



## **Sheridan Elementary School Student Handbook**

24795 N. Hinesley Rd. Sheridan, IN 46069

Phone: 317-758-4491

Fax: 317-758-2409

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

Mrs. Valerie Roberts, Principal 317-758-4491 ext. 2106 <a href="mailto:vroberts@sheridan.k12.in.us">vroberts@sheridan.k12.in.us</a>	Mrs. Melissa Hoffman, Assistant Principal 317-758-4491 ext. 2108 <a href="mailto:mhoffman@sheridan.k12.in.us">mhoffman@sheridan.k12.in.us</a>	Mrs. Amanda Williams, Guidance Counselor 317-758-4491 ext. 2118
---	---	--

To report an absence by 9 a.m., press 6

To report a change in transportation by 12:00 noon, press 7

For a list of other departments press 8

### **Mission Statement**

Sheridan Elementary School, in partnership with the parents and the community, will provide a positive, safe, success-oriented learning environment for all students.

### **6 Be's**

At Sheridan Elementary we believe that it is important to prepare our children for a successful future. We use the 6 Be's to help guide students in that work. At Sheridan Elementary we believe it is important to:

- Be Respectful
- Be Responsible
- Be a Peacemaker
- Be Safe
- Be Your Best
- Be Kind

## TABLE OF CONTENTS

Welcome to Parents.....	4
Appointments & Quick Answers.....	4
Attendance & Tardy.....	4-6
Bike Riding.....	6
Birth Certificate.....	6
Bullying.....	6
Bus Transportation.....	6-7
Cafeteria & Lunch Money.....	7-8
Criminal Gang Activity Policy.....	8
Directory Information.....	8
Dismissal Procedures.....	8-9
Dress Code .....	9
Electronic Devices.....	9-10
Emergency School Closings.....	10
FERPA.....	10
Field Trips.....	10
Grading & Evaluation.....	11
Health Policies.....	11-12
Homework.....	12-13
Honor Roll.....	13
Internet Usage.....	13
Lost and Found.....	13
Make-Up Work.....	13-14
Non-Custodial Parent Rights.....	14
Parent-Teacher Communication.....	14
Parties.....	14
Pictures/Photographs.....	15

Publications.....	15
Recess Guidelines.....	15
Release of Students.....	15
School Hours.....	15
Special Services.....	15-16
Student Records.....	16
Visitations.....	16
Volunteers.....	16
Student Rules of Conduct .....	16-17
Disciplinary Action.....	17-18
Due Process.....	19
Policies Related to Use of Drugs, Alcohol and Tobacco.....	19-20
Disciplinary powers of Principals, teachers and school staff members.....	20

## Welcome Parents,

**Please take the time to read and share with your child the Sheridan Elementary Student Handbook.** We feel that open communication between the school and home about our expectations is necessary to create a positive learning environment.

We believe that home and school staff should work together to promote an orderly and safe school environment. Therefore, the following rules are necessary. **Please remember these rules apply on the school grounds during school hours, on the bus to and from school, and at any extra curricular activity including transportation to and from.** We will do our best to communicate with caregivers if situations arise, this means you could receive a call during the day. If you are unable to take calls at work please let us know your preferred method of contact during the day. We look forward to a strong working relationship with all caregivers.

**APPOINTMENTS AND QUICK ANSWERS:** Appointments with the principal and parent-teacher discussions should be pre-arranged by telephoning the school secretaries or your child's teacher at 317-758-4491. Parents are encouraged to call the office during the office hours from 7:00 a.m. to 3:45 p.m. Monday through Friday. **\*Early mornings can be quite busy, so if it goes to voicemail, please leave a detailed message and we will get back to you as quickly as possible.** A voice mailbox for after-hours is also available for you to leave a detailed message that will be checked first thing in the mornings.

**ATTENDANCE & TARDY:** The Indiana Compulsory School Attendance Law (Indiana Code 20.8.13-5) requires students to attend school each day school is in session. Regular and punctual attendance is essential to learning. Our instruction is sequential and what is learned today will be the basis for tomorrow's lesson. A student's absence or tardiness is lost instructional time that can never be replaced. Every absence, for whatever reason, interrupts the learning process and may result in lowered achievement.

Indiana State Code, the Indiana Department of Education, and Sheridan Community Schools have the expectation that every student attend school at a rate of 94% or higher. According to the Indiana Department of Education, "Indiana-specific research shows that students who attend school less than 94% of the time experience negative academic impacts as a result."

