



# SACS

SOUTHWEST ALLEN COUNTY SCHOOLS

**2022-2023**

## Elementary Handbook



### AES

ABOITE ELEMENTARY SCHOOL  
HOME OF THE PANTHERS



### CES

COVINTON ELEMENTARY SCHOOL  
HOME OF THE COYOTES



### DRES

DEER RIDGE ELEMENTARY SCHOOL  
HOME OF THE VOYAGERS



### HES

HAVERTHILL ELEMENTARY SCHOOL  
HOME OF THE HAWKS



### LMES

LAFAYETTE MEADOWS ELEMENTARY SCHOOL  
HOME OF THE EAGLES



### WMES

WHISPERING MEADOWS ELEMENTARY SCHOOL  
HOME OF THE MAVERICKS

### Southwest Allen County Schools

4824 Homestead Road ♦ Fort Wayne, IN 46814

Office: (260) 431-2000

Website: [www.sacs.k12.in.us](http://www.sacs.k12.in.us)

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## Table of Contents

### Welcome to Southwest Allen County Schools

### SACS Mission Statement

### SACS Contacts

### General Parent Information Page

<u>Attendance Policy</u>	<u>8</u>
<u>Early Dismissal of Students</u>	<u>9</u>
<u>Buses, Transportation, Seat Belt Policy</u>	<u>9</u>
<u>Cafeteria</u>	<u>12</u>
<u>Collaboration Time</u>	<u>12</u>
<u>Communication</u>	<u>12</u>
<u>Conferences</u>	<u>12</u>
<u>Custodial/Non Custodial Parents</u>	<u>13</u>
<u>Emergency Information</u>	<u>13</u>
<u>Enrollment</u>	<u>13</u>
<u>Fees and Financial Assistance</u>	<u>14</u>
<u>FERPA</u>	<u>14</u>
<u>Field Trips</u>	<u>17</u>
<u>Latex Policy</u>	<u>17</u>
<u>Moment of Silence</u>	<u>17</u>
<u>Photographs/Video Recordings</u>	<u>17</u>
<u>Flag and Pledge of Allegiance</u>	<u>18</u>
<u>Procedures for Withdrawing Students</u>	<u>18</u>
<u>Religious Practices and Beliefs</u>	<u>18</u>
<u>School Schedules</u>	<u>18</u>
<u>School Schedules for Closings and Delays</u>	<u>18</u>
<u>Security/Visitor Badges</u>	<u>19</u>
<u>Strategies for Student Success</u>	<u>19</u>
<u>Visiting Schools/Classrooms/Volunteers</u>	<u>19</u>
<u>Visiting Schools/Lunch Policy</u>	<u>19</u>
<u>Volunteering</u>	<u>20</u>

### Student Expectations

<u>Behavior at After-School Activities</u>	<u>20</u>
<u>Bicycles</u>	<u>20</u>
<u>Dress</u>	<u>21</u>
<u>Emergency Drills</u>	<u>21</u>
<u>Homework</u>	<u>21</u>
<u>Lost and Found</u>	<u>21</u>
<u>Make Up Work</u>	<u>21</u>
<u>Personal Property</u>	<u>22</u>

---

Recess	22
Special Area Classes	22
Substitute Teachers	23
Telephone Use	23

### **Health/Emergency Informatio**

A.E.D.s	23
Health Services	23
Immunizations	23
Administering of Medications	23
Meningococcal Disease	24
Accidents and Illness Policy	24

### **Student Discipline**

Assault	26
Bullying	26
Cell Phones	27
Drugs, Tobacco, Alcohol	28
Extortion	28
General Expectations	28
Gum, Snacks, and Party Treats	28
Harassment	29
Smoking Paraphenalia	29
Possession or use of dangerous objects	29
Possession of Weapons	29
Stealing	29
Student Rights and Responsibilities	29
Supplies	30
Threats	30

### **Miscellaneous Information**

Child Abuse	31
Diversity Statement	31
Pest Control	31
School/District Web Site	31
Technology	31
Student Computer Guidelines	32
1:1 Computing	32
Internet Acceptable Use Policy	32

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## Welcome to Southwest Allen County Schools

Southwest Allen County Schools is proud of the high quality of education it offers through exciting and challenging learning opportunities designed to meet the needs of the district...teachers, parents, and students. We focus on improving students' performance, knowledge, skills, and processes. We expect to develop good decision-makers, effective problem-solvers, and productive citizens as we move into the twenty-first century. As our motto states...**Our goal is to make a difference, to ensure that all students learn, improve and graduate with the skills and knowledge to be successful in their next transition.**

Six schools make up the elementary program in Southwest Allen County. Aboite, Covington, Deer Ridge, Haverhill, Lafayette Meadows, and Whispering Meadows offer programs for children from kindergarten through fifth grade.

Professional educators and support staff in each school strive to achieve individual, classroom, school, and district goals established each year to meet the needs of every child; improve student achievement; and foster healthy self-concepts which allow children to develop and learn to their fullest potential.

Goals commonly focus on essential academic skills such as math computation, number sense, problem-solving written language, reading fluency and reading comprehension. Research based instructional strategies are used to support the goal that all students are making adequate yearly progress. These strategies also support the goal that all students are at appropriate grade level for reading by the end of third grade. Progress toward these goals is measured through assessment of individual student work, test scores and observation by parents and staff.

Integrating curricula, cooperative learning techniques, flexible skills grouping, daily review and focusing on continuous learning are just a few of the ways our elementary educators provide an open, caring educational environment.

### *Highlights include:*

- \*Academic programs which stress daily writing, reading, mathematics, science, and social studies.
- \*Regular participation in spelling bees, science and technology fairs, and fine arts events.
- \*Reading specialists to identify and offer intensive small group instruction to students in grades K-5 who are experiencing difficulty in learning to read.
- \*One-to-one computers to promote increased accessibility and use of technology and a strong focus on real-world applications of their computer skills.
- \*Special area teachers for music, art, and physical education.
- \*A certified guidance counselor in each elementary building to focus on individual needs of students and to coordinate programs that, for example, focus on study skills, career awareness, and mental health issues.
- \*Regular monitoring of student progress and programs at school and district level through the use of ILEARN (gr. 3-5), NWEA (gr. K-5) and Fountas and Pinnell Benchmark Assessment System Kit 1 or 2, as well as other assessments.

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**Aboite**

5004 Homestead Road  
Fort Wayne, IN 46814  
(260) 431-2101  
Principal: Richelle Miller  
Office Hours:  
M-F, 8:00am-4:00pm

**Deer Ridge**

1515 Scott Road  
Fort Wayne, IN 46814  
(260) 431-0701  
Principal: Jennifer Sprague  
Office Hours:  
M-F, 8:00am-4:00pm

**Lafayette Meadows**

11420 Ernst Road  
Roanoke, IN 46783  
(260) 431-0601  
Principal: Jenny Fedele  
Assistant Principal: Jim Kowalski  
Office Hours:  
M-F, 8:15am-4:15pm

**Covington**

2430 West Hamilton Rd. S.  
Fort Wayne, IN 46814  
(260) 431-0501  
Principal: Fred Graf  
Assistant Principal: Meghan Skelton  
Office Hours:  
M-F, 8:15am-4:15pm

**Haverhill**

4725 Weatherside Run  
Fort Wayne, IN 46804  
(260) 431-2901  
Principal: Ashley Ransom  
Office Hours:  
M-F, 8:00am-4:00pm

**Whispering Meadows**

415 Mission Hill Drive  
Fort Wayne, IN 46804  
(260) 431-2601  
Principal: Nicole Veit  
Office Hours:  
M-F, 8:00am-4:00pm

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## **Southwest Allen County Schools Mission Statement**

Preparing today's learners for tomorrow's opportunities

**Vision:** SACS will be nationally recognized as a provider of an excellent 21<sup>st</sup> century education

**Beliefs:**

- Parents are the first and essential teachers of their children.
- SACS is the hub of a diverse community and serves:
  - as professional educators, providing consultation and partnership with SACS parents;
  - as more experienced co-learners, providing wisdom and guidance for our students;
  - and as an educational workplace of choice, providing support and opportunities for our employees.
- A culture of learning embraces change, flexibility and innovation.
- Learners will experience the joy of learning and working in a safe and secure educational environment.
- Learning encompasses critical thinking, creativity, collaboration, communication, citizenship, digital literacy, perseverance and resiliency.

