

# **TRI-CENTRAL ELEMENTARY**

## **STUDENT HANDBOOK**



## **2017-18 SCHOOL YEAR**

*Treat People Right and Do the Right Thing!*

## TABLE OF CONTENTS

<b>MISSION STATEMENT/STUDENT VISION/BELIEF STATEMENT</b>	<b>3</b>
<b>ADULT LUNCHESES/ATTENDANCE POLICY</b>	<b>4</b>
<b>ATTENDANCE REGULATIONS/AWARDS/BEDBUGS/BOOKSTORE</b>	<b>6</b>
<b>CAFETERIA PROCEDURES</b>	<b>7</b>
<b>CHILDFIND</b>	<b>8</b>
<b>CITIZENSHIP/FIELD TRIPS</b>	<b>9</b>
<b>HEADLICE/HONOR ROLL</b>	<b>10</b>
<b>IMMUNIZATIONS/LUNCH</b>	<b>11</b>
<b>MEDICATIONS</b>	<b>12</b>
<b>PARENT'S RIGHT TO KNOW/PLANNERS/PLAYGROUND</b>	<b>14</b>
<b>SCHOOL BUS/SECTION 504</b>	<b>16</b>
<b>STUDENT PICK-UP/DROOP OFF/DISCIPLINE POLICY</b>	<b>19</b>
<b>SCHOOL SAFETY/TCE HOMEWORK</b>	<b>27</b>
<b>STUDENT COUNCIL/TCE ATHLETICS</b>	<b>29</b>
<b>VISITORS</b>	<b>30</b>
<b>NOTE TO PARENTS/GUARDIANS</b>	<b>31</b>
<b>TITLE 1</b>	<b>32</b>

## **WELCOME TO TRI-CENTRAL ELEMENTARY SCHOOL**

THIS HANDBOOK WAS WRITTEN IN AN EFFORT TO COMMUNICATE TO THE STUDENTS OF TRI-CENTRAL ELEMENTARY SOME OF THE BASIC SERVICES OFFERED BY THE SCHOOL THAT WILL HELP YOU ACHIEVE THE BEST EDUCATIONAL EXPERIENCE POSSIBLE. PLEASE KEEP THIS HANDBOOK READILY AVAILABLE AND FEEL FREE TO ASK ANY QUESTIONS YOU MAY HAVE. OUR HOPE IS THAT YOU HAVE A REWARDING AND SUCCESSFUL SCHOOL YEAR.

### **SCHOOL BOARD MEMBERS**

Mr. Dan DeLong	Mr. Jay Rayl	Mr. Craig Smith
Mr. Kolby Dickover	Mr. Chris Kelley	
Mr. Jerry Fernung	Mr. Carol Kinder	

### **ELEMENTARY OFFICE STAFF**

Matthew Miller.....	Elementary Principal
Staci Eller.....	Special Education Administrator
Lisa Piatek.....	Counselor
Viv Palmer.....	Secretary
Kim Day.....	Secretary/Treasurer

#### **Tri-Central Elementary School Mission Statement:**

*The mission of Tri-Central Elementary: community will provide a positive, safe, student-centered learning environment in which continual exploration and expansion of individual skills, concepts, behaviors, and knowledge are directed for present and future learning and growth.*

#### **Tri-Central Elementary Student Vision:**

*Succeed, Achieve, Believe*

#### **Tri-Central Elementary Belief Statement:**

*Treat People Right and Do the Right Thing*

SCHOOL COLORS: ROYAL BLUE, GOLD AND WHITE

NICKNAME: TROJANS

PHONE: (765) 963-5885 WEBSITE: WWW.TCCS.K12.IN.US

<b>RESPECT</b>
<i>The more you give, the more you get.</i>
Tri-Central is a small community family, and it is important that all of us respect one another and our property. Social conflicts not only make us unhappy, but they also distract us from our purpose. In schools, these conflicts create tensions that inhibit teaching and learning. They also take too much time and energy that should be spent on education.

**\*\*\*\*NOTICE\*\*\*\***

**NO SMOKING POLICY**

In accordance with the Federal Government's Pro Children's Act of 1994, The Board of School Trustees, at their May 1996 meeting, formally approved a policy prohibiting the use of tobacco in all buildings and on all grounds of the Tri-Central Community Schools of Tipton County, effective the 1996-97 school year.

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**Adult Lunches**

Guests are welcome to join students at school for lunch. We appreciate prior notification of extra guests for proper amounts of food to be prepared. **We are unable to accommodate pre-school children. We also request that adults eat with their child only, not their child's friends.** Due to liability purposes, adults cannot accompany their students to recess.

**ATTENDANCE POLICY**

Students may only be absent 8 days per semester. NOTE TO PARENT & STUDENT: EACH ABSENCE, WHETHER EXCUSED OR UNEXCUSED, COUNTS TOWARD THE EIGHT (8) DAY LIMIT.

Excused Absences (All missed work may be made up for full credit) as per Indiana Compulsory School Attendance I.C. 20-33-2

1. Illness with a parent phone call. Phone calls should be made before 10:00 a.m. on the day of the absence.
2. Death in the immediate family.
3. Medical and dental appointments provided that there is a statement from attending doctor or dentist. Students are expected to attend school before and/or after appointments.
4. Court appointment (Required court appearance).
5. Required religious observance.
6. Serving on Election Day.
7. Serving as a State Legislature Page.
8. Absences related to return for Military Connected Families
9. Administrative approval of absence

**B. Unexcused Absences**

All other absences are considered unexcused and will receive no credit for work missed and work will not be allowed to be made up for credit. **NOTE TO PARENTS & STUDENTS: Pre-Arranged Family Trips are considered unexcused absences and only major assignments (as determined by the teacher) may be made up for credit.** Excessive unexcused absences will be dealt with according to the state's compulsory attendance law.

Once a student has accumulated 8 absences, a letter may be sent to the prosecutor's office and/or the Department of Child Services.

Attendance will be taken in half days as required by the Indiana code. (10:30 A.M. and 1:30 P.M.)

Excessive absences could result in a child repeating the same grade level. Student disciplinary action may result for excessive absences and tardies.

**Responsibilities: Parents**—Parents must take an active role in ensuring that their children attend school on a regular basis. (Sec. IC 20-8.1-3-3 20-8.1-3-17, 18). If arriving late with students, parents should enter with students and sign the children in through the office.

**Students**---Students should assume the responsibility of developing good attendance habits. (Sec. IC 20-8.1-3-17)

**School Personnel**---Administrators, teachers and counselors should encourage good attendance among the students under their charge. They should attempt to identify attendance problems early and take the necessary steps to remedy them.