Sheridan Elementary expects all students will attend at least 94% of their instructional days. This means students should not miss more than 10 school days for the whole year.

Per the Indiana Department of Education, school districts define "excused" and "unexcused absences." Both excused and unexcused absences count toward the total amount of school days missed. However, there are some exceptions. Many of these exceptions do not apply to elementary students. For more information see Indiana code or contact the assistant principal.

Excused absences are defined as absences that Sheridan Elementary School regards as legitimate reasons for being out of school. These could include:

- Illness verified by a parent/guardian
- Illness verified by a physician's note.
- Family funeral
- Maternity
- Military connected families with absences related to deployment and return

## Reporting Absences

**Caregivers are to call the school if their child will not be attending school. This call should be made before 9:00 a.m.** If calling before school hours leaving a voicemail with details of the absence is sufficient. **If you have not communicated your child's absence you will receive a call from the school to obtain further details.**

We need to keep accurate and detailed records about why a child is missing school. Excused and unexcused absences are addressed differently, therefore you must let us know why your child is absent.

## Absence Procedure

Number of Absences	Action
5 unexcused absences, not within a 10 week period.	Letter sent home to parent/guardian.
5 unexcused absences within a 10 week period	Truancy Prevention measures begin in accordance with SEA 282 and I.C. 20-33-2.5
10 unexcused absences	ACES referral
Excessive excused absences	You may be contacted by a school administrator.

## ACES Referral

Sheridan Community Schools, the Hamilton County Schools Attendance Project and the Hamilton County Prosecutor's Office have worked together on a program to improve school attendance called Attending Class Equals Success (ACES). With the school, parent, student, and prosecutor's office working together through early intervention and collaboration, we believe attending class will equal success for each and every student. ACES is part of our proactive and supportive attendance system.

A representative from the Hamilton County Prosecutor's office will then contact the parents by mail to inform them that their student has had excessive absences and they are now tracking the student's future attendance. If further absences or tardiness occurs, a representative from the Hamilton County Prosecutor's Office will contact the parent for a required meeting to be held to discuss the continued absences of the student. If the student continues to accumulate absences following a meeting with the Hamilton County Deputy Prosecutor, educational neglect charges may be filed. Additionally, as required by IC 20-33-2-25, the school administrator will also be in contact with the Hamilton County Prosecutor's Office and depending on the circumstances and age of the student, the Department of Child Services. Sheridan Youth Assistance will also be contacted for additional support as needed.

## Tardiness

Tardy means loss of instructional time during any portion of a class period or school day due to the student not being in attendance. A student is tardy at SES if not in the building by 8:05 a.m. Students who are tardy to school in the morning must report to the office and sign in.

**BIKE RIDING & WALKING:** For safety reasons, the riding of bicycles and walking to school is prohibited.

**BIRTH CERTIFICATE:** Under current Indiana law, IC 20-88. 1-3-17.1, all students enrolling in a public school must provide a birth certificate to the school where they are enrolling.

**BULLYING: (SEA 285)** Bullying is defined by the Senate Enrolled Act 285 as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; behaviors committed by student or any other or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student.”

- a. **Intimidation/Violence** – Causing or attempting to cause physical injury/harm to another person.
- b. **Simple Assault/Scuffle/Harassment** – A threat or attempt to do bodily harm to another, with or without physical contact. Harassment may include emotional/psychological harm to a student by picking on, name calling, rumors, written messages, etc.
- c. **Student Hazing** (*SCS Policy 5516*) – *The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.*

**BUS TRANSPORTATION:** Bus service is furnished by the Board of Education, Sheridan Community Schools, which adheres to Section 905, Chapter 260, Acts of the 1965 School Transportation Code. The driver has full authority of the bus while students are being transported.

For misconduct, loss of privileges or loss of bus privilege, for a set amount of time, may be recommended.

Further issues may result in the riding privilege being revoked for the remainder of the semester. Questions regarding the bus drivers, routes, etc., may be directed to our Transportation Director at 317-758-4431, Ext. 4601.

**CAFETERIA & LUNCH MONEY:** Hot lunch and breakfast are provided daily for students K-5. The system is computerized, and an account is set up for each child. Money is deposited for lunches, milk, extra milk, or extra items. Milk is available for those students who bring their lunch or want additional milk with their lunch.