**Outcomes:** Our Graduates

- think critically,
- think creatively,
- effectively communicate their ideas,
- effectively collaborate with others,
- are responsible citizens,
- are digitally literate,
- are resilient problem solvers,
- and compete globally.

**Goals:** In order to build upon a history of successful academic achievement in every school and in every classroom, SACS will:

- implement its own district learner accountability measures for its graduate outcomes,
- motivate by providing a learner-centered environment accessible to all,
- recruit and retain valuable employees,
- broaden our partnership with parents,
- and develop district branding that invites partnerships:
  - to increase awareness and involvement;
  - to create educational opportunities;
  - and to identify new funding sources.

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## SACS Contacts

General Information		431-2000
Fax Line		431-2063
Web Site		<a href="http://www.sacs.k12.in.us">www.sacs.k12.in.us</a>
Superintendent:	Dr. Philip G. Downs	431-2010
Assistant Superintendent:	Dr. Lynn Simmers	431-2020
Business Department:	Mark Snyder	431-2030
Special Education:	Dr. Patty Hartman	431-2040
Human Resources:	LuAnn Erickson	431-2050
Director of Student Learning	Jeanine Kleber	431-2018
Transportation:	Steve Lake	431-2070
Technology:	Don Chase	431-2480
Maintenance:	Walt Todd	431-2080
Food Service:	Brant Brown	431-2282

## Elementary Schools

Aboite	431-2101	Principal	Richelle Miller
Attendance	431-2105		
Fax	431-2199		
Covington	431-0501	Principal	Fred Graf
Attendance	431-0505	Asst. Principal	Meghan Skelton
Fax	431-0599		
Deer Ridge	431-0701	Principal	Jennifer Sprague
Attendance	431-0705		
Fax	431-0799		
Haverhill	431-2901	Principal	Ashley Ransom
Attendance	431-2905		
Fax	431-2999		
Lafayette Meadows	431-0601	Principal	Jenny Fedele
Attendance	431-0605	Asst. Principal	Jim Kowalski
Fax	431-0699		
Whispering Meadows	431-2601	Principal	Nicole Veit
Attendance	431-2605		
Fax	431-2699		

## General Parent Information

### Attendance Policy

Good attendance is necessary, as it is a prime factor in student success. When a student is absent, a parent should call the school attendance line prior to the beginning of the school day. Every school in SACS has a 24-hour automated attendance line for parent use. If the school does not receive a notification call, school personnel will attempt to contact the custodial parent for verification of the student's absence. If a custodial parent cannot be reached, attempts will be made to contact each person on the student's emergency listing until someone has been reached. If no one on the emergency listing can be reached, school personnel will make a visit to the student's home address. If no one is home, school personnel may make inquiries from a neighbor(s) regarding the student. If still no one can be reached and the student's absence has not been verified, local law enforcement authorities may be notified. The goal of this procedure is to insure student safety.

A note from the parent providing the reason for the absence should also be sent with the student upon returning to school.

School board policy defines the following procedure:

*If a pattern of irregular attendance develops, the school shall take the following actions to encourage a student's return to regular school attendance:*

1. After a student accumulates six parent excused absences in a school year, school personnel shall contact the student's parent or guardian. The date and content of this contact shall be documented.
2. After a student accumulates ten parent excused absences in a school year, a referral shall be made to the Director of Student Learning. If the Director of Student Learning is unable to successfully resolve the attendance problem, a referral may be made to the Allen County Juvenile Probation Department.
3. When a student accumulates more than ten parent excused absences in a school year and fails to provide the school with a

physician's note to excuse the absence, these absences are considered truantcies and subject to disciplinary action.

It is recommended that families take their vacations during regularly scheduled school breaks. Extending vacations by leaving early, returning late, or taking vacations during school days lowers school as a priority for students and affects each school's and the corporation's status regarding meeting the requirements for Adequate Yearly Progress (AYP) in the No Child Left Behind Act of 2001 (NCLB) and the Indiana PL 221 category placements.

### Absences from School

#### Excused Absences

- a) Parents may excuse up to ten absences per school year (e.g. illness, medical and legal appointment, family vacations, college visits)
- b) Illnesses that are excused by a written note from a physician will not be counted as part of the ten parent excused absences. Absences beyond the ten parent/guardian excused absences in a school year that are not accompanied by a written note from a physician will be considered truantcies. A note must be provided to the school upon the student's return to school.
- c) Exceptions to the ten parent/guardian excused absences will be made only in the following situations.
  1. Funerals
    - a) death in the immediate family
    - b) death of a person outside the immediate family with parental permission
  2. The building principal may excuse an absence in an emergency situation.

#### Unexcused Absences

- a) No parent/guardian contact with the school giving an explanation for the absence on the day of the absence or prior to the absence.

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## Absences and After-school Activities

*In order to take part in any after-school activity a student must be present at school, at least a half day, the day of the activity. If the student is present and sent home by the school nurse, he/she may not attend any after-school activities for that day.*

## Truancy

- a) A student is truant when she/he is absent from school or class without the permission of a parent.
- b) Absences beyond the ten parent excused absences in a school year will be trancies unless excused by a written note from a physician. Such absences are subject to disciplinary action. Each policy should give consideration to steps that involve the Director of Student Learning and the juvenile court in assisting to enforce appropriate attendance.
- c) A student will be considered a habitual truant when that student has been expelled for truancy.

## Tardies

Punctual attendance supports the well-organized start to the school day that every student needs. When a student is tardy, he or she may miss the day's procedures/schedule as well as necessary instruction. Parents should make every effort to ensure that their children arrive at school in time to be in their assigned classroom when the school day begins.

## Early Dismissal of Students

When it becomes essential that a student be dismissed early from his/her daily schedule, a parent must visit the office to properly release the student and notify the teacher. No student will be released to anyone other than a parent or legal guardian without written permission from a parent. A parent should sign a student out in the office before leaving.

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## Buses and Transportation

### SACS Transportation Policy:

1. Students must ride on their assigned bus, to their assigned stop. All stops are assigned by the Director of Transportation. Non-students, including parents, are not permitted on a school bus without explicit consent from a school official. Entering without permission constitutes criminal trespass, a class D Felony. (I.C. 35-43-2-2).
2. Students must depart the bus at their assigned bus stop. Students are not allowed to ride to (or from) another student's home/ bus stop. Exceptions will only be made by the Director of Transportation. All requests must be made in writing ten (10) days prior to the start of alternative transportation. Emergencies will be considered and approved by the Director of Transportation.
3. In order to preserve the safety and welfare of student riders, it is imperative that all students obey the rules of the bus, the bus driver, and the school. The bus is considered an extension of the school. All school rules apply. Not following the safety rules below may result in students being denied busing privileges and disciplined by school officials.

### SACS Transportation Rules:

#### While Waiting for the School Bus:

1. Students should be at the bus stop 3-5 minutes early. Drivers cannot wait for students who are not at their assigned stops—doing so will disrupt the timing of the route.
2. Students should stand back from the curb, staying at least 10 feet from the bus at all times until the driver indicates it is time to board the bus and the doors open.
3. Students should never run alongside the bus or to the bus.

4. Students living on the opposite side of the road should wait on their side until the driver gives them the signal to cross in front of the bus.
5. Behavior at a bus stop should mirror behavior in a school. Unacceptable behavior will result in consequences.

#### While Riding on the Bus:

1. Students should find a seat immediately upon entering the bus. Those who do not find a seat should inform the driver.
2. Always obey the driver. The driver is in complete charge of the vehicle.
3. Remain seated and reasonably quiet during the bus ride. All elementary routes will require students to be in an assigned seat (or area). Many secondary routes will also require students to be in an assigned seat (or area). The driver will determine where students will sit.
4. Students may not deface or cut seats. Parents/Guardian will pay for any damage to the vehicle.
5. No eating or drinking is permitted while on the school bus.
6. Students should respect pedestrians and occupants of other vehicles. Do not shout, make obscene signs, use profanity or throw objects out the window.
7. Students will not tamper with the Emergency Exits, Fire Extinguisher or other safety equipment on the bus.
8. Bullying, name callings, fighting will not be tolerated on a school bus.
9. Because of its dangers, glass is prohibited on the bus.

