholesome atmosphere where learning can take place.

### **5600-STUDENT DISCIPLINE**

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and





to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purpose of this policy and;

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students
- D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent will designate sanctions for the infractions of rules, excluding corporal punishment, which:

- A. relate in kind and degree to the infraction;
- B. help the students learn to take responsibility for his/her actions;
- C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

## **Disclosure of Student Lists to Commercial and/or Political Entities**

The Board of School Trustees of the Southwestern Consolidated School Corporation in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names, addresses and/or e-mail addresses of any or all students currently or formerly enrolled in the school corporation. "Commercial organization" is defined as any entity that is a for-profit organization. "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit.

## **Dress Code**

Students and their parents are responsible for students' proper dress and personal appearance while at school. Students are expected to dress appropriately at all times. Any dress or grooming that interferes with the cleanliness, health, welfare or safety of the students, or that disrupts the educational process by being distracting, indecent or inappropriate, is expressly prohibited. Shoes must be worn at all times. Shoes with wheels (Heelies for example) are permitted as long as the wheels remain in the heel. Students caught wheeling, rolling, etc. while at school will have the wheels removed and confiscated for parent pick-up. If dress becomes objectionable, the principal will make a determination of the appropriateness of the attire. Exceptions to these rules are permitted for medical conditions and dress up days as approved by the administration. ***Dress code issues by the principal are final.***

These styles or manners of dress are prohibited and include, but are not limited to:

- Clothing which advertises drugs, tobacco, suggestive themes, or alcoholic beverages;
- Shorts, dresses, and skirts if they do not pass normally accepted standards of decency and/or are inappropriate for the weather (generally- these should reach the tips of the fingers when hands are stretched down at the side).
- Jeans with holes above the knees
- Nylon running shorts, cutoffs, or bicycle shorts (spandex);
- Midriffs, halter or tube tops, spaghetti straps, and mesh shirts (shoulders must be covered).
- Low cut shirts that expose cleavage
- Pants that sit below the waistline
- Hats of any kind, bandanas, visors, and all other head coverings, including the hoods on sweatshirts



- Sunglasses
- Any chain that has the potential of causing harm or distraction
- Face paint or other things such as stickers or removable tattoos on the face

The principal, teachers, and other staff members are responsible for enforcing the dress code. Students who wear inappropriate clothing may be asked to do one of the following depending on the clothing in question:

1. **IF** an inappropriate shirt, the student will turn it inside out or be given an alternate shirt to wear.
2. **IF** available, the student will be given an alternative article of clothing to wear.
3. Parents may be contacted to bring an appropriate change of clothing for the student.

## **e-Learning**

When deemed necessary Southwestern Consolidated School Administration may cancel school and implement an e-Learning day. Teachers are expected to have lessons posted to designated websites/learning platforms by 9:00 A.M. on e-Learning days. Students are required to complete the lessons within 2 days of the e-Learning day. Failure to complete the required work will result in an unexcused absence and missing assignments.

## **Early Dismissal/Pick-up from School and Parents Transporting Children**

It may be necessary for a student to leave the school building for an appointment or family emergency. Additionally, students may have to change the end of the day transportation plans (i.e. don't ride the bus, parents are picking up).

**\*\*** No student will be allowed to leave school prior to dismissal time or make a change in dismissal routine unless the school has been notified by one of the following methods:

- A. Written request (Note to SWE form or parent written) or notification to homeroom teachers in addition to permission slips for clubs, extracurricular activities, etc. that are signed by parent/guardian indicating a change in pick-up.
- B. In-person parental request in the office at the time of pick-up.
- C. Phone call to the office by parent/guardian with the information below by **2:00 p.m.**
  1. Name of Parent/Guardian's calling
  2. Name of student and teacher
  3. Information regarding the early dismissal or change in pick-up

Students leaving from school to go to an appointment (doctor, dentist, etc.) will bring a note back to the school from their appointment. Students who return without a note will be considered tardy/absent for the time out of school.

If the student is leaving school at the regular dismissal time but is not riding the bus, the student's teacher needs a note advising that the child is not to ride the bus. Without a note, the child will be put on the bus. Students being picked up at dismissal time from school must be picked up in the car rider line. Adults picking children up at other times during the day must pick up the child in the office and are not permitted to pick up children in the classroom, playground areas, or parking lot. All dismissals from the office must be made BEFORE 2:50. Anyone trying to pick up a student after 2:50 will have to wait until bus and car dismissal are over. This policy is to ensure the safety of children while at school.

**\*\*Students are not released to anyone other than the parent/guardian without proper authorization.**

## **Education Rights of Homeless Students**

The McKinney-Vento Homeless Assistance Act requires that all school districts make special accommodations to ensure access to school for children whose families are "homeless."

- A. The **definition of "homeless"** includes not only the classical notions of living in a tent or car, but also families that lack a regular abode (e.g. in a refugee type settlement, or placed in a motel/hotel by FEMA or other agency) or who are temporarily doubled up with another family.
- B. A homeless child must be promptly enrolled, provided full access to classes, be afforded transportation if needed



and cannot be discriminated against, or placed in a segregated school, based on their status.

## Emergency Procedure and Parent Consent Forms

**Parents are required to have an Emergency Medical Authorization Form on file with the school.** These are used in emergency situations and are vital to our efforts in keeping all children safe. At the beginning of the school year, each parent is asked to complete an emergency procedure card. This card provides all the necessary information (including parental consent) that is required for the school to take action in case an individual emergency arises. This form must be completed yearly and updated when situations change. It is the most important part of the student's records. **It is very important to notify the office of any changes (i.e. phone number, address, employment, etc.).** Cooperation with this measure will help ensure the highest level of safety and security for children.

## Extracurricular Activities

Southwestern Elementary School offers many possibilities for students interested in extracurricular activities. These include, but are not limited to: 4th-6th grade after-school choir, 5th & 6th grade boys' and girls' basketball, 5th & 6th grade cheerleading, 4th-6th grade Student Council, Spell Bowl, Math Bowl, Cooking Club, Drama Club, Art Club, Robotics and Wrestling Club.

Information is sent home with students about each activity. Permission slips are required for participation and a medical examination may be necessary for participation in athletic events. Parents are responsible for notifying the student's teachers of changes in transportation after school due to extracurricular activities as well as arranging a student's transportation after the activity.

*While extracurricular activities are considered an important part of the total school program, the first priority for all students is their academic responsibility.*

For students participating in elementary extracurricular activities making 2 or more D's of any kind, an F, or an Unsatisfactory mark on their mid-term progress report or report card shall be ineligible to participate in the games until their next mid-term progress report or report card comes out and they have met the criteria to participate. Students will be allowed to practice with their team during the time they are ineligible.

**\*\* If the extracurricular activity is a junior high activity (6th grade track, soccer and cross country only), eligibility will follow the junior high extracurricular policy. \*\***

## Field Trips

Field Trips are a privilege and enhance instruction. Parents receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. If a signed field trip permission slip is not received by the day before the trip, the student will remain at school. While on a field trip, students are to behave as if they were within the school building. It is important to remember that each student represents themselves, his/her parents, the school and Southwestern School community.