**Attendance Procedures:** When a student has been absent and returns to school, the following procedures are recommended:

- 1. Parent/guardian: When your child is absent, please call or send a note to the school to verify the absence. (963-5885)**
2. A doctor's or parental statement is needed to verify the reason for absence upon the students return.
3. An absence must be verified or it will be unexcused. (The responsibility for verification rests with the parent.)

The doctor's statement and/or parental note should show adequate information. This would include date or dates of absence, the student's full name, full days or half days, the nature of illness, and should be signed by the doctor or parent. Elementary students will present the doctor's note or parental note to the main office. If there is any question, the principal will make the final determination. Exceptions to this policy will be on an individual basis at the discretion of the school administration. Please call the elementary office if your child is ill and not coming to school. Tardiness is discouraged. Students with an unexcused tardy (not verified) may not be eligible for a perfect attendance award at the end of the year.

## **Attendance Regulations and Procedures**

A good attendance record is important not only to the student but to the school as well. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. Pupils who miss school frequently experience great difficulty in achieving the maximum benefits of education. Students with poor attendance records often lose interest in school and are commonly potential drop-outs. Evidence indicates that grades and attendance are directly related. The educational process requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the goal of maximum educational benefits for each individual student.

Every effort will be made to monitor the attendance of the students and to keep parents informed of their child's **absences of concern**. Automated calls are made for all student absences.

### **Awards**

To be distributed at the Awards Program at the end of the school year:

**Academic Excellence** Students must have:

1. A's on semester grade in all subjects including citizenship

**Principal Award Students** must have:

1. Improved significantly in any area
2. May be earned anytime during the year

**Awards:** To be distributed in classrooms:

1. Subject Area: Students must have A's each semester in a subject, this includes citizenship.
2. Attendance—Neither absent nor unexcused tardy.
3. Departmental Awards if given by teachers of art, music, computers or P.E to be outstanding in their class.
4. Other awards deemed appropriate by the classroom teacher.
5. Awards will also be given at the end of each nine weeks for those students on the A/B Honor Roll, perfect attendance, and no late work.

### **Bed Bugs**

If it is determined that a student has bed bugs and it is causing a disruption or concern in the school, the parents will be notified and a conference will be requested with the school administration to determine an appropriate plan of action.

### **Bookstore**

TCE and Student Council provide minimal school supplies for students to purchase. The Bookstore hours are as follows: 7:45 A.M.—8:00 A.M. daily. Self-serve machines are

also available for pencils, pencil grippers, and paper. A sticker machine is also available for students and is located outside of the main office.

### **Boy/Girl Relationships**

School is not the proper place for boys and girls to demonstrate affection for one another. Public display of affection such as holding hands, kissing, hugging, etc. are prohibited. Violators are to be sent to the office.

### **Building Students Code**

See TCCS Policy 5500 (I.C. 20-9.1-5-19) See TCCS Policy 5513 (I.C. 20-8.1-5-4 (b), 20-8.1-9-10)

Students should proceed quietly when entering or leaving school, going to and from recess, cafeteria and to classes. Please use the right side of the hallways. Please pass to your classrooms in an orderly manner. Dismissal of class will be by the teacher. Student rules at the elementary school events (such as staying seated except at half time and between games) also apply to all middle school and high school events.

Good sportsmanship is expected from fans as well as participating students. Support your athletic teams with spirit and encouragement. Derogatory remarks toward any contestant, team or official will not be permitted.

Students are expected to be courteous to all faculty, substitute teachers, educational assistants, student teachers, secretaries, and visitors. Fighting is not permitted. Each incident will be considered on an individual basis. Disciplinary measures may include (but are not limited to) loss of privileges, parental contacts at home or work, and suspension/expulsion. All rules of common courtesy are to be observed. The use of profanity is not acceptable. Students using profane language will be disciplined.

### **Cafeteria Procedures**

Students will sit at designated tables to eat their lunch. They will be dismissed to return empty trays and wait for dismissal from the cafeteria. Good conduct is important.

Helping to keep the cafeteria clean is expected. *For those students that have allergies a separate table is available.*

1. Treat People Right!
  - \*Hands and feet to yourself
  - \*Be patient while waiting
  
2. Do the Right Thing!
  - \*Use an inside voice
  - \*Food and drink should not leave the cafeteria
  - \*Raise your hand if you need something from an adult
  - \*Do not share food

## **Cheating Policy**

A student caught cheating on tests or major projects will be handled by giving the student an “F” for the grading period in that subject upon the first offense and failure for the semester for the second offense. The individual teacher will handle cheating on daily work.

## **“Childfind”**

As a part of a statewide effort, Tri-Central Community Schools is seeking children, ages 3-21, who are not receiving a free public education and who may have disabilities that interfere with learning. This effort, called “Childfind” seeks to create greater awareness of the special needs of these children.

What is the purpose of Childfind? The Tri-Central Community Schools, in cooperation with the Kokomo Area Special Education Cooperative, currently provides the following programs for children:

\*Children with health impairments \*Children with mental disabilities \*Children with learning disabilities \*Children with visual impairments \*Children with orthopedic impairments \*Children with communication disorders \* Children with hearing impairments \*Children with multiple handicaps \*Children with autism \*Children with brain injuries.

We have children with these disabilities in our schools already. However, there may be children who are not receiving an education. With your help, we hope to locate those children.

What about the preschool and post-school child? Schools in Indiana are required to provide an appropriate program for eligible children ages 3-21. We will provide guidance and referrals for disabled persons who are not of mandatory age.

Who can refer a child? Anyone can refer a child. Just call the Childfind Coordinator.

When can a referral be made? Childfind is in operation continuously. Referrals can be made at any time.

How do I find out more? Contact: Tri-Central Community Schools, Tri-Central Elementary, 2115 W. 500 N. Sharpsville, Indiana 46068, (765) 963-5885.



## **Citizenship Grade**

Kindergarten students will receive a “S+, S, N, or U” for citizenship grades. Students in grades 1-5 will receive this grade on a weekly basis. Classroom teachers will use a point management system to record the number of infractions (bus, classroom, specials, recess, lunchroom, etc.) a student incurs during the grading period

## **Completion of work missed during absences**

It is the responsibility of the student to see the teacher concerning work that is incomplete due to absence. Arrangements should be made for its completion within three class days. Parents requesting homework should call by 11:00 A.M. for homework to be picked up in the office after 2:00 P.M. If the work is not made up, an incomplete grade will be changed to failure for the grading period. Unexcused absences will receive no credit for work. Work that is given for unexcused absences will be for the student’s benefit so as not to miss skills. Students that are out of school suspended will receive one letter grade lower on all work completed.