10. Animals are not permitted on the bus.
11. Students are not allowed to put any part of their bodies out of the bus windows.
12. Students must keep all items in their book bags and their book bag on their lap when seated. Note: articles too large to be held on a student's lap may not be taken on the bus.
13. Students are required to exit the bus at their assigned stop.

#### **Parent Expectations for Safety:**

1. Provide students with a book bag to transport their belongings to and from school.
2. Make sure your child is at the bus stop 3-5 minutes early.
3. Escort beginning students, especially kindergartners, to the bus stop the first few days (or as long as it takes) until they understand bus procedures.
4. Make sure students are properly dressed for weather conditions. If they leave home in the dark, attach reflective tape to their jackets or book bags.
5. Teach a child his or her full name, address, and phone number, or write it on a card in a book bag.
6. Be supportive of transportation policies and insist on good behavior. Poor behavior distracts the driver. Stress the importance of learning and obeying the rules established to ensure safety for students. Transportation is a privilege and distracting behavior may result in consequences including non-transport.

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7. Watch the local news or use the SACS web site for notifications of possible school closings or delays and make preparations for child care if needed.

## General Transportation Guidelines

1. Bus evacuation drills are conducted twice each school year. Dates are listed on the school bus schedule and distributed at registration.
2. Electronic monitoring/surveillance equipment is used on all buses to promote safety and good behavior.
3. Questions about routing and the assignment of new stops are best asked between the hours of 8:45 am to 2:00 pm. Please call during these hours.
4. All stops must be approved by the transportation office. Federal privacy issues prohibit school officials from distributing or revealing bus stop information to anyone other than parents or legal guardians.
5. It is always the aim of district personnel to route buses so that slightly less than capacity is assigned. However, students are to sit three to a seat if necessary.
6. All musical instruments transported in the passenger area on a school bus must be positioned in such a way that they do not block or obstruct in any way the aisle, stairwell, or emergency windows exits. When a bus is full, instruments must fit safely on the lap of a student.
7. Extremely large and bulky instruments shall not be carried on the bus at any time.
8. Despite attempts to thwart behavior diffi-

culties of students while riding the bus, circumstances sometimes present themselves that require special disciplinary attention. Violations will be reported to the Principal/designee and the Director of Transportation. The State of Indiana allows the driver the right to suspend transportation to a student and deny him/her riding privileges. This does not mean that the child is suspended from school - only that transportation is not being offered for a period of up to one (1) school day. If and when a significant behavior problem arises on the bus, the driver will do two things. *First, he/she will attempt to notify the parent to make them aware of the difficulty. Secondly, a written referral will be sent to the principal. The principals will investigate and assign consequences to students.*

9. School officials monitor weather conditions several times a day. Decisions concerning delays and/or cancelations are never taken lightly. Safety is always the most important part of any decision to cancel or delay school. School delay and closing announcements are immediately posted on the SACS Web Site [www.sacs.k12.in.us](http://www.sacs.k12.in.us), the school's Transportation Information Line (431-2002), and are released to these local radio and television stations:

**Television Stations:** WANE,  
WPTA21, Fort Wayne's NBC.

**Radio Stations:** WBCL, WAJI-  
WLDE, WBNI, WOWO

## Seat Belt Usage Policy

The Southwest Allen County School Board has established a policy for seat belt use on school buses. This policy pertains to all students and other passengers transported on Corporation buses to and from their homes, on field trips, sports activities, after school activities, and all other Southwest Allen County School related activities.

All those riding buses equipped with seat belts, shall wear their seat belts at all times except when boarding the bus and they shall be kept fastened until the individual is departing the bus. School bus monitors shall wear seat belts when they do not need to be out of their seats for student management. At no time shall seat belts be released before the bus has come to a complete stop.

Students who fail to adhere to this seat belt policy may face disciplinary action.

Any passenger who fails to adhere to this seat belt policy may face suspended riding privileges from the bus and district vehicles.

## Cafeteria

These rates are subject to change.

- \$1.75 Student breakfast (includes milk)
- \$1.90 Student lunch (includes milk)
- \$ .40 Milk only (students/adults)
- \$ .50 Juice (students/adults)
- \$3.50 Adult lunch

Lunch and breakfast menus are posted on the [district's website](#) monthly. Southwest Allen County Schools partners with Titan School Solutions to allow families the ability to view and manage their child's meal account. When students bring a check or cash to pay for lunch or milk, it will be deposited into each student's account with Titan. When the student goes through the lunch/breakfast line, they will use their Titan account for meal charges or other purchases. The cost of the meal, or other purchases, will automatically be deducted from the student's account.

A Financial Assistance Application is available here: <https://family.titank12.com/> for free and reduced lunches and textbook assistance. Eligibility criteria are established by the USDA annually.

Any questions or assistance can be directed to Brant Brown, SACS Food Service Director, at [bbrown@sacs.k12.in.us](mailto:bbrown@sacs.k12.in.us) or 260-431-2282

## Collaboration Time

Collaboration time is a designated time for teachers to work and plan together either before or after the school day. Teachers may use the collaboration time with parents regarding student issues. Teachers may be unavailable to accept phone calls during this time.

## Communication

One of the distinctions of our schools and school district is the strong support we receive from parents. Our schools' administrators and staff welcome and encourage the input of parents in all aspects of school operations. We all benefit when we work cooperatively.

When problems or concerns arise, it is important that parents and school personnel discuss them candidly and promptly. We encourage parents to make an appointment with teachers and counselors of our schools whenever there is a concern (and also when there is praise to share). Our school administrators will assist you in addressing concerns if they cannot be resolved between you and the teacher or counselor.

Generally, most problems can be resolved at the building level. If you should need further assistance after working with school administrators and staff, you may contact the superintendent's office.

## Conferences

Parent-teacher conferences are scheduled during the school year. Teachers are also available to meet with parents to discuss specific concerns at scheduled times throughout the school year. These meetings should be scheduled during times that do not interfere with instruction. Parents should contact teachers to arrange such meetings.

Parents/patrons are hereby notified that telephone conversations, meetings and/or conferences with Southwest Allen County Schools' staff may not be recorded by any means. In addition, classroom instruction may not be recorded by any means.

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## **Custodial/Non-Custodial Parents**

Non-custodial parents are entitled to information regarding their child's progress. It is their responsibility to contact their child's teacher(s) in writing to request such information and provide a current address.

In the absence of a court order, it is assumed that both parents have equal rights with regard to custody, review of records, pick-up from school, participation in school events, and all other rights provided to parents. Should the need arise to restrict access, a copy of the court order should be provided to the principal/school office.

## **Emergency Information**

It is important that the school office have the following information from parents:

- a. Current address
- b. Home phone number
- c. Cell phone number
- d. Work phone number
- e. Emergency contact name / number
- f. Email address

This information is essential in case of illness, an accident or an unverified absence. Parents should notify the school immediately if the information changes during the school year.

## **Enrollment**

### ***General Requirements***

1. When a child first enrolls in Southwest Allen, the parents must furnish a certified birth certificate, written evidence that the child has had all required immunizations and has met the requirements of Indiana law.
2. A child is entitled to enroll in SACS provided a parent resides in the attendance area of the school corporation. Proof of residency is required. The word "parent" shall mean and include natural, adoptive, or foster parents, or any other person having the legal custody of the child.
3. A student is entitled to enroll in SACS when living with someone other than the student's custodial parent(s) when the person(s) the student is living with has been named legal guardian of the student by the court (Note: Such

person(s) must reside within the boundaries of the school district).

4. A student is entitled to enroll in SACS when living with someone other than the student's custodial parent(s) and when a legal guardianship is not required under IC 20-8.1-6.1-1 (a) as follows (Note: Such person(s) must reside within the boundaries of the school district):
  - a.) The divorced or separated parents of a student agree to have the student live with the parent who does not have legal custody. Custodial Statement and Agreement Form 1 are required and available in the school office.
  - b.) The student's parents are living outside the United States due to educational pursuits or job assignment and maintain no permanent home in any school corporation in the United States. Custodial Statement and Agreement Form 2 are required.
  - c.) The custodial parent abandons the student and the student is living with the non-custodial parent. Custodial Statement and Agreement Form 2 are required.
5. A child whose parents have made arrangements to move within the attendance area of the school corporation after the start of the school year may attend school in SACS until the move is affected. Documentation (statement from builder, realtor, and/or financial institution) of intent to occupy the end of the first semester shall be required.
6. If a student has commenced attending school in SACS in any school year and the student's parent relocates outside the school corporation boundaries, the student may continue enrollment in SACS until the end of the semester.
7. A child is entitled to enroll in MSD Southwest Allen providing at least one of his/her parent(s) is an active, full time certified or classified employee of M.S.D. Southwest Allen at the time of the enrollment without regard to whether such parent/employee resides in the attendance area of the school corporation. Since the school corporation does not accept

cash transfer students, should the parent/employee lose his/her full time position for any reason, the student will need to return to the school corporation where the parent resides at the beginning of the following semester.