## Chaperones

Parents are encouraged to be chaperones on field trips as the trips necessitate and if schedules allow. **Chaperones are in attendance to provide supervision and assist teachers with students.** In order to provide the greatest opportunity possible for chaperones to share these special events with children, this "Field Trip Chaperone Policy" will be followed:

- Any parent/legal guardian may attend their child's field trip if the destination permits additional adults and they meet the guidelines. Only parents and legal guardians may be field trip chaperones. The principal has the option of waiving this requirement if the child's parent/guardian is handicapped or for other extenuating circumstances.
- Parents/legal guardians who attend any field trip are required to have a "criminal history check" on file in the school office.



- Parents/legal guardians will not be able to "just show up" for a field trip or at the field trip destination without contacting the classroom teacher a minimum of five (5) school days prior to the field trip so that the teacher may make arrangements for that parent to have a group and/or verify that the required criminal background check is on file.
- If a field trip destination only allows a predetermined number of chaperones, teachers will hold a "lottery" for all parents who would like to attend. In this case, you will not be able to "meet the class at the destination." Some destinations only allow a specific number of chaperones and the school follows their requirements.
- No siblings or other family members may attend field trips.
- Parent/legal guardians can chaperone their own child, but are expected to supervise other students within their placement group.
- No parent/legal guardian chaperone will be able to buy their group or child extra "treats." This is unfair to all students on the trip.
- Chaperones should use their best judgments when dealing with problems until the teacher can be notified.
- Chaperones should refrain from physically restraining a student unless absolutely necessary.
- The chaperone will report any discipline problems or accidents to the teacher in charge immediately.
- Parent/legal guardian chaperones **must always remember that the teachers are in charge of the trip and enforcement of rules is required.** This includes trip behavior, respect for the destination and the destination staff, purchasing of souvenirs and the schedule for the day. Teachers are ultimately responsible for the children and the school requires that teacher authority is respected at all times.
- If a student has behavior issues in school, a teacher may refuse to take the student on the field trip. The teacher will contact the parent and provide a learning opportunity for the student. Field trip refunds may not be allowed.

### **Food Allergies** (See Lunch Section)Forms/Notifications

#### **Pest/Weed Control Notification**

Southwestern Consolidated School Corporation is committed to providing students a safe environment for learning. Pest/weed control practices may involve a variety of chemical and non-chemical methods. In accordance with 357 I.A.C 1-16, the school corporation will notify all families who have requested notification of chemical pesticide application when required at least two school days prior to application. If you would like to receive this notification, please contact the facility manager, Mr. Travis Oliver at 317-729-5746- Ext. 233

#### **Free/Reduced Lunches**

In order to ensure that all students have the opportunity to eat a well-balanced school lunch, free or reduced price lunches are provided to families that qualify. Parents who wish to enroll in this government-supported program should file the required application. Particular details of this program are available from the office. An application form **must** be filed **EVERY YEAR** to remain eligible.

#### **Gym Shoes**

When students participate in physical education classes, they are required to wear appropriate shoes for both their own safety and for the protection of the gym floor.

A separate pair of gym shoes (not necessarily new) kept at school for this purpose is ideal, but not necessary. These shoes should only be worn in the gym. Sandals, boots, clogs, shoes with elevated heels, open-toed shoes and heavy shoes with deep ridges in the sole are unacceptable. The final decision on whether or not particular shoes are acceptable for physical education class rests with the physical education teacher.

#### **Homework and Study Habits**

Parents should recognize that children learn all the time. There is much a parent can do to assist and supplement what teachers are doing in school.



### **Suggestions to help your child:**

1. Send your child(ren) to school well-rested and nutritionally fed.
2. When completing homework, use a well-lit, quiet area, which is free from distractions such as the TV, game console, or tablets.
3. Take a real interest in what your child(ren) is doing in school. Encourage discussion of daily lessons in your own home (as a family group, or on a one-to-one basis with your child). This will prompt your child to think over the day's work and he/she will probably anticipate these special times with the family.
4. Read with your child(ren).
5. Assist with basic math facts and spelling words.
6. Have your child(ren) attend after-school educational activities in the community.
7. Request schoolwork when illness keeps your child(ren) out of school.
8. If you feel your child(ren) is experiencing difficulty, ask the teacher how you can work together to help your Child.
9. Remember, test scores go down as hours of TV viewing, gaming, and non-educational tablet usage goes up.

Elementary students are given class assignments that are to be completed at home. *Students have the chance to begin a homework assignment in class with an opportunity to ask questions before taking the assignment home to complete.*

Due to many variables in children, grade levels, study habits, etc., students differ in time needed to complete homework. As can be expected, homework generally increases in amount from the lower to upper grades. As a general guideline, students could expect a daily average of ten-fifteen (10-15) minutes of homework per grade level they are in (i.e. 2nd grade-20 minutes, 4th grade-40 minutes, etc.) throughout the week. **\*\* This may not include their additional reading time.**

### **Hours**

School will be in session from 8:00 a.m. until 3:00 p.m. except on Thursdays. Each Thursday, students will be dismissed from the elementary at 2:15 P.M. to allow for staff development. The elementary office will be open from 7:45 a.m. until 3:45 p.m. each day.

### **Illness in School**

**IF** a student does not feel well during the school day, he/she may be sent to the clinic for an assessment by the nurse and may stay a short time to see if the situation improves. However, if the child has a temperature of **100.0 degrees or higher**, vomiting, and /or the illness seems to justify more extensive treatment, the parents will be called to come to school to pick up the student. Your child should be fever-free (under 100.0) ***WITHOUT MEDICATION*** and having not vomited for twenty-four hours before returning to school. A child who comes to school after being given Tylenol or Motrin for their temperature will most-likely have the fever return after the medication has "worn off."

### **Immunizations**

**As required by Indiana Code 20-34-4, when a child enrolls in a school corporation for the first time, the parents must show that the child has been immunized with minimum requirements. The school must have the child's up-to-date immunization records no later than the first day of school. A student may not be permitted to attend school beyond the first day of school without furnishing this information. If a student is behind schedule on immunizations, a parent must bring written proof that a schedule has been set up with the doctor to finish the immunizations. A parent may file a written medical objection signed by a physician or a written parental objection signed by a parent. These two types of objections must be rewritten every school year and put on file at the school.**

**It is the parent's responsibility to provide the school with proof of immunization or the proper medical or religious or personal exemption.**

**IN State Department of Health**



## School Immunization Requirements Updated November 2015

### 3 to 5 years old

3 Hep B (Hepatitis B)	4 DTaP (Diphtheria, Tetanus & Pertussis)
3 Polio (Inactivated Polio)	1 MMR (Measles, Mumps, Rubella)
1 Varicella	

### K – 2nd Grade

3 Hep B 5 DTaP	
4 Polio	2 MMR
2 Varicella	2 Hep A (Hepatitis A)

### Grades 3 to 5

3 Hep B 5 DTaP	
4 Polio	2 MMR
2 Varicella	

### Grades 6

3 Hep B 5 DTaP	
4 Polio	2 MMR
2 Varicella	1 Tdap (Tetanus & Pertussis)
1 MCV4 (Meningococcal conjugate)	

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**Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if the 4th dose was administered on or after the child's 4th birthday.

**Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all IOPV or all IPV). For students in grades kindergarten through 6th grade the final dose must be administered on or after the 4th birthday, and be administered at least 6 months after the previous dose.

**Live Vaccines** (MMR, Varicella & LAIV) Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 8th grade. Parental report of disease history is acceptable for grades 9-12.

**Tdap** There is no minimum interval from the last Td dose.

**MCV4** Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

**Hep A** The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months  
For children who have delayed immunizations, please refer to the 2016 CDC “Catch-up Immunization Schedule” to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2016 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>

**\*\* If you have any questions about immunizations or need resources, please feel free to contact the SWE School Nurse at 317-729-5320. \*\***



## **Individuals with Disabilities**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. The school wants the parent to be an active participant. To inquire about the procedure or available programs, contact the principal at 317-729-5320.

## **Library**

Students visit the school library regularly, at least once a week. They receive instruction in proper care of books, and are encouraged to check out and read books of their choice. Students are responsible for the library materials that are checked out in their care. Students are expected to pay for books that are lost. The library is staffed by an adult library aide.

## **Lice Policy**

Anyone can have a head lice infestation. Students come into contact with lice at many locations in addition to school (friends' and relatives' homes, churches, dance lessons, karate class, camping, etc.) It is not possible to completely eradicate the insects. If you discover that your child has head lice, follow these directions:

1. Contact the school nurse. She will be able to check the other children in your child's classroom and provide you with necessary information regarding how to treat your child's infestation and clean your child's environment to prevent a recurrence.
2. Use an effective treatment (Rid, NIX, etc.) procedure and carefully follow up as directed.
3. Recheck your child's head frequently. Lice can become resistant to regular chemicals. There are many different effective treatments available. It is rarely necessary to cut the hair or shave the head.
4. Students will be sent home immediately if there is a detection of **LIVING** lice during the school day. It is the parent/legal guardian's responsibility to have their child treated.
5. Students may return to school after completion of effective treatment and nit (egg) removal. Parents must bring their child to school for the nurse to check before approval to return is provided.

## **Lost and Found**

When a student finds a lost item at school, it will be placed in the lost and found cart by the back doors. Students who have lost items are encouraged to check there to see if the article has been recovered. More valuable items are kept in the office. All unclaimed items will be given to a charity at the close of the school year.

## **Cafeteria: Breakfast and Lunch**

*(Contact the front office for a free/reduced application)*

### **Lunch Includes**

5 Components - Dairy, Meat/Meat alternative, Grain, Vegetable, and Fruit

Students are required to take 3 of the 5 components offered to be considered a meal.

***(Breakfast is offered daily except on weather delay days)***

*(If your child is on the reduced or free lunch program but wants to only buy milk, a carton of milk is still \$0.45.)*

### *Student Responsibilities*

- \*Each student will be given a 4 digit code to enter into the computer as they go through the meal line. This will deduct the amount of their meal from their meal account.
- \* Students should not leave the café at any time without permission from an adult.
- \* No food or beverages (except bottled water) should be taken from the café.



## ***Parent's Responsibilities***

\* Money can be deposited on a student's account by sending in a check or money to school. Make sure **all money is in an envelope with the child's name, teacher's name and 4 digit code on it.**

\*You can register with EZSchoolPay to deposit funds electronically from any device and monitor your students' purchases. To register you need (1) an email address, (2) the name of the school district, and (3) your student's 4 digit lunch number (This is provided by the school. Kindergarteners' numbers will be sent home on the first day.)

- Go to [www.swshelby.k12.in.us](http://www.swshelby.k12.in.us) and find the Food Service Link and EZSchoolPay or Go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com)
- Create an account by clicking "Parents Register Now"
- Complete the parent registration form (you must complete all fields with a red asterisk \*)
- To search for the school district name, click on the **BLUE MAGNIFYING GLASS**. A pop-up window will appear.
- It is only necessary to search by entering information in one field. For example, search by city, state or by district name.

It is not necessary to complete all fields to search for your district.

- To search by district name, type in the first 4 letters of your district in the "District Name" field, then click on the **BLUE MAGNIFYING GLASS**. Your district's name will be displayed; simply check the box for your district and click on the green link USE SELECTED DISTRICT AND CLOSE at the bottom of the pop-up window.
- Check the box to verify you have read and agree with the Terms of Use.
- Click SAVE
- Once you register, an email will be sent to the address provided. You must go to your email and click the link provided in the email from EZSchoolPay.com to validate your account.
- Once your account is validated, you may now start using your EZSchoolPay account. On the homepage, you can click **ADD STUDENT** to add students to your account.

## **Dining Guests**

Safety and security is Southwestern's top priority. In order to assist us in assuring your child's safety during our regularly designated lunch times, visitors wishing to eat lunch with students must pass a limited background check and have it on file with the school. This is the same limited background check that is required for volunteers and/or field trip chaperones.

## **Insufficient Meal Funds**

When lunch account funds are insufficient, the student will be charged for their meal and still served the same meal that is offered to the other students. Their meal account will then have a negative balance. It is the responsibility of the guardian to keep a positive balance on each student's account to cover the cost of a meal and to pay off any debt that the student may have. We will only allow the charging of a reimbursable meal. Students will not be allowed to charge ala carte items such as water or milk.

## **Outside Food**

We ask that you participate in the cafeteria program to guarantee an appropriate nutritional lunch. Only sack lunches from home are allowed. Items from fast food restaurants (Taco Bell, McDonald's, Wendy's, etc) are not permitted. Carbonated or caffeinated beverages are not permitted in the café.

## **Food Allergies**

\* Food allergies are considered a disability if they are severe and life-threatening (anaphylactic reaction). In the case of a disability, the food service will make modifications or substitutions to the planned menu.

\*Documentation for a Food Allergy must be on file with the school nurse.

*Information must be from a licensed physician and include:*





- ~What the disability is.
- ~How it restricts their diet
- ~What major life activity it affects
- ~Food(s) to be omitted
- ~Food(s) to be substituted

\* The food service will try to make reasonable accommodations for all food *sensitiveness* issues. These are non-life threatening reactions.

\* Documentation must be on file with the school nurse. Documentation must be from a recognized medical authority. It must list the condition that restricts the diet, the foods to be omitted, and the foods to be substituted.