**Please send money in an envelope marked with your child’s name and the teacher’s name.** It is important that parents assume responsibility for lunch and milk costs. If your family is experiencing financial hardships, please contact the school immediately. Our school participates in the National School Lunch Program, and you may qualify for free or reduced-priced meals. Also, special financial arrangements can occasionally be made through the cafeteria supervisor. **Checks are the preferred method of payment and should be made payable to Sheridan Community Schools.** Parents may pay by credit card online at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). Please contact the cafeteria manager at 317-758-4431 ext. 3460 if you need assistance with the online account. These amounts are subject to change.

Student Breakfast	Free
Student Lunch	\$2.75
Adult Breakfast	\$2.50
Adult Lunch	\$5.00

### Lunch Visitors

- Please call the school **at least 24 hours ahead of time** to let us know you are planning to join your child for lunch. (This helps with our lunch staff and number of lunches, as well as total count for the day.) *Background check has to be on file!*
- Each *grade level lunch session* will be limited to no more than 3 students with visitors per day.
- Food allergies may be present that you are not aware of, so we greatly prefer no outside food brought in. You are definitely welcome to bring your own lunch to join your child!
- Your child may choose **one friend** to join them at the tables on the stage. Please keep in mind, other guests may be present, so thank you for sharing your tables!
- During an announcement in the café we ask that you help quiet your group so that they may hear what is being said out of respect for the speaker.
- When the lunchroom supervisor is ready to dismiss the classes, we ask that you go ahead and say your goodbyes and exit the café to make transitions easier and allow your child to line up with their class.
- No Social Media photos posted of anyone except your own child will be allowed.
- The lunchroom will be **CLOSED TO OUTSIDE VISITORS** on the following dates this year to help maintain a more orderly lunch environment for all students:
  - CLOSED All Fridays – PEER day from High School
  - Closed until Labor Day
  - Monday, October 21st
  - Thursday, Oct. 31st
  - Tuesday, Nov. 26th
  - December 16th-20th
  - Thursday, Jan. 4th
  - Monday, January 6th
  - Thursday, March 27th
  - Monday, April 7th
  - May 19th-22nd

**CRIMINAL GANGS/ACTIVITY POLICY:** There is now an approved policy in place for the prohibition of gang activity or similar destructive or group behavior on any of the SCS school property. Please go to the SCS website for full disclosure of the policy under the Board tab.

**DIRECTORY INFORMATION:** In accordance with board policy SCS shall make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”: a student's name; address; telephone number; date and place of

birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

The primary purpose of directory information is to allow SCS to include information from the student's education records in school publications, such as the yearbook, honor roll or other recognition lists, graduation programs, and sports rosters. SCS may allow access to students' directory information to organizations that make students aware of educational or occupational opportunities. Directory information will NOT be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within twenty (20) days after the first day of the school year.

**DISMISSAL PROCEDURES:** Students can either ride a bus, be picked up after school, or attend Blackhawk Care. To ensure the safety of all children we ask that parent/guardians abide by the following procedures for dismissal:

**Pick Up:**

A line of cars will form in the pickup /drop off lane. **Please pull forward to the end of the painted median.** As the students are dismissed. Cars will be processed in order. If there is a change in who will pick up a student (car rider) the office will need to have a parent/guardian call or a note stating the name of the person picking up the student (**calls need to be made by 12:00 noon**). Otherwise, the staff outside will ask the car to pull into a parking space and proceed to the office to sign the student out and/or speak with a secretary about the change. Please don't feel offended if the staff asks for your name, relationship to the student, or photo I.D., they are only trying to make sure the student is leaving with the proper driver. **Please do not send emails/text messages regarding transportation.**

**Bus:**

1. Students will only be allowed to ride their assigned bus in the morning and their assigned bus in the afternoon (A.M. & P.M. bus may differ).
2. Students will be allowed to get off at a different stop, within their own route, with a note from a parent/guardian. The stop must be a regular stop on that route and may not involve another bus. The note should be given to the school office and a bus pass will be delivered to the student.
3. If a student needs to change their assigned bus, parents will contact the school office. **24-hour notice** will be required for any assigned bus changes and any changes made should be for at least the duration of the semester or foreseeable future.