### **Fees and Financial Assistance**

Each year student fees are established by the school board. Assistance based on financial need is available for textbook assistance. Applications are available on the district website.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the M.S.D. of Southwest Allen County (“School”) receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the

parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, information technology provider, or therapist); a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for

purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

FERPA does not ordinarily require the School to make copies of records and, if the School does make copies, it may ordinarily charge for them. Finally, for the avoidance of doubt, records kept in the sole possession of the maker, used as a personal memory aid and not revealed to others are not education records.

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the M.S.D. of Southwest Allen County ("School") receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also

may include a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, information technology provider, or therapist); a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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students have a right to inspect and review the record of disclosures.

FERPA does not ordinarily require the School to make copies of records and, if the School does make copies, it may ordinarily charge for them. Finally, for the avoidance of doubt, records kept in the sole possession of the maker, used as a personal memory aid and not revealed to others are not education records.

### **Notice for Directory Information**

As noted above, FERPA requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the School within thirty (30) days of the start of the school year or enrollment. This notice will remain in effect for the rest of the school year. A new notice must be completed each subsequent school year. A form notice can be found in the student handbook that can be used to notify the School of a request to withhold directory information.

The School has designated the following information as directory information:

- Student's name
- Parent's name
- Address of student and parent
- Telephone listing
- Electronic mail address
- Gender
- Photographic, video, audio, or electronic recording or images of students taken or maintained by the school
- Date and place of birth
- Field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Diplomas, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 USC §7908) and 10 USC §503(c).

## Field Trips

Field trips are a part of SACS' educational program. Parents will need to complete a blanket field trip permission form each year prior to the student's participation in the field trip. Teachers will also notify parents of scheduled trips as they are planned. Costs may be involved, and checks should be made payable to the school. Funds are available for students to participate in school activities when parents are unable to provide such fees.

## Latex Policy

For some people, products containing latex, will cause extreme allergic reactions. Due to the severity of this type of allergy, and knowing that we have individuals in our building with latex sensitivity, latex balloons are not allowed in the school or at the school sponsored events. Only balloons made of mylar or vinyl material will be permitted.

## Moment of Silence

Under federal and state law, all students have the right to the free exercise of religion within the School District. Each student shall be free from coercion either to engage in or refrain from religious observation on school grounds. Pursuant to state law, each classroom shall have a daily observance of a moment of silence. During this moment of silence, the teacher will insure that all students remain seated or standing and silent. Further, students shall make no distracting display that interferes with, distracts, or impedes other students in the exercise of their individual rights. The Superintendent or his designee shall be responsible for adopting procedures consistent with this policy.

## Photographs/Video Recording

Students may have photographs or videos taken by school or media personnel while attending a school in SACS. The photographs or videos may be used for any school or district publication,

educational programming or training, or for television, newspaper, or magazine coverage. If parents do not wish to have their children's names, student work, or photos/videos of their student(s) published, they should contact the school principal and make this request in writing. This needs to be done each year.

### **Flag and Pledge of Allegiance**

The United States flag shall be displayed in every classroom within the School District. Each student shall have the opportunity to voluntarily recite the Pledge of Allegiance in his or her classroom each day. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if the student chooses not to participate, or the student's parent chooses to have the student not participate. The Superintendent or his designee shall be responsible for adopting procedures consistent with this policy.

### **Procedures for Withdrawing a Student(s)**

If you should need to withdraw your child from the school, please contact the office and the classroom teacher. All fines and fees must be resolved before records are forwarded to the new school. Refunds will be made for portions of the textbook rental only. Consumable fees are **not** refundable.

### **Religious Practices and Beliefs**

Parents whose religious practices and beliefs preclude their children from taking part in activities, class parties, health instruction, the Pledge of Allegiance, or other school activities should notify the teacher in writing. A conference prior to the beginning of school will assist the teacher in making classroom accommodations to prevent infringement on a family's religious beliefs.

### **School Schedules**

#### **School Begins**

- 9:00 a.m. K-5 (may vary according to building due to programming and transportation)
- 8:45 a.m. AM Preschool (not all locations)

#### **Afternoon Pre-School Begins**

12:30 p.m. PM Preschool (not all locations)

#### **School Dismisses**

- 11:45 a.m. Preschool (not all locations)
- 3:30 p.m. K-5 and preschool

### **School Schedules for Closings and Delays**

School delays, closings, and early dismissals due to inclement weather will be announced via School Messenger, radio and TV stations, SACS website ([www.sacs.k12.in.us](http://www.sacs.k12.in.us)), and SACS Transportation Information Line (431-2002).

Students should know where to go if an emergency arises and school is dismissed early.

### **The schedule for delays is as follows:**

#### **Two-Hour Delay**

- Grades K-5 11:00 a.m. – 3:30 p.m.
  - Morning Preschool \*\*10:45 a.m. – 12:45 p.m.
  - Afternoon Preschool \*\*1:30 p.m. – 3:30 p.m.
- \*\*Special education preschool program at Whispering Meadows Elementary.*

### **Effect of School Cancellations and Delays on Student Activities, Events and Programs**

The following procedure is intended to provide guidelines for student activities, events and programs on days when school is delayed, dismissed or canceled. These guidelines shall be communicated to staff, parents and students on an annual basis.

#### **Morning Delay or Early Dismissal**

- If school is delayed, morning student activities may continue on a delayed schedule. The staff member in charge of the activity will be responsible for contacting parents to determine whether or not the activity will occur and at what time the students should arrive.
- If school is dismissed early, all afternoon student activities are cancelled, and all students are dismissed at the announced time. Students should not be requested to remain beyond the regular hours of school,

except in situations involving weather conditions or the safety of students.

### **If eLearning is called or School is Cancelled for the Day**

- All elementary community and student activities or programs scheduled for that day will be cancelled.

### **Security/Visitor Badges**

Staff members have had emergency preparedness training and take special precautions to assure school safety. All doors to schools are locked during the school day and visitors must ring the buzzer for admittance. *All visitors are required to report to the office, sign in and obtain a visitor badge.* Faculty and staff members will stop adults who are not wearing badges and ask them to report to the school office.

### **Strategies for Student Success**

MSD of Southwest Allen County has developed a conceptual framework, “Strategies for Student Success”, to help our district achieve its “wildly important goal” of ensuring that all students learn, improve, and graduate with the skills and knowledge to be successful in their next transition. This multi-tiered system of prevention, intervention and specialized service is a collaborative problem-solving approach that draws upon the knowledge, skills and services of general and special education personnel.

The No Child Left Behind Act (NCLB), Individuals with Disabilities Improvement Education Act (IDEIA), as well as Indiana’s mandate for High Ability Identification and Services, K-12 (2007) have shared expectations of:

- enhanced communication with parents
- implementation of scientifically based curriculum and instruction
- accountability for improved educational results of all students

To be in compliance with these state and federal laws our district will be using the “Strategies for Student Success” frame work to enhance achievement for all students.

### **What is “Strategies for Student Success?”**

“Strategies for Student Success” is a framework to align practices with the mission of learning for everyone. It will help us define:

- “How will we respond in our schools when students aren’t learning?”
- “How will we respond if students learn more?”

“Strategies for Student Success” involves “progress monitoring” and then provides layers of more intensive strategies and interventions so that students can be successful and make progress in their learning. This proactive approach does not wait until students have large gaps in their learning that are almost too great to overcome. Neither does it allow high achieving students to languish in a curriculum that is not challenging to them. This approach focuses on determining when students are struggling and providing strategic interventions to help them improve in their areas of need; it also documents students’ strengths and provides additional challenges in a variety of ways for students who are high achieving.

### **Visiting Schools/Classrooms/Volunteers**

Parents, patrons and other guests are welcome to visit our schools. A visitor is someone who comes to spend a short amount of time in a classroom, join a student for lunch in the cafeteria, or attend a special event. A visitor is an adult non-member of the school staff.