## Remaining Account Balance

Positive balances remaining on a meal account at the end of the year will be carried over to the next school year. Students withdrawing from school may have a refund check sent to their parent(s) once any obligations (school fees, fines, charges, etc.) are settled. \*\*If a negative account balance remains at the end of the school year, legal actions may be taken. *This institution is an equal opportunity provider.*

## Medications

School personnel will be adhering to the following Indiana Laws for medication: IC 20-33-8-13, IC 20-34-3-18, and all of IC 34-30-14. Based on the Indiana Code (IC) laws, students will only be allowed to take prescription and over-the-counter (OTC) medication when the following criteria are met:

1. The parent or legal custodian must fill out an AUTHORIZATION TO DISPENSE MEDICATION form before school officials may dispense medication to students.
2. All prescription medication should be kept in the *original* container bearing the student's name, date filled, prescription number, specific directions for administering medication, and physician's name (by doing this - a signature from the doctor on an authorization form is not necessary). At your request, the pharmacy will print you a duplicate label and provide an extra bottle for school use.
3. OTC medication should be kept in the *original* container, and with the student's name on the bottle. Manufacturer dosage and storage instructions must be clearly marked on the container.
4. All medication is to be brought to school by the parent or legal custodian.
5. NO MEDICATION IS TO BE TRANSPORTED ON THE SCHOOL BUS; otherwise school personnel will not dispense it.
6. Students with acute or chronic disease or medical conditions will be allowed to possess and self administer medication, if the parent files an annual authorization that includes a written statement from the physician.
  - a. Medication must be picked up at the end of the school year. All medication that is not picked up will be discarded when school is out for the summer. No medication is allowed to be transported on the bus.
7. All medication must be FDA approved, or accompanied by a physician's order.

Medications will be given by the school nurse or designated school employee. Medications kept at school will be kept in a secured location. All parent notes and physician notes will be kept on file. All permission notes will expire at the end of the school year or at the designated time, whichever comes first.

While acting within the scope of their duties, no employee, volunteer, or any member of SWES is permitted to prescribe, recommend, or provide any medication. School personnel may cooperate with parents and doctors for the health and welfare under the following procedures, as approved by the superintendent, building principal, or principal's designee.



## **Newsletters and Communication**

The Principal sends out a monthly newsletter and the classroom teachers will upload a weekly newsletter on Fridays by the end of teacher contract time. This is an excellent communication tool to help make sure parents are aware of what is going on in their child's class each week.

## **Notice/Consent/Opt-Out For Specific Education Activities**

The Protection of Pupil Rights Amendment (PPRA), requires Southwestern to notify a parent and obtain consent or allow the parent to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”): 1. Political affiliations or beliefs of the student or student’s parent; 2. Mental or psychological problems of the student or student’s family; 3. Sex behavior or attitudes; 4. Illegal, antisocial, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.

## **Nurse**

The district nurse's office is located in the office area of each school. The nurse is responsible for the care of all students on both school campuses. Nurse responsibilities include: the care of minor injuries and illnesses, the maintenance of health records, routine health checks, parental contact concerning health problems, and assistance in health teaching and vision screening.

## **Outdoor Play**

Students are expected to dress appropriately each day for outside recess. **Children will be sent outside for recess when the temperature is 20 degrees Fahrenheit or above, including the wind chill, and playground conditions permit safe play. During winter, hats, gloves, and scarves are expected.** All students go outside for recess on outside recess days. In rare instances where students with asthma or those returning from a serious illness need to remain inside during recess, these students are permitted to stay in the office if they have a parent note. If a child needs to stay in for more than two days, a doctor's note is required.

**Students are expected to wear clothing appropriate to the current weather and season of the year. When the temperature is below 60 degrees, students must wear either a heavy sweatshirt or jacket for outside recess. At the same time, students should not wear shorts to school until the temperature remains above this 60-degree mark, as well.**

## **Parent Teacher Organization (PTO)**

Southwestern Elementary School would like to invite all parents to be active and take part in the Parent Teacher Organization (PTO) that is a partnership at SWE. One of the best ways to be informed and become involved is to be a partner in your child's school through PTO. You can find a wealth of important information on Facebook at [Southwestern Shelby Elementary PTO | Facebook](#). Please plan to be involved!

## **Parent Volunteers**

Southwestern Elementary School considers parent volunteers a very special resource. Parents are encouraged to help in all classroom programs and extracurricular activities. At registration, parents will be encouraged to complete a form indicating their interests, special skills, and ways they can help within the school. All volunteers must pass a criminal history check which can be done through the Central Office. All Volunteers at SWE are expected to practice confidentiality. Legally, only adults who need to know about a student's needs for educational purposes are informed.

### *SWE Expectations for Volunteers*

1. Sign in and out of the office for each visit.



2. Volunteers are required to wear a volunteer badge.
3. Be reliable, we count on you. Contact the school if you cannot attend.
4. Confidentiality is required. DO NOT GOSSIP!
5. Be on time.
6. Communicate with your teacher or the office.
7. You are a role model to students, be aware of your language and behaviors.
9. If something disturbs you, please discuss the matter with the principal or the teacher you serve.
10. If you don't know ...please ask!

*SWE wants volunteers to have a great experience, without your help ...we would be lost!*

## **Personal Property**

Students are discouraged from bringing more than enough money for lunch to school with them. It is too easily lost or misplaced. Also, students are not permitted to bring toys or use electronic equipment at school. This includes, but is not limited to: cell phones, radios, televisions, CD or MP3 players, tablets, hand-held games, trading cards, etc. If these items are misplaced, lost, or stolen, it is disappointing. These items may also be a distraction to the learning process. The school cannot be responsible for loss or damage to these items and cannot insure them against theft or damage. \*\* If a student has been warned not to bring an item to school and he/she continues to do so, a teacher or administrator will keep the item in the office until the item can be directly released to the parent.

## **Playground Safety Rules**

1. The student code of conduct and all school-wide expectations apply on the playground.
2. Students follow the directions of the adult(s) in charge.
3. Students will walk to and from the playground area.
4. All games of "tag" are played on ground, not on equipment or through the equipment.
5. Hard bats and hard balls, including wiffle ball bats and balls are not permitted.
6. Observe playground boundaries. Students are required to have adult permission to leave the playground.
7. Slide- Go up the ladder using the steps, down in a sitting forward position, one at a time.
8. Soccer and keep away are to be played on grass areas only.
9. Rings and monkey bars should be entered by the top of the equipment.
10. Swings-Sitting only, one person at a time, no jumping, no cradle swinging, and or going underneath the swings (an under-doggy).
11. Football and other contact sports are not permitted. No footballs are allowed on the playground.
12. Do not throw snow, dirt, stones or any other object.
13. Students are to use appropriate language and gestures.
14. Appropriate use of hands and feet is required.
15. All equipment should be returned to storage areas. NO equipment should be left on the playground.
16. Students should line up immediately when the whistle blows.
17. Playground equipment rules:
  - a. only one student may go up the steps (never down) at a time
  - b. do not climb on or over safety rails, walls, and no hanging over the rails
  - c. do not run on, jump off, or dive off playground equipment
  - d. absolutely no pushing, pulling, or shoving on the equipment

## **Professional Qualifications of Classroom Teachers**

Parents have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, Every Student Succeeds Act (ESSA), requires that any local school district receiving federal Title I, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:



1. The teacher has met the Indiana teacher licensing criteria for the grade level and subject areas in which the teacher provides student instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification.)
4. When your child is provided services by instructional assistants (sometimes called teacher's aides) and their qualifications.

You may request this information by sending a letter of request to the elementary office to the attention of the principal. Be sure to give the full name of your child, your full name, your complete address including zip code, and the name of your child's teacher.

### Progress Reports/Interim Reports

\* Progress reports are issued at the end of each quarter (grading period) for grades 1-6.