## **Computer Technology and Networks**

Students will be expected to follow current “Tri-Central Community Schools Student Technology Handbook and the current Student Responsible Use Agreement.” Appropriate disciplinary action will be taken for violation as spelled out in Computer Technology and Network Policy. These policies may be found on the school website.

## **Convocation/School Programs**

Programs are given to promote school spirit and to stimulate interest in other school projects/subjects. These programs not only allow students to appear before large groups, but also develop an attitude of cooperation on the part of the student. Students who do not behave might be excluded for future presentations.

## **Field Trips**

Students who are not in good standing regarding attendance, grades and behavioral attitudes, will not be allowed to go on field trips. Truancy invokes immediate forfeiture of participation in field trips for the current semester. Tri-Central field trips are for Tri-Central students only. Electronic devices will not be allowed on field trips unless administration has approved this request. Tri-Central Elementary is not responsible for any lost or stolen items. All chaperones must obtain a background check before attending any school sponsored field trips. Not all field trips will require parent chaperones.

## **Head Lice**

Upon notification or discovery of active head lice, the school nurse should be contacted for inspection of the student’s head. If a student has active lice or viable nits, the school

nurse will contact the infected student's parents and have them picked up from school. The school nurse will go over procedure for treatment and instruction of procedure for readmission to school, which is a thorough examination by the school nurse to show that no active lice or viable nits remain in the student's hair. Before returning to school, the student has to be cleared by the school nurse. The school nurse will screen classrooms as deemed necessary.

### **Honor Roll**

Trojan Honor Roll: (All A's) A student must have all A's on the report card. These students may be eligible for the Academic Excellence award at the end of the year.

Academic Honor Roll (All A's and B's) a student cannot have a C (or lower) or U in any subject to earn this honor.

All "Honor Rolls" include citizenship. Each grade level at the end of the grading period and semester will determine the "Honor Roll".

#### Grading Scale/Grade Cards:

100	A+
99-92	A
91-90	A-
89-88	B+
87-82	B
81-80	B-
79-78	C+
77-72	C
71-70	C-
69-68	D+
67-62	D
61-60	D-
<60%	F

### **Immunization Requirements for School Entry**

(See TCCS Policy 5320 I.C. 20-30-5-17, 20-34-3-2, 20-34-4-2 to 7I) The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis B, and

varicella. From time to time other communicable diseases may be designated by the State Board of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence exclusion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated. Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

### **Lunch Information**

Breakfast, lunch and milk prices for the school year will be posted on the school website. These prices are subject to change.

The breakfast and lunch menus are available online at [www.tccs.k12.in.us](http://www.tccs.k12.in.us). Please note, the menu is subject to change without prior notice. Money for breakfast and lunch may be sent to school in an envelope with the student's first and last name and grade level to credit their account. Breakfast and lunches may be paid by the week, month or grading period.

Monies received after 9 A.M. will not post until the following school day. Elementary students may experience a delay in the posting of funds due to the time required for monies to arrive in the high school cafeteria.

Only one check is necessary when paying for multiple students regardless of grade level. List the names of each child with the amount to be credited to each account in the memo line of the check. Use first and last name if last name differs from the name on the check.

There is a \$10.00 limit on charges in the cafeteria. Students may only charge meals.

Milk is considered an ala carte item when not purchased as part of the tray meal.

Students who wish to buy milk with a lunch from home must have a positive lunch account balance. Additionally, the cost of milk is only covered by the free and reduced program when a child purchases a school lunch. If a student participating in the free and reduced lunch program elects to bring a lunch from home, he/she must have money on his/her account to purchase milk.

If a student is over the \$10.00 charge limit, he/she will be served a cheese sandwich and milk in place of the regular school meal at lunchtime at a cost of \$1.85. To avoid this, lunches should be prepaid. Lunch account balances may be obtained through the school website or by calling 963-2560 ext. 1172.

### Lunches

Students will continue to have the option of bringing a “sack” lunch. We ask parents to prepare nutritional lunches for their children. **Soft drinks or glass containers should not** be sent in lunches. **All fast food and soft drinks are prohibited in the cafeteria.** Sharing of food is not allowed. Candy should not be part of any sack lunch. Milk is available for purchase. There are **not** facilities to “warm up or cook student’s food”. Lunches should be ready to eat. **If a parent wishes to provide a snack for the classroom these items must be store purchased and the teacher should be contacted ahead of time to arrange for an appropriate time. The snacks will not replace a lunch. Parents are encouraged to provide healthy snacks. Please note that some classrooms are peanut free due to allergies. Water will be the only drink allowed in the classroom.** Please refer to the wellness policy for more details.

**Medication Policy** (See TCCS Policy 5330 I.C. 20-8.1-5.1-7.5 I.C. 20-8.1-7-22 I.C. 34-30-12 511 I.A.C. 7-21-8)

Prescription medication that is to be taken by a student during school hours must be delivered to the nurse or office in the original bottle with the current pharmacy label and the student’s name affixed. It must be accompanied by a written and dated consent statement from the student’s parent or guardian giving the school nurse or designee consent to administer and a dated physician’s note. However, the pharmacy label on prescription medications can serve as the written order of the physician. The parent or guardian must notify the school immediately if there is any change in the use of the medication or the prescribed treatment.

Over-the-counter medication must also be delivered to the nurse or office in the original container or package. A dated consent form from the student’s parent or guardian giving the school nurse or designee consent to administer must accompany the medication. **Under no circumstances should students take medication (prescription or over-the-counter) at school without the knowledge of the school nurse or school administration.**

In accordance with the Indiana State Law Senate Bill 376, any student with a chronic or acute medical condition may possess and self-administer their medication on an emergency basis. A written note from the parent or guardian giving the child consent to have the medication as well as note from the physician stating whether the condition is acute or chronic must be on file in the nurse’s office. Children in grades K-8 **may not** take **any** medication home from school. The parent or guardian must pick up the medication. Students in High School may take home medication with a signed permission slip from the parent.

When the school nurse is not available, medications can be administered by her designee. In some cases teachers may administer medications to students in special education or to students on field trips.

### **Parent/School Communication**

To ensure the safety of all students, parents will be required to provide the school with their child's date of birth when contacting the school via phone or letter about their student. This will be a mandatory requirement of all parents/guardians for any type of change pertaining to the student. Any correspondence to the school regarding a student should include the child's date of birth to serve as a "security password."

## **PARENTS' RIGHT-TO-KNOW**

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) **PARENTS' RIGHT-TO-KNOW**, this is a notification from Tri-Central Community Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

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

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school principal at Tri-Central Elementary School, 765-963-5885.