The bus guidelines are in place due to the increase in transportation changes, bus capacity, and the safety of our students. Excessive revisions could result in loss of bus privilege at the discretion of the Transportation Dept.

**DRESS CODE:** A student's apparel should be appropriate and in good taste. Weather conditions should be considered in the selection of school clothing. Words and pictures on clothing or accessories should be appropriate and acceptable for school. If the length of the shorts or skirt is shorter than the length of the arm fully extended, they cannot be worn to school. Midriffs will be monitored by age of student, but we discourage students from wearing them to school. Hats, caps, and hoods (head coverings), low cut tops, as well as tops that

have arm holes which are too large are not to be worn to school. Shoes are to be appropriate and safe for an elementary student. Heelies, shoes that have rollers attached, are not allowed. **It is the parents' responsibility to ensure that their child's clothing, shoes, and outerwear contribute to the child's good health and safety.** Snow pants are strongly recommended for outdoor play in the snow. **The school reserves the right to make the final judgment on dress attire.** It is not our intention to embarrass any child, yet these guidelines are necessary and will be enforced. Please monitor your child's outfits closely.

**ELECTRONIC DEVICES:** Chromebooks will be available for K-5 students. If you or your child decides to bring electronic devices, understand that the school is not liable for any loss or damage to the device, and the Student Computing and Internet Use Form must be completed. All devices should be clearly labeled with the owner's name. Misuse of electronics will result in the confiscation of articles. Cell phones are to stay in backpacks at all times, including field trips, unless use is deemed necessary by the classroom teacher.

Students are discouraged from bringing any personal electronic devices of any kind from home, with the exception of a school issued Chromebook. Cell phones can be brought for student safety purposes, but must be kept in the backpack at all times, unless under teacher direction or in the case of emergency circumstances. If cell phones are inappropriately used during the day, the teacher will keep it at their desk on the first offense. Parents will need to pick it up on all subsequent offenses. Bus drivers may allow a student to play on a cellphone at their discretion. The school is **not** responsible for any electronic devices reported lost or stolen while on school property or at school events and will not be responsible for investigating the loss or damage of these items.

**EMERGENCY SCHOOL CLOSINGS:** Every effort will be made to follow the regular school schedule, but because of severe weather conditions or emergency reasons, it is sometimes necessary to close school. If a delay or closure is necessary, we will send a message to caregivers via PowerSchool text and email. Delays and closures will also be updated on the website, social media sites, radio, and TV stations. Parents should also make arrangements for their children if school is forced to dismiss early during the day. **Please keep the office informed of any changes in your contact phone number and your child's emergency dismissal information.**

**FERPA (Family Educational Rights and Privacy Act):** Records may be sent to officials of another school or school system in which the student intends to enroll at the request of that school or school system without written consent of the parent. Families have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers

FERPA is: Family Policy Compliance Office  
U.S. Department of Education 600 Independence  
Avenue, S.W. Washington, D.C. 20202-4605

**FIELD TRIPS:** Teachers may plan and schedule field trips that align with and/or enhance our educational curriculum. The following items apply to field trips:

- Students may attend field trips with their class as long as their attendance is deemed safe by administration.

- Students must follow all behavior guidelines while on field trips.
- Parent chaperones may be invited on field trips.
  - In order to attend as a chaperone, an adult must follow the procedure to volunteer, which is sent in field trip communication.
  - Adults must also have a valid and approved background check on file with the school.
  - Adults on field trips must follow the social media policy and avoid posting pictures of other students.
- Students who leave a field trip with their parent must be signed out with the teacher.
- Chaperones may only take their child home from a field trip, unless previously approved by school administration.

**GRADING AND EVALUATION:** Our schools operate on a nine-week grading period, and students will be sent home with electronically generated report cards at the end of these periods, unless they have a C- or below. Those report cards will be mailed to the address we have on file in PowerSchool. **Interim progress reports will be distributed midway through each grading period (except the 1st Quarter) to all students receiving a C- and below.** Parents are welcome to view PowerSchool for access to student grades.