<b>Grading Scale</b>				
A+= 100-99	B+= 89-88	C+= 79-78	D+= 69-68	F= 59-00
A = 98-93	B = 87-83	C = 77-73	D = 67-63	
A- = 92-90	B- = 82-80	C- = 72-70	D- = 62-60	
S = Satisfactory	N= Needs Improvement		U = Unsatisfactory	

Interim reports are sent home at the mid-term of each grading period to inform parents of their child's progress in school. Parents can view students' grades throughout the year using **PowerSchool**. **SWE encourages you to review your child's grades often.**

When parents have questions or concerns regarding any reports received, they should contact the appropriate teacher. It is the goal of the school that each student earns the highest marks possible. Parental involvement in achieving this goal is appreciated. Non-custodial natural parents are entitled to copies of progress reports and interim reports provided that a written request is on file with the principal.

### Promotion/Placement/Retention

At the conclusion of the school year, most students are promoted to the next grade. A small percentage of students fall short of this goal and may have to repeat the grade to gain the necessary academic, social and emotional skills to be successful in the next grade. Parents will be invited to participate in intervention meetings with the GEI team before a recommendation would be made for retention. Although the goal would be for the teachers, parents, and principal to agree upon promotion, retention or placement, the final decision rests with the principal.

**Promotion:** The student is doing the caliber of work (grade level) that indicates the student has met the Indiana standards for that grade level.

**Placement:** The student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the General Education Intervention Team recommends and the principal concurs that it is in the student's best interest to move to the next grade.

**Retention:** The student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the General Education Intervention Team with the concurrence of the principal. The student will be kept in the same grade level for the next school year and is generally assigned to a different teacher in that grade level.



## Requests for Specific Teacher

1. Requests for a child to be placed in a specified classroom for the next school year will be accepted until May 1st.
  - a. All requests must be based on a special need or unusual situation affecting the students (sibling in same class, cousin not in same class, behavior concerns with another student, etc). Simple preferences for certain teachers will not be considered.
  - b. All requests must be in writing, signed by one or both parents.
  - c. All requests submitted after May 1st will not be considered.
  
2. Requests based on a special need will be given consideration, but maintaining balanced classrooms will take precedence over requests. There are no guarantees of receiving requested placements due to one or more of the following factors:
  - a. The need to mainstream special education students is a priority.
  - b. The request may cause problems because of other students already assigned to the desired class.
  - c. The Teacher desired may be reassigned to a different grade level.
  - d. Principal may see the request as a preference and not agree with the parent that the child has a special need or unusual situation.
  
3. Examples of requests that will not be considered include, but are not limited to:
  - a. This teacher has more experience.
  - b. My other child had this teacher and it was a great experience.
  - c. My child needs to be challenged or given more homework.
  
4. The final decision **is made by** the principal.

## Search and Seizure

Student desks, cabinets, and similar property are the property of the Southwestern Consolidated School District's Board of Education and are provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

## Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students participating in a school activity during specified time of activity.

## Student Records (Family Educational Records and Privacy Act (FERPA))

Each student's records will be kept in a confidential file located in the school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.



A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The Principal will notify the parent or adult student of the time and a place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights.
- C. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by law.
- D. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Principal decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. File a complaint with the U.S. Department of Education, 600 Independence Ave., Washington, D.C. 20202.
- F. Obtain a copy of the District's policy and administrative guideline on student records.

Each year the Superintendent will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates the following as student "directory information": a student's name; grade; teacher; address; telephone number; date and place of birth; photographs; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within five (5) business days from the date of this notification that they will not permit distribution of any or all such information. This handbook serves as official notification.

Southwestern Consolidated School District compiles and maintains necessary information and records on all students. Parents/Guardians must sign a permission form to release records to another agency. The Department of Child Services observes the right to view and obtain copies of student records without parental consent.

## **Surveillance Cameras**

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds, including buses. Actions recorded on these cameras may be used as evidence in disciplinary action and can be viewed by the administration or other designated school personnel only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies. Due to confidentiality and state laws, parents will not be permitted to view videos with footage of students other than their own child/children.

## **Suspensions**

Suspension from school means that a student may not attend classes. If it is an in-school suspension, the student will complete work while remaining in the office, and if it is an out-of-school suspension, a student is not allowed to come to school or participate in extracurricular activities. The student is responsible for the work. It will be graded and the student will be given credit.



## Technology

Southwestern is a 1-to-1 device technology school. Students are expected to utilize these devices appropriately and take care of them. Teachers and administration reserve the right to take away this **privilege** as deemed necessary. Devices may be sent home with certain grade levels as agreed upon with technology director, teachers, and parents/guardians. It is the responsibility of the student to make sure the device is getting charged daily. Failure to charge a device may result in missing work or incomplete assignments.

## Telephones

The telephones in the office and the classrooms are reserved for official business during school hours. Students are strongly encouraged to make necessary personal arrangements before coming to school. When the need to use the phone is warranted, students may use the phone in the office with the approval from their teacher and/or office personnel. Students are not permitted to receive phone calls during the academic day. **\*\* Student cell phone usage is not allowed during the school day. They are to be turned off and remain out of sight. ie. in the student's backpack.**

## Test Security/Standardized Tests

Southwestern Elementary students are required to take a number of "standardized" tests. These tests include state achievement tests (IREAD3, ILEARN) and "norm-referenced" tests such as the Iowa Test of Basic Skills (IOWA) and Cognitive Abilities Test (CogAT). All of these tests are considered "secure". The tests must be kept locked up when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests - even after the test is given.

## Transportation (Bus Conduct)

All students are provided transportation to and from school by a school bus. Students are expected to engage in appropriate and safe behavior. Failure to comply with the Rules of Conduct will result in various consequences including warnings, detentions, bus suspension(s) or expulsion, and even an in-school or out-of-school suspension.

## Bus Rules of Conduct

- a. All School Code of Conduct and School-Wide Expectations apply on the bus.
- b. Use of profanity is not permitted.
- c. All students shall remain seated (and in their assigned seats, if used)
- d. Eating shall not be permitted on any bus at any time.
- e. Large, unusual cargo items may not be carried on the bus. Students are encouraged to arrange for transportation of large articles by car.
- f. Arms, legs, hands, heads, etc. shall not protrude from the windows.
- g. Students may not have electronic devices on the bus such as MP3 players, walkmans, I-Pods, etc.
- h. Students may not use electronic games on the bus (such as PSPs, Game boys, etc.)
- i. Fighting, loud talk, etc. will not be permitted.
- j. Animals, firearms, etc. are not permitted to be transported on the bus at any time.
- k. The driver shall be in charge of students at all times.
- l. Marking, writing, cutting or otherwise defacing the interior of the bus is not permitted.
- m. Littering is not permitted.
- n. Horseplay is not permitted on or around the bus.