**Pest Control Policy:** See TCCS Policy 8432

### **Planners**

Students in grades 3-5 will be required on a daily basis to utilize their school provided planners. Students will be expected to do the following:

- 1) Write down ALL assignments each day.
- 2) Hi-light assignments that need to be completed as homework.
- 3) Parents are expected to initial or sign the planner daily to verify homework completion. This is a communication tool between school and parents/guardians.

### **Playground Procedures**

1. Students are expected to remain orderly while walking to and from the school playground.
2. Students are not to retrieve any object that goes outside the playground area. The teacher/supervisor should be informed if an object goes into the road, drive, roof or other areas outside playground boundaries.
3. Students are to obey the instructions of the teacher/supervisor on duty. No softballs, tennis balls, hardballs or bats at recess. Balls and other toys should

be left at home. Recess balls are provided for students. Football games are not allowed during recess.

4. Students should dress appropriately for outdoor recess. Students will not be able to remain indoors during recess without a doctor's note due to supervision. Weather conditions are considered when deciding to take children outdoors for recess.
5. Students are to stay on the paved surface when the ground is wet or muddy.
6. Students are not to play kickball in the basketball area.
7. Students are not allowed to throw rocks, gravel, sand, sticks or snow.
8. Students are not to behave in any manner that may cause injury to another person. Some examples of this behavior might be kicking, hitting, pushing, tripping, tackling, or jumping on another student.
9. Students are not to grab or take hats, gloves or other personal items from others.
10. Students are to use all playground items in a manner that will not cause personal injury to themselves or to others.
11. Visitors are not allowed on the playground during normal school hours.

**Promotion, Placement and Retention:** (See TCCS Policy 5410 I.C. 20-10.1-17-8 pg. XXXIII)

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

**Definitions:**

1. Promotion: Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410 and restated below.
2. Placement: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the building administrator believes that it is in the student's best interest to move to the next grade.
3. Retention: Occurs when a 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 teacher and the building administrator.
4. Final decisions on student promotion, placement, or retention rest with the building principal. To implement Board policy, the following guidelines are to be utilized:

**Elementary Level:** the following criteria shall be considered:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and social maturity

**Time Line for Elementary Retention Consideration:**

1. September-October: Principal will review grade placement procedures with teachers.

2. October-January: Teacher should inform parents of student progress.
3. Late February: Teacher will notify principal if an alternative grade placement is being considered.
4. March (Grades 2-5) If placement or retention is still being considered, parents should have been notified by this time and commitment to the decision secured.  
May (Grade 1) If placement or retention is still being considered, parents should have been notified by this time and commitment to the decision secured.
5. May-June: Decisions on placement or retention is made and student grade placement recommendation is completed.

**NOTE: Building administrator will base student retention decisions off of best practices and the latest educational research. The most current data and research would suggest that retention is not advisable and does not benefit students. However, all decisions will be made on a case by case basis.**

### **Public Notice**

It is the policy of the Tri-Central Community Schools not to discriminate on the basis of race, color, religion, sex, national origin, age handicap, or marital status in its educational programs or employment policies as required by the Indiana Codes, Title IX (1972 Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Inquiries regarding compliance with Title IX and Section 504 may be directed to building principal, Tri-Central Elementary School, 2115 W. 500 N., Sharpsville, IN 46068, phone (765) 963-5885, or to the Director of the office for Civil Rights, Department of Education, Washington, D.C.

### **Restroom**

Student conduct in the restrooms should be orderly with no loitering or littering. Ample time is given during the day for students to go to the restroom. During classes the pupil must have permission from the teacher to use the restroom. Students are expected to follow all restroom procedures. Replacement of restroom equipment due to vandalism is to become the responsibility of the parent.

### **School Bus Rules**

School bus drivers are to have control of all students transported between their homes or pick up points to the school, and return. The driver shall keep order while the children are in the bus. The driver shall treat all children in a civil manner and see that no child is imposed upon or mistreated while in his or her charge. The bus driver is in charge of the safety of the students and shall see that all passengers observe the following regulations:

1. Each student shall be seated immediately upon entering the bus in a seat assigned by the driver.



2. No students may stand or move from seat to seat during the trip.
3. Loud, boisterous, or profane language or indecent conduct will not be tolerated.
4. Students must keep hands and feet to themselves. No biting.  
No throwing of objects.
5. No windows or doors will be opened or closed without the permission of the driver.
6. The student should be waiting at the bus stop when the bus arrives. The driver will not be required to wait for the student if he/she is not there when the bus arrives.
7. Discipline problems will be noted in the student information system (Skyward). Parents may view this information via their log in information. The student will be seen by the appropriate administrator. Students who continually violate the rules may lose bus privileges at the discretion of the administrator. Riding the bus is a privilege and not a right. Students need to understand that riding the bus is an extension of the school day. Students that damage the bus will be responsible for payment of item(s) damaged.
8. A student who is to be picked up after school or riding a different bus shall bring a note to the teacher (middle school/high school students should give the note to their bus driver). In the event of no note or phone call to the office, the student will be sent home on his/her regular bus and dropped off at the regular stop.
9. Parents or guardians dropping off or picking up students at school should do so at the main entrance for the elementary and the main entrance of the high school. No students should be dropped off or picked up during bus loading/unloading times at the middle school.
10. No food, candy, or drinks are allowed to be consumed on the bus during the route. Due to health reasons, these items need to remain unopened and left in the student's bag while on the bus.

### **Section 504**

In order for schools to provide an appropriate education for students who are protected under Section 504 and the ADA, accommodations and modifications will likely be necessary. These may be implemented in special education classrooms or general education classes. The vast majority of accommodations and modifications for students served under 504 and ADA will occur in general education classrooms. There are numerous accommodations and modifications that schools can include in students' educational plans that are described in the OCR (1989).

#### School Closings/Early Dismissal

**Parents are strongly encouraged to register to receive an automated call announcing school closings, important academic information, and general student/school information. These calls will be made through our automated phone system. Please do not call the school after receiving a call. The automated system will leave a message on answer machines and voice mail. Parents have the ability to update their personal contact information in Skyward.**

Notification of school closing will be made with these radio and television stations:

WERK FM Elwood.....101.7	WZWZ FM Kokomo.....92.5
WWKI FM Kokomo.....100.5	WIOU FM Kokomo.... .1350.0
SHINE 99 FM Kokomo.....99.7	Channel 4 TV CBS Indianapolis
Channel 6 TV ABC Indianapolis	Channel 13 TV NBC Indianapolis
Channel 59 TV FOX Indianapolis	Channel 18 TV CBS Lafayette

Students and parents should pre-plan in case of an early dismissal by discussing with your child any alternate arrangements.

Parents may also visit the school website at [www.tccs.k12.in.us](http://www.tccs.k12.in.us) and Twitter (@matthewmillerpe) for school related information.