### GRADING SCALE

<b>A</b>	<b>93-100%</b>	<b>C</b>	<b>73-76%</b>	<b>G=Good</b> <b>S=Satisfactory</b> <b>N=Needs improvement</b> <b>U=Failing</b>
<b>A-</b>	<b>90-92%</b>	<b>C-</b>	<b>70-72%</b>	
<b>B+</b>	<b>87-89%</b>	<b>D+</b>	<b>67-69%</b>	
<b>B</b>	<b>83-86%</b>	<b>D</b>	<b>63-66%</b>	
<b>B-</b>	<b>80-82%</b>	<b>D-</b>	<b>60-62%</b>	
<b>C+</b>	<b>77-79%</b>	<b>F</b>	<b>Below 60%</b>	

**HEALTH POLICIES:** IC 20-34-4-6, IC 20-8.1-7-11, IC 16-37-1-8, IC 20-34-4-5

The nurse maintains a health record on each student and needs your help in keeping his/her record accurate. The State of Indiana requires certain immunizations for all students attending school. Records of these immunizations are kept in the child's permanent file. These records are maintained throughout the year to assure each student follows State requirements.

A permission sheet is available for non-prescription medication; this must be filled out, signed, and returned to the school for staff to administer any of the medicines kept on hand. **Parent or guardian must bring all prescription and non-prescription medications to school that are to be administered and fill out a medication administration sheet. All medications brought to school need to be in the original container. Do not send any medicine with children to school. All prescription medicine administered at school must have a healthcare provider's signed order or signature on school medication form.**

Children with asthma that may need an inhaler should have one to be kept at school as well as home to prevent transporting them back and forth from school daily.

Students with history of severe allergic reactions, who have been prescribed an epi-pen, should have an extra pen on hand at the nurse's office. Parents should have an Allergy Reaction/Medication form filled out for the student. If the allergy involves food, such as

Peanut Allergy, please schedule a time to meet with the nurse and the cafeteria manager to discuss ways we can help decrease exposure to the allergen.

Hearing screening is provided yearly for 1<sup>st</sup> graders, 4<sup>th</sup> graders, and new students. Referrals are based upon Indiana State referral guidelines.

Vision screening is provided yearly for all kindergarten, 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> graders. Please return referral information as soon as possible so our school records are up to date. A student found to have a temperature of 100.0 degrees or greater (per Hamilton County Health Department recommendations), is vomiting or has diarrhea, possible eye infection, or any ailment determined by the nurse to possibly be contagious, will be sent home from school. **Any student with these symptoms before school should be kept home from school to prevent the spread of disease.**

Head lice examinations are performed as needed, if signs of possible head louse infestations are noted, such as excessive scratching or the presence of bugs in the hair. If a child is found to have live head lice (bugs) the student will be sent home. If a child is found to have only nits and the nits are ¼ to ½ inch from the scalp the student will not be sent home. Parents will be notified and responsible for removing the nits and treating the student. The student will be rechecked upon returning to school and a parent/guardian will be called to pick them up if live lice are found after treatment. Please notify us immediately if you detect lice in your child's hair. Your cooperation is needed and appreciated.

Sunscreen: IC20-343-22 states that students may possess and use topical (non-aerosol) sunscreen product while on school property, or at a school sponsored event or activity, without being required to have a physician's prescription or note.

No soda, energy drinks, or colored drink options are allowed in the classroom or cafeteria (exceptions may be made. Contact the school nurse for more information). Classroom parties or celebrations should consist of clear drinks, ie: flavored water, Sprite, 7-Up, clear Capri Sun. Healthy snack options and items with nutritional information are recommended to assist in the care of students with allergies or diabetes.

**HOMEWORK:** Homework provides students with the opportunity to practice what they have learned in the classroom, to review, expand, and explore new ideas, and to complete projects without the pressure of time. Homework also has value as a process, one that teaches a child to organize time, work independently, use good study skills, and develop self-discipline. You can help your child develop good homework skills by following the points below:

- A. School backpacks and folders should be checked every night.
- B. Provide a study area. Be sure the work area has plenty of light, has comfortable seating, and contains sufficient workspace.
- C. Set aside the same time each day for homework to be done.
- D. Think of homework as "help work." Help your child review and practice what was learned in class. Give encouragement and assistance, but do not do the homework.
- E. Homework questions? Contact the teacher. Keep a positive attitude about the school and teacher, but if you feel too much homework is given, too often, talk it over with the

teacher. Your attitude towards homework, teacher, and school can influence your child's academic success.

**HONOR ROLL:** Second - Fifth grade students who attain certain standards are designated as "Honor Roll" students. In addition, these students may be recognized at the end of the school year and/or each quarter.