#### **Visitors to the classroom**

All visitors to classrooms must receive prior approval from the building principal at least 48 hours in advance of the requested visitation. In order to protect students’ confidentiality and avoid unnecessary interruptions to instructional time, classroom visitations must be brief and are available only to the parents/guardians of the children who are enrolled in that classroom.

#### **Visitors to the cafeteria**

- All visitors who are joining a student in the cafeteria must receive prior approval from the principal or his/her designee.

- A student’s parent/guardian must call the school office at least 48 hours in advance to schedule a lunch visit. If the visitor is someone other than the parent/guardian, the request for a lunch time visit must come from the student’s parent/guardian.
- Prior to the visit the parent/guardian or approved visitor must pass a background check and complete the SACS bullying training. A background check and the bullying training documentation may take up to a week to complete.
- Visitors will be seated at a designated visitor lunch table with their student.
- Visitors are not permitted on the playground during recess.

Upon arrival and departure, all visitors (including parents/guardians) must proceed immediately to the school office and check in and out with the building principal or principal’s designee. When leaving the school building all visitors must return their visitor’s badge/ID to the school office.

### **Volunteers**

A volunteer is an adult, non-member of the school staff who contributes their time and talents to improve and enrich our students’ education. All volunteers must receive prior approval from the building principal or his/her designee at least 24 hours in advance of the volunteer’s participation at school. A volunteer may work directly with individuals or small groups of students may assist with special events held during the school day (including field trips) or complete work for classroom teachers. All volunteers working with children in any capacity at Southwest Allen County Schools will need to complete a Background Check Authorization Form, SACS Bullying Training, and receive approval. Once submitted and approved by one of the SACS schools, the person is authorized as a volunteer at all schools in the district. Approved background checks are good for three years. (See background check procedures below.)

### **Background Check Procedures**

Parent/Volunteers

- Parents do not need background checks for “public” events at the school, e.g. school musical, donuts for dads, muffins for moms.
- Parent/Volunteers need a background check if they are
  - a) Volunteering in a classroom
  - b) Chaperoning a field trip
  - c) Having lunch in the school cafeteria
- Parents who have lived in Indiana less than one year must pay for an out-of-state Safe Hire background check at the Central Office and pass a check of the sex offender registry.
- Following the initial background check as well as initially passing a check of the sex offender registry, parent/volunteers must pass a limited criminal history plus a check of the sex offender registry every three years.
- Recruitment, utilization, coordination and training of volunteers shall be the responsibility of the school administration. Each elementary building has a Parent-Teacher Club. Participation in the PTC is an excellent way to be involved in any SACS elementary school.

### **Arrival/Departure**

Upon arrival and departure, all visitors and volunteers (including parents/guardians) must proceed immediately to the school office and check in and out with the building principal or his/her designee. When leaving the school building all visitors/volunteers must return their school issued visitors’ badge/ID to the school office.

## **Student Expectations**

### **Behavior at After-School Activities**

Children are expected to be supervised by an adult at all times during after-school programs and activities.

### **Bicycles**

Students who ride bicycles to school are encouraged to ride safely and courteously and to obey the rules of the road. Riding a bicycle to school is a privilege. Students who use their bicycles improperly will be asked to leave them at home. Students are encouraged to lock their bicycles during the school day, as the school

assumes **no** responsibility for damaged or stolen personal property.

## **Dress**

Our pupils are the best! They are appropriately dressed, well-behaved and motivated children. We do expect them to be clean, well-groomed, neatly and comfortably dressed at all times school is in session. Any form of dress or appearance that could be disruptive to the educational process cannot be permitted.

Male and female students/staff may only wear hats/caps in the building on designated "Hat Days." This includes bandanas and/or headscarves. Head coverings worn due to religious affiliations are excluded from this rule.

Thankfully, our schools are air-conditioned so that even during the warmest, most humid periods of Indiana weather we can be quite comfortable within the building. Tops/shirts must cover the wearer's shoulders and back. Mesh, transparent tops/shirts, tee shirts with inappropriate sayings, pictures or labels are not permitted. Midriffs must be covered at all times.

Shorts that are sized to provide enough length to cover the upper leg area and enough room to entirely cover the students' seat area may be worn. Spandex shorts and sagging pants are not permitted.

Students should always dress appropriately for expected weather conditions.

## **Emergency Drills**

In accordance with state law, all schools conduct fire drills, severe weather and lock down drills. These prepare students and staff to act without panic and to protect them from danger in the event of a disaster.

During these drills, teachers lead students to designated areas and take a count of students to ensure that all are safe. Students should remain quiet, calm and orderly at all times in order to listen for emergency directions if necessary. Returning to regular classroom procedures is accomplished with the same orderliness

## **Homework**

Homework is assigned when students have attained the study and organizational skills required

to carry out the tasks independently. It generally falls within these categories:

1. Enrichment assignments are intended to promote personal growth and development. They often provide students with opportunities for choice and the scope of their involvement. Apart from general guidelines, student's decisions may result in an original and/or creative product.
2. Reinforcement lessons are individually assigned to students who will benefit from such practice.
3. Skill development lessons are closely related to current class work. Supervision should be provided during initial practice before homework is assigned.
4. Preparatory homework is intended to familiarize students with concepts or topics prior to the next day's class work and/or review for understanding and assessment.

Homework should be an extension of class work and related to curricular objectives. When making assignments, teachers are conscious of the need for personal time. Assignments should be developmentally appropriate and modified according to a child's ability and/or individualized learning plan.

## **Lost-and-Found**

Please label personal articles with the student's names. If an item is lost, check the schools Lost-and-Found container.

## **Make-Up Work**

Upon the request of the student or parent, make-up work will be offered for all student absences but credit shall be allowed only for absences that are excused or counted as present. The type of make-up work shall be at the discretion of the teacher and may be equivalent, but not necessarily identical, to the instruction presented in class. A student shall be given one calendar day for each missed day to complete the make-up work, plus an additional calendar day, if needed, up to a maximum of seven days. Make-up work will not be provided in advance of an absence. Extended illness shall be handled on an individual basis.

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## **Personal Property**

Students should bring only school-related materials from home. Exceptions will only be made with permission from the classroom teacher or school administrator for such functions as field trips, special reports and projects.

Students shall not use electronic devices, cell phones (including text messaging), I-Pods, hand held video games, pagers, cameras, laser pointers, various types of remote controls, etc., during school hours in a situation not related to a school purpose or educational function. Electronic devices, including cell phones, need to be turned off and not visible during the school day. With teacher permission, electronic readers, tablets, and electronic games that provide reinforcement for reading, language, and math skills may be an exception to this rule.

Should these items be heard, found or seen being used in any manner unauthorized by a teacher, they will be confiscated and sent to the office to await parent pick-up. At no time will the school assume responsibility for the safety of these items should a student bring them onto school grounds. During bus transportation, this policy applies to cell phones, pagers, cameras and laser pointers.

Skateboards and skates may not be used/worn on school property (with the exception of a physical education class roller skating in the gymnasium). This includes shoes with wheels/“Heelies”.

## **Recess**

Students are provided with large and well-equipped playgrounds. Students are expected to go outside for all recesses, weather permitting, unless they present a note from their parent/legal guardian or doctor.

Students will go outside for recess if the temperature (including wind chill) is 0 degrees or above. The temperature will be based on information found on SACS website. It is important for children to arrive at school with those items that will help them to remain warm and dry while playing outside. Gloves/mittens, hats, coats, snow pants, and boots will help children to be comfortable during outdoor recess throughout the cold weather months.

If your child is not to go outside for recess, a note must be given to your child’s teacher requesting that your child remain inside. A note from the child’s parent/legal guardian is sufficient if the child is staying inside for a short duration of time (1-3 days). If your child is to remain inside for an extended period of time (4 days or more), the school will need a note from your child’s physician. Both notes should contain the beginning and ending dates your child is to remain inside and the reason for the request (i.e. ear infection, getting over a cold, etc). If the teacher does not receive a note, the child will be sent outside for recess.

Adult supervision will be provided for children during all recess sessions.

## **Special Area Classes**

Special Area Classes are provided by licensed instructors, to support and enhance classroom instruction. In most cases, students attend this instruction in special classrooms. Classes are expected to pass quietly through the halls so as not to interrupt other classes in session.