### **School Property and Belongings**

Any student caught taking or damaging school property will be disciplined accordingly. School property includes but is not limited to: sports equipment, library books and magazines, textbooks, teacher belongings, etc.

### **STUDENT DAY**

The student day is 8:00 A.M. to 3:00 P.M. The students who occasionally, or for some type of emergency, find it necessary to arrive before 7:40 A.M. shall report to the cafeteria. **Students should not arrive before 7:40 A.M. Students will not be permitted to wait in the office for pick up at dismissal, except when emergency situation warrants and after contact is made with the office staff.** Students need to be picked up at 3:00 P.M. (dismissal time)

### **Students' Personal Belongings**

Students are responsible for all of their schoolbooks and their personal items. The school will not be responsible for items lost or stolen. In the event a student leaves something in the classroom the student may not retrieve the item (s) without the teacher, administrative designee, or administration present.

### **Student Transportation to School and Home After the School Day**

We are unable to provide appropriate supervision for "Early Birds." We are very concerned that each of our students arrives home safely each day and we take great care to see that the planned transportation methods are followed. We will plan your child to follow their "routine" for transportation unless you notify us in writing or by telephone before 1:30 P.M. All bus students will be sent home on their regularly scheduled bus each day unless we receive instructions indicating otherwise from a legal guardian or parent. **Please understand this procedure is necessary to insure the student arrives home safely. Students who are in the building after school hours are to be**

**supervised by a staff member, coach or sponsor. Students should not stay after school with a sibling if they are not directly involved with the after school or before school activity. Students are not to be in hallways, multipurpose room, gymnasium or any unauthorized area of the building.**

### **Student Pick Up & Drop Off**

As a safeguard, parents are to pick up students in the elementary office. Parents should not go directly to the classroom. The students will be notified of your arrival. A note for the teacher is required. **The curb on the east side of the Elementary is not a parking zone** between 7:45-8:15 and 2:45-3:15. Parking should be in marked lot only. For safety purposes, the front parking lot will not be accessible by vehicle once students are released for the buses. Please use the designated cross-walk and keep your student (s) with you at all times while walking to and from the school parking lot. If you arrive after dismissal you will be required to park in the parking lot located behind the buses. **TCE will dismiss bus students at 3:00 PM followed by dismissal of all car riders/student pick up. If you are picking up your child you will be asked to wait in the lobby area at door # 17 until your child is brought to you by a TCCS staff member. This process is being implemented to ensure the safety of all students. In addition, please know that TCCS staff may ask to see your state issued identification and may also ask for the child's date of birth before releasing a child.**

### **Telephone**

The school phone is a business phone, and is to be used only for that purpose. No student will be allowed to use the phone unless given permission by the teacher or office personnel. A student cannot be called out of class to talk on the phone, except in the case of an emergency. Parents should pre-plan for emergency school closings. Telephone lines are limited. (Teacher permission is needed to leave the room to make a phone call.) **Students are not to use cell phones during the school day to call or text. Student's cell phones must be turned "off" during the school day. If cell phone is a distraction or disruption they will be confiscated and the parent will be required to pick up the phone at the office.**

### **Tri-Central Elementary Discipline Policy**

(See TCCS Policy 5600 I.C. 20-8.1-5-1 1 et seq., 20-8.1-5-3 (21) pg. XIII) (See TCCS Policy 5520 I.C. 20-8.1-5-4 pg. XVI) (See TCCS Policy 5630 I.C. 20-5-2-2 (17) pg. XVI) Discipline plays an important role in a school's educational program. Good student discipline provides an opportunity for more on-task academic time and more opportunities for quality educational experiences. Conversely, poor student discipline detracts from on-task time and detracts from the opportunity to provide students special academic experiences.

Each classroom teacher will post classroom procedures in his/her room. Teachers will supply parents with copies of their discipline plan. Parents will be expected to read and sign the appropriate section of the plan and return that section to the teacher.

**Discipline Procedure:**

1. Teachers will follow their individual classroom plans.
2. The principal and/or designee will be involved in the student discipline when warranted.
3. Discipline may include, but not limited to:
  - Parent Contact
  - Removal of privileges
  - Removal from classroom
  - Lunch detention
  - Recess detention
  - Before/After school detention
  - In-school detention \*\*
  - Restitution
  - Out of school suspension
  - Expulsion
  - Report to Law Enforcement
  - Report to Department of Probation

\*\* While in-school detention, students will not have regular privileges. Lunch will be brought to the student. They will not have recesses. Students will be monitored to and from the restrooms. In-school suspension allows for temporary isolation and removal of the student from the classroom without removing the student from school. Students will be required to work on classroom assignments while being removed from the classroom.

**School Dress for Tri-Central Elementary**

(See TCCS Policy 5511 pg. XVII)

Dress for school is an individual responsibility. Each student should dress appropriately making sure the body is properly covered. The school believes the following clothing causes distractions, exposes too much body, or is not appropriate for school wear.

1. Halters, Midriff tops, Bare back blouses & dresses or extremely low cut neckline clothing.
2. Mesh or see-through tops
3. Shirts with suggestive or obscene slogans – Any representation of alcohol, drugs, tobacco, sex, nudity, and suggestive or obscene slogans will not be tolerated. Clothing that reveal undergarments are not appropriate.
4. Hats/caps (this includes hood of sweatshirts)
5. Skirts or dresses that are not mid-thigh length
6. Tank tops – may be worn with sleeved shirts
7. Muscle shirts must be to the shoulder and tight to arm pits and may not be open down the sides.
8. Cheerleading skirts may be worn during pep sessions, not during the school day.

9. Shorts may be worn to school, but with the following stipulations: Students will be expected to use good judgment during cold or inclement weather. Length of shorts mid-thigh and below. Shorts must be clean and neat and intended to be classified as shorts. The following items are not appropriate short wear: cut-offs not hemmed or cuffed must not be frayed. Boxer style shorts, athletic or P.E. wear, short-shorts of any type are not permitted. Rule to follow for proper short length: when student arms are to their side and finger tips on thigh are shorter than the shorts.
10. Clothing that is torn, tattered and full of holes.
11. Spandex or similar material is not acceptable.
12. Outerwear, such as long coats, heavy jackets, etc., are not to be worn during the school day.
13. No gang paraphernalia or colors will be allowed in school. (A specific gang policy may be found on the school website)
14. Foot wear must be worn at all times. Sandals should have straps. Flip-flops are dangerous at outside recess. Cleats or “roller skate shoes” are not to be worn in school.
15. No book bags or large purses are to be carried during school day.
16. Tattoos, body piercing or body paint is not acceptable for elementary students.
17. Pajamas are not appropriate for school unless the school/class is having a special activity.
18. Students may be asked to change their clothes or have additional clothing brought to school to meet dress code requirements.