It is important to note that if a student wishes to get on or off a school bus at a stop other than his/her regular stop, a note from the parents should be sent to the office for approval. A bus pass will be completed and delivered to the student. The



student will give this bus pass to the bus driver upon entering the bus. Students must ride their permanently assigned bus from the elementary to the high school and then home. Students may not ride one bus to the high school and then change buses at the high school. Students who need a bus pass must have a note or phone call to the office by parent/guardian with the information below by **2:00 P.M.**

1. Parent/Guardian's name calling or student first and last name on note
2. Teacher name of student or room number
3. Information regarding bus number and location. A physical address may be required.

The Board of Education has authorized the installation and use of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape may be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal laws.

## **Vacations During the School Year**

**Parents are encouraged not to take their child out of school to go on vacation. We are accountable to the state for student attendance; it determines if we make AYP status and 4 STAR status.** Students who will be absent from school because of a family vacation will be counted as an **unexcused absence.**

## **Visitors/Guests in the Building**

Parents, volunteers, and individuals on school business are always welcome at the school. It is necessary, however, for visitors to check with the front office upon arrival and sign in on the Complete Campus Security System. Please be advised you will need a valid state issued ID such as a driver's license. All visitors and volunteers upon signing into the office, will pick-up a visitor's badge to wear while in the building. Remember that you must have a background check on file to be a visitor in the building. Substitute teachers must check in with the office at the beginning of the day and receive a badge as well.

Student visitors are not permitted during the school day due to liability issues. Visiting preschool siblings may not use the playground during school hours for liability issues.

## **Wellness Policy**

See wellness policy information on the school website [www.swshelby.k12.in.us](http://www.swshelby.k12.in.us) and click on Health Services.

## **Withdrawal from SWE (Moving to another school)**

When a student is being withdrawn, the office must be notified. After returning textbooks and library books, paying any financial obligations, and receiving the current grades in each course being taken, the necessary student records are then sent to the new school after parents sign the required forms. School records cannot be mailed out until we receive a records request from the child's new school.





## **APPENDIX A**

### **PART I**

#### **Student Discipline Code**

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is a part of the code of conduct. Students are assigned a progressive disciplinary action for each inappropriate behavior. Each of the behaviors described below may subject the student to disciplinary action including, but not limited to:

1. Verbal/Written Warnings and student conferences
2. Lunch/Recess Detention
3. Restriction or suspension of extra-curricular privileges
4. In-school suspension
5. Out-of-school suspension
6. Emergency Removal and/or Expulsion from school.

Furthermore, any criminal acts committed at or related to the school may be reported to law enforcement officials as well as disciplined at school.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

#### **A. Assault/Fighting**

A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to school staff, other students, or other persons while under the jurisdiction of the school. A student shall not place any other person in danger, regardless of intent, by failing to obey an established rule.

#### **B. Cheating, Plagiarism, and Lying**

Any form of plagiarism, cheating, or intent to deceive shall not be permitted. Examples include copying, lying, cheating on tests, or use of someone else's work.

#### **C. Damage to Private Property**

A student shall not cause or attempt to cause damage to private property on school premises or at any school activity, on or off school grounds.

#### **D. Damage to School Property**

A student shall not cause or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.

#### **E. Dangerous Weapons and Instruments**

A student shall not possess, handle, transport or conceal any object which might be considered a dangerous weapon or appearing to be capable of causing serious bodily injury to a person including, but not limited to, firecrackers, smoke bombs, sharp instruments, knives, brass knuckles, incendiary devices, and chemical agents such as tear gas or pepper spray. A weapon includes conventional objects like guns, incendiary devices, bombs, pellet guns, knives, or club type instruments. Look-a-like weapons are prohibited as well (including but not limited to: toy guns, knives, swords, etc.) unless they are



part of a school assignment/project and written permission from the teacher/principal is sought prior to the event.

#### **F. Disrespect to a Staff Member and Other Students**

A student will not be verbally or physically disrespectful to a staff member in any way. A student shall not engage in any act which frightens, degrades, or tends to frighten, degrade or disgrace a teacher, students, or other persons by written, verbal, or nonverbal (gestural) means. This includes, but is not limited to, profane/obscene language, spitting, bullying, and harassment.

#### **G. Disruptive Behavior**

A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities.

#### **H. Drugs and Alcoholic Beverages**

A student shall not possess, use, transport, or be under the influence of any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or any other mind altering substance, including look-alike drugs.

#### **I. Electronic Equipment**

Students are not allowed to use personal electronic equipment during school which includes, but is not limited to, radios, compact disc players, portable video games, MP3 players, and tablets without the permission of the principal. The property will be confiscated and disciplinary action may be taken.

#### **J. False Alarms**

A student shall not pull the fire alarm nor induce panic. These behaviors are strictly prohibited.

#### **K. Falsification**

A student, while under the jurisdiction of the school, shall not issue or transfer any school related document, note requiring a parent/guardian signature, student pass, absence excuse, or early dismissal excuse while having knowledge that any of the following conditions apply to said item:

- 1.) The item was obtained by giving false information or by failing to give correct information
- 2.) The item contains false information
- 3.) The item contains false authorization or signature

Additionally, students shall not give a false/fictitious name to any staff employee when asked to identify themselves. Honesty and integrity are expected in all students at all times.

#### **L. Harassment/Bullying/Intimidation**

Everyone deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or staff members is not permitted. Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) **more than once and the behavior both:**

1. Causes mental or physical harm to the other student(s) and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a



student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Cyber-bullying is the use of technology for social cruelty, which can include harassment, impersonation, denigration, trickery, exclusion, stalking, Cyber bullying includes electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated and, if confirmed, may result in the appropriate course of action including recommendations for intervention and or disciplinary action.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.
3. Teachers are responsible for reporting any known incidents of harassment/bullying/or intimidation to the principal.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the principal.



The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.

This guideline does not negate the requirements for reporting suspected child abuse to the proper authorities. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student abuser be reported to proper authorities in compliance with State law.

As stated, conduct constituting harassment may take different forms, including but not limited to the following:

- A. Any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive;
- B. The frame or revolver of any such weapon;
- C. Any firearm muffler or firearm silencer;
- D. Any destructive device, not including an antique.

#### SEXUAL HARASSMENT

- 1. Verbal: The making of written or oral sexual innuendos, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- 2. Non-Verbal: Causing the placement of sexually suggestive pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- 3. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at the same, including, but not limited to patting, pinching, or pushing the body, with a fellow student, staff member, or other person associated with the District.

#### GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, WEIGHT HARASSMENT

- 1. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district. (Hate speech). Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- 2. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- 3. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.



#### **M. Insubordination**

If given a reasonable direction by a staff member, the student is expected to comply. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

#### **N. Profanity and/or Obscene Language**

A student shall not use profanity or obscene language, either written or verbal, including the use of obscene gestures, signs, pictures, or publications.

#### **O. Repeated Violations of Directions, Policies, Rules. Etc.**

A student shall not repeatedly fail to comply with directions, policies, rules, etc. of teachers, student teachers, substitute teachers, teacher aides, principals, or any school personnel, during any period of time.

#### **P. Romantic Relationship**

Students are to refrain from holding hands, embracing, kissing, or exhibiting public displays of affection.

#### **Q. School Transportation**

No student shall fail to cooperate with bus drivers or fail to comply with basic safety and school regulations as spelled out in the "Transportation" section of this handbook.