Students are expected to extend the same courtesies to special area teachers as they do to their classroom teachers and exhibit the same good behavior in these classrooms.

If students are unable to participate in the planned activities in physical education class, they should present a note from a parent to the physical education teacher. Extended absences from class will require a statement from a doctor. Students are asked to have a pair of gym shoes that are left at school and worn only for inside physical education classes. They do not need to be new, just clean and free from stones on the soles. Students in grades first and second need a swimsuit (one-piece for girls/suit with a liner for boys) and a towel for swim class.

## Substitute Teachers

Substitute teachers are assigned when regular teachers are absent. They are guests in a school and are expected to be treated with respect.

## Telephone Use

Students may use a school phone for home emergencies only with teacher permission. Parents should remind children of things that should be brought to school each day so that phone calls home are not necessary.

## Health/Emergency Information

### AEDs

All Southwest Allen County Schools are equipped with an automated external defibrillator (AED). Each AED is located in an area accessible to occupants in the building before, during and after regular student attendance hours. SACS encourages its employees to complete initial and recurrent training courses approved by the American Heart Association and/or American Red Cross for AEDs and CPR. By completing this training, employees will be in the best position to use AEDs safely and effectively during an emergency. All employees regardless of whether they have completed the suggested training will only use the AEDs in a manner consistent with the guidelines for the use of AEDs recommended by the school administration.

### Health Services

Kindergarten	Speech Screening
First Grade	Speech & Hearing Screening Vision Screening
Third Grade	Vision Screening
Fourth Grade	Speech & Hearing Screening
Fifth Grade	Vision Screening
New Student	Speech & Hearing Screening

School personnel and parents may request that a screening be completed on students during the school year.

**Illness** – If a child becomes sick during the day, a teacher may excuse him or her to visit the clinic. If a child is sick enough to be sent home, a

parent/guardian will be called. It is recommended that a child be fever free and/or symptom free (regarding the symptoms listed below) for 24 hours before returning to school. Per the principal's and/or nurses' discretion, a parent/guardian will be called to take a child home with any of the following symptoms:

- Vomiting
- Diarrhea
- Unidentified rash which is spreading or not yet medically treated
- Elevated fever of 100 degrees or more
- Head lice (active infestation)  
Please contact your school clinic if you discover your child has lice.
- Suspected eye infections with drainage
- Other contagious illnesses as defined by the CDC, Indiana Dept. of Health criteria for exclusion from school

### Immunizations

Indiana code (IC 20-34-4-5) requires schools to ensure that all students have received all immunizations required by the Indiana State Department of Health. Indiana law also states that a student is not permitted to attend school beyond the first day without furnishing a complete immunization history or written proof that the student is in the process of being immunized.

### Administering of Medications

For safety of students, schools must observe specific regulations in administering medications. Written permission is required for all medications, prescription or over-the-counter. Medication permission forms may be obtained in the school clinics and on the Health Services page of the SACS website. Medications must be brought to the clinic and administered under supervision. Medications are dispensed on a "routine" or "as needed" basis, per parent request. In order to provide this service, parents need to be aware of the following:

- **On School Delay Days**

Medication will be given at the first designated prescribed time. It is important to inform the nurse

of any changes in the times that medicine should be given to your child on delay days.

- **On Early Dismissal Days**

Unless other arrangements have been made through the clinic, (12:00 p.m.) lunch time medication will not be given.

- **Prescription Medications**

Prescription medication must be brought in by the parent or by an individual who is at least 18 years of age and designated by the parent. Any exceptions must have prior approval by the school nurse. Medications must be in officially labeled containers, (duplicate containers are available at pharmacies, usually at no extra cost.) Medications must:

- Be dated
- State the student's name
- State medication name and strength
- State the amount and frequency of dosage

- **Over-the-Counter Medications**

Medication must be in its original containers. If the dosage amount requested to be given exceeds the recommended dosage, a doctor's note must be provided.

- **Self-Administration of Medication**

If a student must carry emergency medication, an "Authorization for self-carry/administration of medication at school and after school activities" form signed by **both the Parent and Physician** must be on file in the clinic. These medications include, but are not limited to, asthma inhaler, bee sting medication and severe allergy medications.

- **Medication Release**

Medication that is possessed by a school for administration during school hours or at school functions for a student in grades K-8 may be released only to:

1. The student's parent; or
2. An individual who is:
  - a. At least 18 years of age; and
  - b. Designated in writing by the student's parent to receive the medication.

- **Controlled Substances**

The school nurse will maintain a medication count on all controlled substances. All controlled substances must be counted by the school nurse or designee and witnessed by a parent/guardian or an individual that is at least 18 years of age that has been designated by the student's parent/guardian each time a medication is supplied to or picked up from school. If the student taking the controlled substance is in grade 9-12 and a signed parental consent is on file with the school, the student may transport the medication to and from the nurse's office with a note from the parent/guardian stating the number of pills being supplied. Students must bring medication directly to the nurse's office upon arriving to school and may only pick up the medication at the end of the school day.

## **Meningococcal Disease**

As of July 1, 2005, each public school is required to provide materials concerning Meningococcal disease and its vaccines to students and parents/guardians of students each year. A fact sheet about Meningococcal disease is available on the SACS website. If you do not have access to the internet, you may request a hard copy of the fact sheet at your child's school. A copy of the state law and expanded information about meningococcal disease can be obtained by contacting the Director of Human Resources, Southwest Allen County Schools at 431-2050.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department: Allen County Health Department, Immunizations at 260-449-7514.

## **Accidents and Illness Policy**

If, in the opinion of school administrators and/or the school nurse, a student's life, limb or organ is in jeopardy of being lost as a result of accident, or severe illness, the school shall do the following:

1. Immediately arrange for transportation of the student to the hospital via the most

appropriate emergency ambulance/ transportation service.

2. Contact will be attempted to the student's parent/guardian at every available number. If they are unreachable; the school will call the designated emergency contact person for direction.

If a student is injured or severely ill at school to the degree that medical attention is necessary, the school shall do the following:

1. Contact will be attempted to the student's parent/guardian at every available number. If they are unreachable; the school will call the designated emergency contact person for direction.
2. If attention at a medical facility is necessary and the student's parent/guardian cannot provide transportation for the student, the school shall have the student transported to their family physician or to the emergency room of the nearest medical facility.
3. Within 24 hours of a student injury, the staff member dealing with the injury must complete a *Student Injury Report*. All persons involved in the incident and all witnesses to the incident must complete a *Student Injury Report Narrative* statement to be attached to the *Student Injury Report*. A copy of the complete report shall be submitted to the Building Principal and to the Superintendent.

No student shall be permitted to go home ill without the consent of a parent, or if the school is unable to contact the parent, the consent of the designated emergency contact person. Elementary students shall be sent home ill or injured only if there is an adult to care for them.

## **SEVERE ALLERGIES IN THE SCHOOL SETTING**

For some individuals severe allergies are a part of life and a serious concern. Southwest Allen County Schools understands the increasing prevalence of such allergies among students and takes these allergies seriously. By working with students, parents, staff and physicians the district will focus on prevention, education, awareness, communication and emergency

response. Although the district recognizes that it cannot guarantee an allergy free environment, it will take the necessary steps to reduce potential exposures and to protect the health and safety of all students known to have severe allergies.

## **Student Discipline**

All students are expected to uphold the high standards of conduct expected by Southwest Allen County Schools as approved by the Board of School Trustees. Disciplinary consequences are assigned according to the circumstances of each incident, as determined by the school administrator or designee.

Teachers or other school staff members shall, when pupils are under their charge, have the right to take any action, which is reasonably necessary to carry out or to prevent an interference with an educational activity that they supervise. They may remove a student to another classroom with prior permission from that classroom teacher or to the school office.

In the event students commit an act or acts of misconduct, the principal or designee shall make an investigation of the circumstances. The principal or designee shall make an oral or written statement of charges against the student and, if the student denies the charges, a summary of the evidence against him/her shall also be presented to said student. The student shall be given the opportunity to present their position orally or in writing. After following such procedures, the principal/designee will determine the consequence for the misconduct. A building principal/designee may suspend students out of the classroom but within the school building (in-school suspension/ISS). Students may also be suspended out of the building (out-of-school suspension/OSS).