### **School Policy and Governmental Mandates**

(See TCCS Policy 5600 I.C. 20-8.1-5.1-1 et Seq. 20 U.S.C. 3551 20 U.S.C. 8922 pg. XIII) Recognizing that the behavior of some students may be disruptive, that it interferes with school purpose or educational functions of Tri-Central Community Schools, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of I.C. 20-8.1-5-1, the Board of Trustees of Tri-Central Community Schools authorizes administrators and staff members to take the following actions:

1. Removal from class or activity—An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day, with permission of the administration, providing the student is assigned regular or additional work to be completed in another school setting.
2. Suspension from School – A school principal or his/her designee may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. Expulsion – In accordance with the due process procedure defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for suspension and expulsion in this policy.

#### Student Misconduct and/or Substantial Disobedience

**Grounds for Suspension or Expulsion:** Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation (Bullying), fear, passive resistance, or other comparable conduct, which constitute interference with school purposes, or urging other students to engage in such conduct. The following are examples and not limited to the type of conduct prohibited by this subdivision.
  - a. Occupying any school building, school grounds or part thereof with the intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by a physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under this supervision.
  - f. Engaging in speech or conduct, including clothing, jewelry or hairstyles, with profane, indecent, lewd, vulgar or offensive to school purposes.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. "Bullying" will not be tolerated. The definition of bullying used is "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

11. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
12. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school or a school function or event.
  - a. Exception to Rule 12: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
13. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
14. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
15. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or federal law.
19. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purpose or an education function.
21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal laws.
22. Engaging in academic dishonest, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals or buttocks.
25. "Sexting" or using a cell phone or other personal communication device to possess or sent text or email messages containing images reasonably interpreted as indecent or

- sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
26. Engaging in pranks or other similar activity that could result in harm to another person.
  27. Using or possessing gunpowder, ammunition, or an inflammable substance.
  28. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
    - a. Engaging in sexual behavior on school property.
    - b. Engaging in sexual harassment of a student or staff member;
    - c. Disobedience of administrative authority.
    - d. Willful absence or tardiness of students.
    - e. Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex or illegal activity;
    - f. Violation of the school corporation's acceptable use of technology policy or rules;
    - g. Violation of the school corporation's administration of medication policy or rules;
    - h. Possessing or using a laser pointer or similar device.
  29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
  30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.
  31. Multiple discipline referrals during the school year may result in additional consequences.

Bullying TCCS Policy 5517 pg. XXXII

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school;
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Use of data or computer software that is accessed through a school computer, a school computer system, or a school computer network to engage in any bullying conduct described in this rule is also prohibited.



4. Parents or students who suspect that acts of bullying are taking place need to report the matter to the school principal or designee. School personnel will investigate all reports of bullying. Reports may be made through the school website.
5. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention (s), restoration of a positive climate, and support for victims and others impacted by the violation.
6. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
7. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
8. The penalty for violation of this section prohibiting bullying: up to 10 days suspension and expulsion from school for a period not to exceed the remainder of the current semester and one full semester.

Possessing A Firearm or A Destructive Device TCCS Policy 5772 I.C. 35-47-9 pg. XXVIII)

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon 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 weapon described above;
  - Any firearm muffler or firearm silencer;
  - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
  - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
  - An antique firearm; or
  - A rifle or a shotgun that the owner intends to use solely for sporting, recreational or cultural purpose
3. For purposes of this rule, a destructive device is:
  - An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the

beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons for the purposes of this rule as defined in I.C. 35-31.5-2-86;

- A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
- An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
- A biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and summer period when a student may not be attending classes or other school functions.

The grounds for suspension or expulsion listed above apply when a student is:

- a. On school grounds immediately before, during or immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at school activity, function or events or
- c. Traveling to or from school or a school activity function, or event.
- d. On the way to and from school on a school day and during the lunch period.

While students may not be under the direct supervision of school officials during these periods, each student shall observe the rules of conduct set forth above and shall be subject to the prescribed punishment for such violations.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purpose or an educational function, or the student's removal is necessary to restore order or protect persons on

school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, or other school functions.

**Expulsion Procedures:** see TCCS Policy 5610

**Possession of a Firearm:** (See TCCS Policy 5772 I.C. 35-47-9 pg. XXVIII)

**Harassment Policy:** (See TCCS Policy 5517 pg. XXXII)

### **School Safety Procedures**

- Objects such as rocks, sticks, snowballs, etc., are not to be thrown on the school playground or classroom areas at any time.
- Do not leave the school ground without permission of the principal. Our school is a closed campus.
- Emergency drills, such as fire, lock down, and tornado drills are held regularly. It is very important that proper procedures are followed.
- Toys, chains, skateboards, mobile music devices, portable TV's, sport cards, collector cards, water guns, and/or electronic games or any other electronic items are not permitted at school. Calculators and organizers are the owner's responsibility.
- **Cell phones should be turned off during the school day and should not be visible.**

### **Taking Care of our School**

- Everyone is expected to keep our school clean so we can be proud of it.
- Please do not mark on or deface walls or desks.
- All trash and papers are to be put in the proper receptacles.
- Desks are to be kept clean.
- There is to be **no gum** chewing allowed at school. Students who are chewing gum are subject to disciplinary actions.
- Respect the property of others.
- Street shoes are not allowed on the gym floor. (A pair of tennis shoes should be left at school for PE/inside recess/gym use.)

### **Tri-Central Elementary School: Homework Policy**

**Philosophy and Definition:** Homework is an out-of-school assignment that contributes to the educational process of the student. It should be an extension of class work and be related to the objectives of the curriculum presently studied. Homework may include additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject. The following are “guidelines” that the TCE Administration and Teachers have agreed upon to help promote a balanced homework routine. TCE believes that some weekly homework helps promote student responsibility, organizational skills and work ethic.

Homework reinforces student abilities and allows communication with parents/guardians regarding standards being addressed in the classroom. Each grade level will adjust homework on an as needed basis. Students will be required to use a “Nikki Folder” to transport work to and from school. If there are questions or concerns please contact your child’s teacher.

K: Up to 10 minutes/day on average

1<sup>st</sup>: Up to 10 minutes/day on average

2<sup>nd</sup>: Up to 20 minutes/day on average

3<sup>rd</sup>: Up to 30 minutes/day on average

4<sup>th</sup>: Up to 40 minutes/day on average

5<sup>th</sup>: Up to 50 minutes/day on average

**Purposes and Objectives:**

1. To review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
2. To teach students responsibility and organizational skills.
3. To promote wise and orderly use of time.
4. To encourage good study habits that will carry over into adulthood.
5. To provide opportunities for broad enrichment activities.