#### **R. Technology/Phone Abuse**

A student shall not abuse the school district's hardware or software including, but not limited to: tampering with computer programs, using equipment to make unauthorized or illegal duplicate copies of computer software, damaging or destroying computer hardware or software, using computer, phone, or computer mail facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from the superintendent has been obtained, misusing district telephones to place unauthorized phone calls is prohibited as well. Students shall not use the district's computers to engage in frightening, degrading, or disgraceful Acts (i.e. cyber-bullying)

#### **S. Theft**

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another person including knowingly possessing stolen goods.

#### **T. Threats**

Students shall not through verbal, written, technological, or any other means, make statements threatening that physical or emotional harm may come to another person or to an institution. Bomb threats will result in expulsion from school.

#### **U. Tobacco**

A student shall not engage in the use of or be in possession of tobacco or nicotine containing a product/device of any kind or in any form within any school building, on school property, or within the vicinity of the school at any time. This includes but is not limited to cigarettes, vaping, juul, etc.



## **PART II**

### **Expulsion for Firearms**

Federal law requires that any student who brings a firearm on school property is to be expelled from school for a period of one year. A firearm, under the Federal law is defined as:

Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; The frame or receiver of any such weapon; Any firearm muffler or firearm silencer; or. Any destructive device.

## **PART III**

### **Suspension & Expulsion Procedures**

#### **Suspension Procedures**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting student will be entitled to:
  - a. A written or oral statement of the charges.
  - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspensions as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.
4. Multiple days of out-of-school suspension may be assigned as consecutive days or may be assigned on an "every-other day" basis.

In order to allow the student the opportunity to continue to receive an education without major disruption, students who are suspended will make up all work, quizzes and tests when they return from the suspension. The student's work will be checked for completeness and accuracy and the student will receive credit that is earned. This will allow the student to receive information and credit that is required to complete the course effectively.

#### **Expulsion Procedures**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to appear at the expulsion meeting will be in writing, will be delivered by certified mail or by personal delivery, and will contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the



evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

The decision of the governing body may be appealed in accordance to Indiana State Law as stated below:

- (e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of the notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, the notice of the right to appear at an expulsion meeting, or notice of the action taken at an expulsion meeting, is effectively given at the time when the request or notice is delivered personally, or sent by certified mail to a student and the student's parent.
- (f) The governing body may vote not to hear appeals of actions taken under subsection (c). If the governing body votes not to hear appeals, after the date on which the vote is taken, a student or parent may appeal only under section 15.



## **APPENDIX B**

Southwestern Consolidated School Corporation of Shelby County  
Technology Acceptable Use Agreement

### **Guidelines for staff and students**

The Southwestern Consolidated School Corporation of Shelby County is pleased to provide appropriate, reliable and accessible tools that enhance student achievement and increase staff productivity through the integration of technology. Our goal in providing this service to teachers and students is to promote educational excellence in our schools through the facilitation of resource sharing, communication and the use of technology as a learning tool.

### **Internet Usage**

The Internet connects thousands of computers and millions of users all over the world. Through the Internet, students and teachers have access to a vast volume of curriculum related resources.

Freedom of expression is a right guaranteed by the Constitution of the United States. It includes the right to freedom of speech and the right to receive information. These rights extend to all members of our society including students, teachers and administrators. Southwestern Consolidated School Corporation of Shelby County in acting as a facilitator helps all members of our school community to access information regardless of format or technology. This access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Southwestern Consolidated School Corporation of Shelby County considers its own stated educational goals and objectives. While preparing our students for their roles as citizens and future employees, we realize that electronic information research skills are now fundamental to the educational process. In giving students access to the Internet we enable them to explore thousands of resources around the world. This same access also allows contact with people from around the world. The school district expects that teachers will integrate the use of the Internet throughout the curriculum. This use will follow and include proper guidance and instruction to students in its correct use. Teachers and administrators are to ensure that access from school to Internet resources be structured in ways which have students use only those resources that have been evaluated prior to use. While students will be able to move beyond those resources to those that may not have been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Teachers and administration will make every reasonable effort to ensure that students are accessing appropriate information.

When students access the Internet outside the school environment, families bear the responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies and other potentially offensive media.

**Students who use district provided Internet access must have the permission of and must be supervised by our schools' professional staff.** Students utilizing school provided Internet access are responsible for civilized behavior online just as they would be in the classroom or other campus areas. The same behavior that is expected in the classroom will be required when using Internet resources.

When using school provided access, students and staff should remember that access is a privilege, not a right. Use of the Internet entails responsibility. The sole purpose of school provided access is to facilitate research and the meeting of educational objectives. To remain users of Internet services, students and staff must support these educational objectives. Failure to do so may result in loss of Internet access privileges.

Students should expect that files stored on school computers may not be private. Such files will be treated like school lockers and will be subject to review by school administrators and faculty to ensure that school objectives and behavioral expectations are being met. Failure to comply may result in loss of privileges. **Likewise, the district reserves the right to inspect any staff members files that are stored on school owned computers, servers, disks or other equipment.**

**The following uses are not permitted:**





1. **Accessing, uploading, downloading, distributing or printing of pornographic, obscene or sexually explicit material.**
2. **Transmitting or printing obscene, abusive or sexually explicit language**
3. **Violating any local, state or federal statute**
4. **Vandalizing, damaging or disabling the property of another individual or corporation**
5. **Accessing another individual's information or files without permission**
6. **Violating copyrights or otherwise using the intellectual property of another individual or organization**
7. **Purchasing goods or services via the school corporation account on the Internet except as specifically permitted by the school district treasurer.**
8. **Using or attempting to use a proxy server to bypass the content filter.**

Any violation of Southwestern Consolidated School District of Shelby County's policy and rules may result in the loss of district provided access to the Internet and network. Additional disciplinary action may be taken at the building level. If local, state, or federal statutes have been violated, the proper authorities will be notified for further action.

### **Disclaimer**

The Southwestern Consolidated School District of Shelby County makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The district will not be responsible for:

1. any damages users may suffer due to loss of data or interruption of service.
2. the accuracy, nature or quality of information stored on school media
3. the accuracy nature or quality of information gained through the Internet
4. personal property used to access school provided Internet access
5. unauthorized financial obligations resulting from school provided Internet access.

### **Security**

Security on any computer system is a high priority, especially when networked with many users. If you feel you can identify any security issue, you must notify the technology coordinator or school administrator. Do not demonstrate the problem to other users. Never log on with another person's identity. Any user identified as a security risk or having a history of problems with computers may be denied access to the network.

### **Vandalism**

Vandalism will result in cancellation of all computer privileges and possible legal action. Vandalism is defined as any malicious attempt to harm or destroy data of other users, organizations, schools, or networks. This includes but is not limited to the creation and/or introduction of worms, viruses etc.