### **School discipline rules must apply:**

- When a student is on school grounds immediately before or during school hours
- Immediately after school hours, at any other time when the school is being used by a school group

- Off school grounds at a school activity, function or event
- When traveling to or from an assigned school bus stop as well as at the stop
- When traveling to or from school or a school activity, function or event
- When using property or equipment provided by the school

### **SSTO / Physical Restraint**

In Southwest Allen County Schools, no student will be physically restrained and/or placed in a supervised, seclusionary time out (SSTO) by school staff unless the student’s behavior poses an imminent risk of injury to him/herself or others. A SSTO is defined as removal from the classroom environment and placement in a secure, supervised time out room for only as long as necessary to resolve the risk of danger or harm or while awaiting the arrival of crisis intervention personnel. Violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the use of physical restraint and/or a SSTO, the parents or guardians will be informed of the actions taken and provided with a detailed account of the incident including circumstances that lead to the use of physical restraint and/or a SSTO. This is discussed in greater detail in the school’s plan on seclusion and restraint which all parents have access to upon request at each building.

**The building principal/designee shall determine the consequences for acts of misconduct in the following areas:**

#### **Assault**

The physical touching of another person without consent. Assault also includes causing physical or emotional harm to another person. A student shall not assault another person.

#### **Bullying Board Policy 6170**

It is the policy of Southwest Allen County Schools to maintain a positive learning

environment that is free from bullying. Therefore, the priority is prevention and procedures that expedite reporting, intervention, investigation, and follow-up once an incident has occurred. Students and/or parents should immediately report bullying to any school staff member.

Indiana law defines bullying as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for that student an objectively hostile school environment that:

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

A record made of an investigation, a disciplinary action, or a follow-up action performed under this Policy is not a public record under Indiana law.

It shall be a violation of this Policy for any student to bully another student, regardless of the physical location in which the bullying occurred, whenever:

1. The individual committing the bullying behavior and any of the

intended targets of the bullying behavior are students attending a school within the school corporation; and

2. Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

It shall be a violation of this Policy for any student to bully another student through the use of data or computer software that is accessed through a computer, computer system, or computer network, if the two above criteria are satisfied.

The Administration shall adopt a bullying prevention program that includes:

1. Age appropriate research based instruction focusing on bullying prevention for all students from kindergarten to grade 12. Students will receive this instruction each school year by October 15.

## Cell Phones

The use of these devices at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems, however in order to accommodate the growing parental concerns about student safety while traveling to and from school, Elementary Schools in Southwest Allen County will allow students to possess cell phones or electronic devices provided the following rules are strictly adhered to:

- All cell phones or electronic devices must be turned off, put away before the student enters the building. They may not be seen during the school day.
- Using cell phones or electronic devices as a clock or saying that it "fell out of my pocket" is not an excuse to have one of these devices out.

- Students shall not use cell phones (including text messaging), I-Pods, hand held video games, pagers, cameras, laser pointers, various types of remote controls, etc., during school hours in a situation not related to a school purpose or educational function. Electronic readers, tablets and electronic games that provide reinforcement for reading, language and math skills may be used during the school day, with teacher permission. Other electronic devices, including cell phones, need to be turned off and not visible during the school day.
- The corporation will not be responsible for lost or damaged items.
- Cell phones or electronic devices which are not teacher approved are permissible only after 3:30p.m.
- Students who leave school early must wait until they leave the building before using their cell phones, pocket pagers, or electronic devices.

If a student is using a cell phone or electronic device (ANY OF ITS FUNCTIONS) for any reason during the restricted school hours in situations not related to a school purpose or educational function, the following consequences will be imposed:

1<sup>st</sup> Offense & 2<sup>nd</sup> Offense - The device will be confiscated by school staff, secured in a safe location and student will receive a warning. Parent will need to pick up device.

3<sup>rd</sup> Offense - The device will be confiscated by school staff, secured in a safe location and student will receive an ISS. Parent will need to pick up the device.

If a student violates this policy and refuses to turn over their electronic device, they will be considered willfully disobedient and further disciplinary action will follow.

If a school staff member finds it necessary to confiscate a device, an administrator or designee

will notify parents and arrangements will be made for the parent to pick up the device.

The school is not responsible for lost or stolen electronic devices, nor does the school have the time or resources to investigate every stolen electronic device that is reported. The security of personal electronic devices is the sole responsibility of the student.

Southwest Allen County Elementary Schools made this change in policy in part to respect the wishes of many parents who want their children to keep cell phones for communication after school hours. However, we ask parents to recognize that the school system must strictly prohibit cell phone use in order to operate our schools in an orderly way and to maintain the academic integrity of your child's school. Please do not jeopardize this by calling or texting your student during the school day. If you have any concern about your ability or your student's ability to follow this policy, we recommend that your student's cell phone or electronic communication device be left at home. However, if you choose to allow your student this privilege, please stress that the device must remain "off" at all times.

Electronic Devices / Portable music players, Laser Pointers, Games, Various Types of Remote Controls, etc: Are not allowed during school hours in situations not related to a school purpose or educational function. The school is not responsible for lost or stolen electronic devices and will not investigate any reports of these items being stolen or lost.

Photographing, audio recording, videotaping or otherwise recording individuals without their permission is strictly prohibited anywhere on Southwest Allen County School property, the exception being school related performances.

### **Drugs, Tobacco, Alcohol**

The use, the possession of, the consumption of, or being under the influence of tobacco, alcohol, or other drugs on school grounds or at school functions is prohibited. The use or possession of drug paraphernalia by students is prohibited.

The prescribed use of a drug authorized for a particular student by a medical prescription from a physician is not in violation of this rule, as long as it is dispensed through the school clinic. The sale and distribution of, or providing another person with tobacco, alcohol, or other drugs or any substance represented by the provider to be a drug or any paraphernalia is prohibited. Students found to be in violation of the above rules will be suspended from school until a conference with parents is held to determine appropriate interventions for the student.

### **Extortion**

Obtaining goods or money from guests, students, or faculty/staff by use of threat or coercion is also strictly prohibited.

### **General Expectations**

A positive teacher-student relationship is the foundation for good classroom management and usually minimizes the need for disciplinary measures. School personnel are interested in the unique qualities of each child and strive to promote the development of a positive self-concept. Teachers are asked to develop a few clearly defined rules for student behavior. Rules are expected to be simple, brief, and reasonable. When behavior issues arise, teachers are asked to deal with them in a manner that eliminates the disruption and allows instruction to continue.

The following are general rules of conduct for all students:

- Students have primary responsibility for their actions
- Students are encouraged to practice self-control
- Students must observe the safety rules of the school for their own security and that of others
- Students shall respect the person and property of others around them
- Students must show respect for the truth
- Students shall follow rules established by teachers

### **Gum, Snacks, and Party Treats**

Chewing gum is prohibited during school. Nutritious snacks are recommended for the

classroom. However, when students are under supervision of special area teachers (art, music, physical education, learning center) and during noon recess periods, these items are not permitted. Due to food allergies, party treats must be individually packaged in the original store bought packaging with ingredient label.

## **Harassment**

It is the policy of SACS to maintain a learning and working environment that is free from harassment.

It is a violation of this policy for any employee to harass another employee or student or any student to harass another student or employee through unwelcome conduct or communications as defined in this policy. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities. The term “harassment” as used in this policy includes, but is not limited to, sexual harassment, racial harassment, and harassment on the basis of religion, gender, sexual orientation, age, veteran status, and disability. The terms “race” or “racial” as used in this policy refer to all forms of discrimination prohibited by Title VI of the Civil Rights Act of 1964, i.e., race, color, and national origin. Students should report concerns to any adult in a building, and parents should report concerns to a school counselor, principal, or the Director of Student Learning.

## **Smoking Paraphernalia**

There is to be no use or possession of smoking paraphernalia to include but not limited to: lighters, matches, eCigarettes, or any other smoking paraphernalia by students in the school building, on school grounds or on their person.

## **Possession or Use of Dangerous Objects**

Carrying, possessing, displaying or using dangerous objects or items resembling dangerous objects is strictly prohibited. Examples of dangerous objects include bullets, air-soft guns, all kinds of knives (including pocket, pen, exacto) fireworks, stink bombs, mace, etc.