All students are required to submit homework as requested by the teacher. Homework must be submitted within 3 class days of absenteeism. Homework not submitted within the time frame, will revert to the grade of “zero percent”. Exceptional circumstances, including school suspensions will be handled at the discretion of the teacher and administration.

Parents should also be aware that they have responsibilities in helping their children learn correct study skills. Regarding homework, parents should:

1. Make sure your child is honest and tells when he/she has homework.
2. Help your child establish a routine for when they do any daily homework assignments. (Immediately after school may or may not be the best time for your child.)
3. Provide a quiet, well-lighted location for studying.
4. Try to help your child organize his/her time.
5. If you are helping your child with homework, be patient. Do not frustrate yourself or your child. Please make sure that the work is completed by the student in order for him or her to learn the concepts being taught.
6. Encourage your child to be neat when doing homework.
7. If homework is not returned on the assigned day they will receive a ½ letter grade reduction per school day.

**Tri-Central Community Schools No Smoking Policy:** (See TCCS Policy 5512 pg. XII)

## **Tri-Central Elementary Student Council By-Laws**

Elections will be held in first semester and second semester for students to serve one semester. All students wishing to become a member of student council must fill out an application. A candidate must present a short speech (1-2 minutes) before his/her peers. There will be one member elected per homeroom in grade 4 first and second semester. In fifth grade there will be one member elected per homeroom first semester and four members from the entire fifth grade second semester. In case of a tie, there will be a revote on the two candidates. In case of a second tie, both candidates will serve as representatives. Once a student serves on student council they may not serve again until sixth grade. All members must maintain an "S" or "C" average in all subjects. Students may be removed from student council for a disciplinary reason or poor grades. Meetings will be held in an appointed place from 3-4 P.M. Parents will be asked to pick up member at 4:00 P.M. Student Council members will be asked to serve as hosts and hostesses during school functions. They may also serve as office helpers, do community service projects, welcome new students, work in the bookstore, take care of the flag, and be responsible for recycling. A Student Council member must be:

1. A leader
2. A good academic student
3. Able to communicate and cooperate easily with peers and adults
4. Be serious about this representation for their homeroom
5. Be willing to schedule other activities around Student Council responsibilities.

## **Tri-Central Elementary School Athletic and Cheerleading Policy Athletic and Cheerleading Requirements**

1. A student must be in school ½ day in order to participate in an activity that day. An exception would be made if the student had an approved medical appointment or injury, in which case, the student must present to the attendance supervisor a signed statement or medical release from the doctor regarding the absence.
2. If a student is absent the last school day of the week and the competition is a non-school day, the student must bring from the parent a signed statement that permission is given to participate.
3. Students are expected to be at school the day following an activity.
4. All 5<sup>th</sup> grade students must pass all subjects. (No F's or U's)
5. The participants will be eligible from the day that the grade card is issued until the next card is issued.
6. All participants are expected to display good citizenship at all times. Coaches are expected to encourage them to do this. Teacher, coach, and the principal will determine eligibility due to citizenship. Participating in extra-curricular activities is a privilege and not a right. School uniforms should be cleaned and returned to the office at the conclusion of the season.
7. Bus transportation is not provided to athletic events.

## Video Equipment

Video equipment may be used on any corporation bus at any time to monitor student behavior and driver performance. The transportation supervisor, school administrator, or bus driver may request videotaping. All recordings may be viewed by the appropriate administrator and transportation supervisor. Parents will not be allowed to view recordings unless agreed to by all parties in order to protect innocent students.

## Visitors to School

Parents of students wishing to visit their child's classroom should contact your child's teacher in advance to make arrangements so the teacher can accommodate your visit. **All visitors to the school are required to use the intercom system to gain entry into the school office, using door 17. Visitors are required to sign in and pick up a "visitor" nameplate at the office. When coming to school to visit the visitor MUST have the student's date of birth to serve as the safety password.** Visitors may also be asked for proper identification. We are unable to accommodate preschool visitors. Due to liability purposes, visitors cannot accompany their students to recess. In addition, non-school aged children should not accompany visits to the classroom. To help foster independence and self-efficacy/reliance, we ask that parents allow their child to escort themselves to their classroom. If you need to contact a teacher please email or call the school to arrange an appointment.

**NOTE TO PARENTS/GUARDIANS:**

During the registration process you are asked to verify that you have read the student handbook. By signing the acknowledgement of the handbook you are also agreeing to permission for field trips and for release of photography. If you disagree with either of these please write a letter addressed to the school principal and delivered to the office by the first day of school.

**Field Trip Permission**

My child has my permission to participate in school sponsored field trip(s) under the direction of the authorized teacher. I hereby waive any liability on part of the school corporation and agree to hold said school corporation free of all claims by reason of instructional and educational information imparted to my child by reason of such visit or visits.

**Photography Release of Information**

Tri-Central Elementary during the course of the school year will take various photos and/or videos of students and has your permission to photograph, video, and/or publicize.

## Title I

### What is Title I?

- Supplemental federal funding for low achieving students targeted to high poverty schools.
- Provides extra academic support and learning opportunities for children who are failing, or most at-risk of failing, state and local standards.

### A Brief History

- Title I is part of the Elementary and Secondary Education Act that was introduced in 1965, (now known as the Every Student Succeeds Act).
- Title I is the largest single program of federal aid for elementary and secondary education.
- ESSA emphasizes the importance of teacher quality, student achievement, and parental involvement.
- ESSA stresses high standards and accountability.

### How does Title I Help Schools?

By providing supplemental resources and academic opportunities for those students most at-risk for not meeting State and Local standards.

- Professional Development
- Before/after school tutoring
- Specialized teachers (e.g., Reading Recovery)
- Instructional Coaches
- Interventionists
- Preschool
- Extended time opportunities
- Student Supplies
- Literacy Materials
- Equipment and Technology
- Home School Liaisons

### Who can be served in a Title I School?

ANY child in academic need, including:

- Migrant children, Limited English proficient children, and children with disabilities

Automatically eligible children include:



- Children who attended Head Start, Even Start, or Early Reading first in the 2 preceding years
- Children who received Title I, Part C in the 2 preceding years
- Children in a neglected or delinquent facility
- Children who are homeless
- Poverty is NOT a determining factor!
- Eligible students [Section 1115(b) (1) (B)]
- “Eligible children are children identified by the school as failing, or most at risk of failing, to meet the State’s challenging student academic achievement standards on the basis of multiple, educationally related, objective criteria...”
- “...Children from preschool through grade 2 shall be selected solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures.”