The Southwestern Consolidated School Corporation reserves the right to revoke a student's technology privileges within the school setting at any time for misuse and/or misconduct with consequences resulting in but not limited to:

- Revoked privileges for as long as the teacher, principal and/or technology coordinator deem appropriate
- Suspension and/or expulsion from school
- Removal of student from technology course with an incomplete as final grade
- Financial restitution for damage to school hardware or software

Misuse and/or misconduct may include but is not limited to:

- Any violation of local, state or federal law
- Copyright infringement, specifically the copying, installation or use of illegal or improperly licensed software or files
- Alteration, tampering, or vandalizing of hardware or software
- Use of personal disks, CDs removable drives, MP3 players or other portable devices(iPods, netbooks, cell phones etc.) unless specified by the supervising teacher
- Game playing. Teachers may allow educational games and game sites as they apply to curriculum



- Use of a computer without an authorized staff member present
- Use of commands or programs that may alter the appearance, performance or operation of the computer hardware or software
- Saving of files on the hard drive unless directed by the teacher. Such files may be erased without notice
- The sending of messages over the network, including e-mail and instant messaging with the exception of e-mail specifically designed for classroom purposes.
- Logging into the network as another user
- Allowing another user to use your password or using another's password
- Accessing another user's files
- Modifying files, programs, or data belonging to others
- Misrepresenting others through the use of technology
- Disrupting the operation of the computer through abuse of hardware or software.
- Malicious use of the computer to transmit mail, harassment, obscene, profane, vulgar abusive or sexually explicit statements or materials and/or discriminatory remarks.

**Southwestern Consolidated School District of Shelby County  
Technology Acceptable Use Agreement**

Students and Staff

I understand and will abide by the above Technology Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or legal action may result.

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



**Southwestern Elementary School**  
Home of the Spartans

*Mrs. Candy Hudson*  
Secretary/ECA Treasurer

*Mrs. Beth Hoeing*  
Principal

*Mrs. Tylynn Routier*  
Nurse

*Mr. Travis Oliver*  
Facilities Manager

*Mr. Colling Rigney*  
Assistant Principal

*Ms. Stacy Baute*  
Technology Director

**May 26, 2022**

Dear Parents/Guardians,

In accordance with the Elementary and Secondary Education Act, this is a notification from Southwestern Consolidated Schools to every parent of a student at Southwestern Elementary that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

Whether the student's teacher:

- Has met state qualification and licensing requirements for the grade levels and subject areas taught
- Is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived
- Is teaching in the field of discipline of the certification of the teacher

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact Mrs. Hoeing at (317)729-5320 or [bhoeing@swshelby.k12.in.us](mailto:bhoeing@swshelby.k12.in.us).

Sincerely,

Ms. Beth Hoeing  
Principal  
Southwestern Elementary School



### School Parent Compact

*It is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, families, students, and community members, the following are agreed upon rules and responsibilities that we as stakeholders will carry out to support the success of all students in school and in life.*

#### **Teachers and Staff:**

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child develop a love of learning.
- Communicate regularly with families.
- Provide a warm, safe, and caring learning environment.
- Participate in professional development opportunities that improve teaching and learning, and support the formation of partnerships with families and the community.
- Actively participate in collaborative decisions and consistently work with families and colleagues to make our school an accessible and welcoming place for families.
- Respect the school, and all the students, teachers, staff, and families.

#### **Students:**

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and classroom rules and be on my best behavior.
- Respect the school, and all the students, teachers, and families of Southwestern Elementary School.

#### **Family:**

I agree to carry out the following responsibilities to the best of my ability:

- Provide a safe and quiet place for homework and monitor TV viewing and the use of the internet.
- Assist my child(ren) in keeping organized and being punctual.
- Read to my child or encourage my child to read every day (20 min K-3; 30 min grades 4-6).
- Ensure that my child attends school daily, gets enough sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school, and communicate with the teacher when questions and concerns arise.
- Participate in school activities, volunteer as I am able, and attend parent/teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, and all the students, teachers, staff, and families.

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Student's Name

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Parent Signature

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Student Signature



## **Policy**

**BOARD OF SCHOOL TRUSTEES  
SOUTHWESTERN CONSOLIDATED  
SCHOOL DISTRICT OF SHELBY COUNTY**

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### CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

#### Definitions

- A. “Criminal gang,” as used in this policy, means a group with at least three (3) members that specifically:
1. either:
    - a. promotes, sponsors, or assists in, or
    - b. participates in, or
  2. requires as a condition of membership or continued membership  
the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).



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**SCHOOL DISTRICT OF SHELBY COUNTY**

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B “Criminal gang activity,” as used in this policy, means to:

1. actively participate in a criminal gang;
2. knowingly or intentionally commit an act:
  - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
  - b. for the purpose of increasing the person’s own standing or position within a criminal gang;
3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
4. threaten another person because the other person:
  - a. refuses to join a criminal gang;
  - b. has withdrawn from a criminal gang; or
  - c. wishes to withdraw from a criminal gang;

when engaged by a student who attends a Corporation school.



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SCHOOL DISTRICT OF SHELBY COUNTY**

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### **Procedures for Reporting and Investigating Suspected Criminal Gang Activity**

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than two (2) instructional days of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than five (5) instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within ten (10) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a regular basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.



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Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.





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**Annual Reporting of Investigations to the State**

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before May 15 each year. The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

**Establishment of Education Programs**

In its efforts to address criminal gang activity, the Board establishes the following educational programs:

- A. An evidence-based educational criminal gang awareness program for students, Corporation employees and parents; and
- B. A Corporation employee development program to provide training to Corporation employees in the implementation of this policy.



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**Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Gang Activity**

The Superintendent shall provide information about the supports and services available for students who are “at risk” for and/or suspected of participating in criminal gang activity and their families. Support services may include one or more of the following:

- A. gang awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in gang and gang-like activity;
- B. culturally and/or linguistically appropriate services/supports for parents and families;
- C. counseling coupled with mentoring for students and their families;
- D. referral to community organizations and civic groups that offer related programs or counseling;
- F. job training and employment opportunities as both a deterrent to criminal gang involvement and an incentive to leave criminal gang involvement;
- G. related extracurricular activities.



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**Recommendations Concerning Criminal Gang Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding**

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs which may include:

- A. Dissemination of criminal gang awareness information to students and parents. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
- B. Training for staff and teachers on criminal gang prevention and intervention resources.
- C. Creation of formal collaboration plans between Corporation administration and community-based prevention and intervention providers to address criminal gang prevention and intervention.
- D. Coordination of resources and funding opportunities to support gang prevention/intervention activities.
- E. Integration of available School Resource Officer Programs.
- F. Incorporation of the Gang Resistance Education and Training (G.R.E.A.T.) Program into the curriculum.



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**Publication of the Policy**

The Superintendent shall ensure that this policy is posted on the Corporation's internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

See also AG 5840A and AG 5840B.

I.C. 20-18-2-2.8  
I.C. 20-19-3-12  
I.C. 20-26-18-1 et seq.  
I.C. 20-33-9-10.5  
I.C. 20-33-9-14  
I.C. 35-31.5-2-27.4  
I.C. 35-31.5-2-74  
I.C. 35-31.5-2-264.5  
I.C. 35-45-9-1  
I.C. 35-45-9-3  
I.C. 35-45-9-4  
I.C. 35-45-9-5