## **Possession or Use of a Firearm or Weapon**

No students shall possess, handle or transmit any firearm or weapon on school property (including transportation vehicles) or at a school function. The General Assembly has mandated that a student be expelled from school for a period of at least one calendar year if the student brings a firearm to school or is in possession of a firearm on school property. I.C.20-8.1-5.1-10. The General Assembly has also empowered school officials to expel a student who brings a deadly weapon to school or is in possession of a deadly weapon on school property. I.C.20-8.1-5.1-10. Definition of a firearm: Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, including

- a. The frame or receiver of any weapon described above.
- b. Any firearm muffler or firearm silencer.
- c. Any destructive devise including but not limited to explosive, incendiary, or other similar type objects.
- d. Any device which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant.

## **Stealing/Possession or Being in Control of Stolen Property**

Definition of Stealing: Theft of goods or property from guests, students, faculty members, staff members of the school corporation. Definition of Possession or Being in Control of Stolen Property: Possession of property, which has been stolen.

## **Student Rights and Responsibilities**

There are many things students can do to earn the reputation of being a good citizen. They are expected to develop habits of good behavior and to avoid actions that disturb others.

Student behavior is of great importance to students, parents, and teachers. School rules are simple ones, and students are expected to obey them. Attitudes and behaviors reflect not only on students, but also on their parents and their schools. Students should try not to do things for which they will later be sorry or ashamed. They should, rather,

always conduct themselves in a way that will make them proud at the end of each day.

**As a student,** I have a right to be safe. This means that I have the right to expect other students in the school or on the playground will do nothing to hurt me. No one will run in the halls, push or shove me, or threaten or fight with me for any reason. It is my responsibility to seek help from my teachers or other adults in settling my problems before letting my temper get the best of me.

**As a student,** I have the right to be treated with respect and understanding. This means that no one will laugh at me, call me names, use inappropriate language, or do anything to hurt my feelings.

**As a student,** I have the right to hear and be heard. This means that no one will interrupt me by disturbing me in my classroom or by making noise in the halls.

**As a student,** I have the right to an education. This means that my teachers, parents, and others will help me, but it is my responsibility to always do as well as I possibly can in my school assignments.

**As a student,** I have the right to a clean, safe school building. This means that I must do all that is possible to make sure that my school and its equipment are not damaged or misused. It is my responsibility to take care of my personal belongings and throw away my waste in proper places.

**As a student,** I realize that, along with my rights, I have many responsibilities about which I must be concerned. I must always treat students and adults with respect and courtesy. I must follow rules and directions and speak in a positive manner about our school.

**As a student,** I must be willing to accept responsibility for my behavior. If I violate the rights of other students, I must be willing to pay the consequences. My teacher will tell me what will happen if I misbehave. If I continue to misbehave, I will be referred to the principal. If I am sent to the principal, I may be counseled on how to correct my behavior; I may have my parents contacted; I may receive an in-school suspension; I may lose privileges; or I may be suspended/expelled from school. If the offense is in violation of state or federal law, a police report may be filed.

## **Student Supplies List**

Grade level (K-5) lists of required student supplies, used corporation-wide are available from each school office. Supply lists can also be accessed by going to the SACS Web Site [www.sacs.k12.in.us](http://www.sacs.k12.in.us)

## **Threats in the Schools**

**Southwest Allen County Schools has no tolerance for behaviors or statements of a threatening nature in our schools or directed to the school and/or its students and staff.**

Our schools have no tolerance for any statements or behaviors by individuals that may pose a threat to the well being of students, staff, and others this includes bullying as well as weapon possession. SACS has an obligation to keep our schools safe and take any threat seriously. All potential safety concerns will be investigated thoroughly with appropriate actions taken, up to and including school discipline and criminal justice intervention. This is not an area for practical jokes or offhanded comments. Events in recent years have demonstrated the importance of investigating thoroughly any potential safety concerns.

The school district would like your help in keeping our school safe for everyone. We ask for your assistance to identify any situations where a student, staff member or any other person might present a threat to school safety. If you become aware of a threat situation, you must report it to one of the following:

1. a school administrator
2. the safety specialist 431-2021
3. the Allen County Sheriff's Department 449-3000
4. one of the district's anonymous tip lines- Homestead High School 431-2100 Summit Middle School 431-2500
5. Quick Tip Link on the SACS Website

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## Miscellaneous Information

### Child Abuse

It is the policy of SACS to comply with the Child Abuse and Neglect Law with regard to the reporting of suspected incidents of child abuse and neglect. In compliance with Indiana Code 31-33-5 any employee who has reason to believe a child is the victim of abuse or neglect shall immediately report this knowledge to the Department of Child Services or the local law enforcement agency. After making the report, the individual shall promptly notify the building administrator that the report was made. If the building administrator is not available, the individual shall notify the Superintendent that a report was made.

### Diversity Statement

Southwest Allen County Schools is committed to creating an atmosphere of acceptance that enhances learning by recognizing the inherent worth of all individuals. Diversity stimulates creativity, promotes the exchange of ideas, and enriches life. The term diversity encompasses differences of culture, background, and experience among individuals and groups. Such differences include, but are not limited to, differences of race, ethnicity, color, gender, sexual orientation, class, age, and disabilities, as well as political and religious affiliation and socioeconomic status. Appreciation of diversity can be achieved by building relationships among students, staff, parents, and community members based on mutual respect, polite exchange of ideas, and honesty.

### Pest Control

Southwest Allen County Schools is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

Parents and staff members may register for prior notice of pesticide applications by making a written request to the building principal. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two days prior to the application when students or staff will be present during the pesticide application. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

For more information regarding pest control you may contact the Maintenance Department at 431-2080.

### School/District Web Site

Southwest Allen County Schools maintains a web site, [www.sacs.k12.in.us](http://www.sacs.k12.in.us). The district web site, allows you to access district calendar events and information, employment, tech support, and any school's web page. Once you have accessed our District Web Site, simply click on **schools** at the top of the web page and from the menu select your child's school to find the latest school and calendar information, key events, school news, announcements, lunch menu, school delays and closings, and PTC/O Officers. Click on **Academics** and it will take you to a selection of classroom web sites. Select your child's teacher's name to access the latest news and information about his/her classroom.

### Technology

SACS is a national leader in the implementation of technology for teaching and learning. Local and wide area networking provides Internet access to every classroom and computer lab. Students and teachers have access to 17,000 periodicals, 7,000 newspapers, and more than a million dissertations

and research projects through their classroom computers.

As part of a long-range technology plan, every teacher receives ongoing technology training and is equipped with a laptop computer.

### **Student Computer Guidelines**

Failure to comply with the following guidelines will result in suspension of computer privileges:

- Students are to protect and not share their passwords with anyone.
- Due to copyright laws, software is not to be brought from home.
- Students are not to make any changes to items or icons on the hard drive or desktop.
- Students will report any problems to the teacher.
- Students are not to touch any computers that are being used by another student.

Using profanity, obscene comments, sexually explicit material, and/or expressions of bigotry, racism, or hate in a file account, logging in under another user's ID, copying any program or file to or from a diskette without the consent of a staff member, being in any program or part of a program not assigned to the class, violation of SACS District Internet Use Agreement, or defacing, disassembling, or destroying any computer software or hardware will be reported to law enforcement officials and may result in criminal charges and prosecution.

### **1:1 Computing**

All students in grades kindergarten through five are issued an iPad provided by SACS. Students are responsible for the care of the iPad as outlined in the Technology Acceptable Use policy. In the event the iPad is lost, stolen, neglected, intentionally damaged, or damaged as the result of horseplay, students are expected to report those incidents immediately. After the incident has been reported, the cause will be determined by a SACS administrator. If SACS determines the incident is the result of an accident, all repairs will be completed at no cost. Failure to report any incidents within two school days will automatically result in the student/parent being responsible for the cost of

all repairs or replacement. All other incidents, including habitual accidents, will result in the student/parent paying for the cost of the repair (average is \$50 but could be higher) or replacement of the iPad and/or peripherals.

### **Prices for Lost or Broken Items**

- iPad = \$477.95
- Screen = \$89.99
- Crayon = \$49.95
- Crayon Tip or missing pieces = \$15.00
- Case = \$49.95
- Charging Cable = \$19.95
- Charging Brick = \$19.95

### **Internet Acceptable Use**

The 6230 Acceptable Use Policy adopted by the School Board is placed on the SACS and Homestead High School website. Significant changes have been made and students must adhere to this policy as written and adopted by the School Board. Copies are made available in the front office and at registration.