### Highly Qualified Staff

ESSA specifies that any LEA or charter school who receives federal funding must have 100% of their core academic subjects taught by highly qualified teachers.

HQ Elementary Teacher Indicators:

- Bachelor’s Degree
- Valid Indiana Elementary teaching license or Special Education teaching license that includes elementary school settings

PLUS ONE OF THE FOLLOWING:

- Passed Praxis II “Elementary Education: Curriculum, Instruction and Assessment”
- Passed the NTE (National Teacher Exam) “Education in the Elementary School”
- Considered HQ in another state
- NBPTS Certification
- 100 Points on the HOUSSE rubric? (only for veteran teachers hired prior to 2006-2007 and have not changed teaching assignments)

HQ Paraprofessional Indicators:

- Completed at least 2 years of study in higher education
- Obtained an associate’s degree (or higher)
- Met a rigorous standard of quality by passing the Praxis ParaPro Exam
- All Title I funded paraprofessionals in a TAS and all paraprofessionals, regardless of funding source, in a SWP must establish highly qualified.
- Paraprofessionals must work under the direct supervision and in close and frequent proximity to a licensed teacher. Direct supervision is defined as: “(1) the

teacher prepares the lessons and plans the instructional support activities that the paraprofessional carries out, and (2) the paraprofessional works in close and frequent proximity to the teacher.”

- The primary responsibilities of paraprofessionals are to provide instructional support. An LEA may not hire persons as paraprofessionals and have them perform duties as fulltime instructors.

HQ Preschool Indicators:

-Indiana does grant licensure for preschool under the following assignment codes:

- Assignment Code: Preschool
- Bulletin 400: Elementary with Special Subject (Nursery School , Nursery, Kindergarten Certificate)
- Rules 46-47: Early Childhood Education
- Rules 2002: Generalist: Preschool
- REPA: Early Childhood Education: P-3

A school or LEA can meet the requirements of using federal funds to pay a preschool teacher if the teacher holds one of the licenses listed above. Additionally, some colleges and universities offer early childhood degree or certification programs that may meet the requirements of a highly qualified teacher.

-Indiana recognized teachers who have earned or completed an early childhood course of study at an accredited college or university.

In order to support the children at Tri-Central Elementary, we offer a variety of services and programs. One such program is our Title I program. A child in our school qualifies for the program through specific informational sources. We look at total Language scores on standardized tests taken throughout the school year, Star Reading and Star Early Literacy Test scores, ESGI (Educational Software for Guiding Instruction) scores, along with teacher input about the rate of progress for students in the classroom. Our program serves students in Kindergarten through 2<sup>nd</sup> grade. We have a Title I coordinator and teacher and educational assistants who work with children in the Title I program. Instruction will be provided in a small group setting or one-on-one by the teacher or educational assistant.

### Tri-Central Community Schools

#### Title I School

#### Parent Involvement Policy

Tri-Central Community Schools intends to follow the parental policy guidelines in accordance with The Every Student Succeeds Act as listed below. Tri-Central

Community School will distribute this policy to parents of students participating in the Title I program and be updated periodically.

Tri-Central Community Schools will:

- Send parents a written letter indicating the date and time for the annual meeting for Title I parents.
- Convene an annual meeting for Title I parents
- Provide explanation of requirements and the rights of the parents to be involved
- Information is provided in the corporation newsletter as well as on the Elementary School Web site
- Handout with information will be available at the annual meeting as well as on Open House day
- Involve parents to improve the “Parental involvement policy”
- Opportunity is given at the annual meeting and open house day for input and suggestions
- Staff information
- Provide staff with information promoting opportunities for parental involvement (Volunteering, PTO, Chaperone, Topic speakers, Tutors, etc.)
- Parental Information
- Publicize Parent Resources, Meetings and Activities promoting participation
- Coordinate with Head Start Services students who qualify

Parents of participating Title I students will:

- Receive information in a timely manner
- Be invited to Parent-Teacher conferences
- Progress reports will be sent to parents/guardians with student information
- Review a description and explanation of the curriculum
- State Standards booklets are sent home to parents
- Be able to view student records via Skyward (Student Information System)
- Textbook adoption
- Receive communication concerning academic assessments used to measure student progress
- ISTEP testing dates are publicized

- Notification of testing is sent home to parents
- Receive proficiency levels that students are expected to meet
- State Standards booklets are sent home to parents
- Be made aware of opportunities for their participation in the decision-making related to the education of their children
- Have opportunities to observe and/or volunteer in the classroom
- School Board communications are public
- Receive information on materials and suggestions on how parents can improve their child's achievement provided through district newsletter, web-site information, State Standards booklets and the School-Parent Compact

Tri-Central Elementary

Parent/School Compact

In an effort to continue to improve our student's learning opportunities, this compact has been formed to establish criteria to assist students in a positive manner. The goals of the compact are for the school, parents and students to work together toward a common goal.

Tri-Central Elementary, and the parents of the students participating in activities, services, and programs funded by Title I, Part A for The Every Student Succeeds Act (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2017-18.

Please review the items included and assist in the success of children by attempting to fulfill the suggested goals for each group.

School Responsibilities:

- Provide quality teaching and leadership.
- This will be through hiring highly qualified teachers and assisting other staff in becoming highly qualified.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. This will come through a curriculum that is aligned to State standards, textbook selection that provides support material

that is aligned to State standards and continue to provide a clean, safe environment for children to learn.

- Give opportunity for parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
- Assign homework using grade-level form aligned with state standards.
- Coordinate with other programs to make sure nightly assignments are appropriate.
- Give corrective feedback.
- Recognize that students are accountable for every assignment.

#### Student Responsibilities:

- Ask the teacher any questions about the lessons or homework.
- Take home materials and information needed to complete assignments.
- Complete homework in a thorough, legible and timely manner.
- Return homework on time.
- Comply with school rules.
- Attend school regularly.
- Respect the personal rights and property of others.

#### Parent Responsibilities:

- Provide a quiet place to do homework.
- Set aside a specific time to do homework.
- Provide a well-lit and well-equipped area for study.
- Look over homework assignments to check for understanding.
- Be available to assist.
- Encourage positive attitudes toward school.
- Require regular school attendance.
- Attend Title I meetings offered by the school.
- Attend Parent-Teacher Conferences.
- Monitor student's information and grades on Skyward.
- Contact school and/or teacher with questions regarding their student's progress.
- Stay up-to-date with Title I resources and documentation available to parents.
- Visit school website for the latest information.
- Look for opportunities to volunteer and to participate as appropriate in your child's classroom.
- Encourage positive choices for your child's extracurricular times.