**INTERNET USAGE:** All students must have the required form on file in order to access the internet.

**LOST AND FOUND:** Lost articles are kept in a closet near the main recess entrance (outside the gym area). If a child needs to check for a lost item, he/she should inform his/her teacher, the school secretaries, or the nurse. If items are not claimed at the end of each nine weeks, found items will be taken to a clothing bank. Before this is done, a school-wide announcement is made for all students to check the lost and found for missing items. It is important for the school and home to stress to our children to be responsible for personal belongings. Please label coats, hats, sweaters, jackets, lunchboxes, bookbags, etc., with the child's name.

**MAKE-UP WORK and PRE-ARRANGED ABSENCES:** If a student is going to be absent for **more than one day** because of illness, parents may call the teacher and request assignments. Please make these calls before 9:00 a.m., to allow the teacher adequate time to collect materials. Students may have one day for each day's absence in which to complete the make-up assignments.

Although vacations taken during the school year are strongly discouraged, Sheridan Community Schools realize that family circumstances sometimes require such arrangements, and travel does have educational benefits. If a child is to be taken out of school for an extended trip, the parents will need to contact the office for a Prearranged Absence form at least **2 weeks prior to the date of when the trip is to be taken**. The Assistant Principal will be in contact with the parent upon receipt of the absence form. The student will be required to complete an assignment that shares their experiences and contains Indiana State Standards that would apply to the educational experience. The assistant principal will help explain the assignment in detail for the student and parents. The student will also be responsible for completing all work missed during this time. Arrangements for make-up work can be made directly with the child's classroom teacher. When the child returns the student will have one day for each day absent to make up the missed assignments in order to receive credit. Once the project is completed and turned in, along with all of the make-up work, we will change the attendance from absent to activity.

**NON-CUSTODIAL PARENT RIGHTS:** Non-custodial parents' rights will be respected regarding visiting school, parent-teacher conferences, progress reports, student records, etc. A court order must be on file in the office before either parent's rights will be denied. Non-custodial parents wishing to receive copies of their child's report card, midterm reports, etc. will need to provide self-addressed stamped envelopes to their child's teacher. The child will not be released to the noncustodial parent without a note or call to the office from the custodial parent (Step mom or step dad are not custodial parents).

**PARENT-TEACHER COMMUNICATION: An optional Parent-Teacher conference**, in addition to our Curriculum Night, to facilitate communication with your child's teacher. This experience has great potential for improving a student's learning experience. Please look for

communication regarding Parent Interaction Day and follow the directions given by the teacher to schedule your time. We hope that caregivers will also feel free to schedule appointments with our teachers throughout the year as needed. All students benefit from parent-teacher communication. As part of our vision for Sheridan Community Schools, we are striving to continually improve parent-teacher communication. As part of this collaboration we offer PowerSchool as a viable resource to parents who want to review and access student grades. These following guidelines have been established to ensure effective communication for all.

- Parents will be given the website and proper codes to access student scores from our technology director at the start of the school year.
- Teachers will update student grade books on a weekly basis. This means that once a test or assignment is given, teachers will have 7 days to place the scores into the electronic grade book.
- Caregivers should understand that sometimes "life" happens, and emergencies may come up that would postpone grades being entered. In any special circumstance, the teacher (or a school representative) will communicate with caregivers as needed.

**PARTIES / CELEBRATIONS:** Homeroom parties are planned for Fall, Winter Holiday, and Valentine's Day. Parents are asked to bring store purchased treats with visible ingredient labels for all parties, including birthdays. Drinks must be clear as well. This helps maintain safety due to food allergies. Please do not send gum as a treat. Also, so that no child feels left out, do not send, bring, or have delivered balloons, flowers, noisemakers, party invitations, etc....

**PICTURES/PHOTOGRAPHS:** To decline the use of your student's photograph in newsletters, articles, yearbook or school website or Social Media, please send a note at the beginning of the school year, to the office, stating your wishes.

Students and caregivers are not permitted to take photos or video of other students without their permission.

**PUBLICATIONS:** A monthly newsletter, The Blackhawk Buzz, is distributed to parent email addresses and can be found on the Sheridan Elementary School website. The newsletter will occasionally be supplemented with other necessary notices and reminders. In order to keep updated on the school and classroom activities, **please read The Blackhawk Buzz and any other publications thoroughly.**

**RECESS GUIDELINES:** Wind chill below 10 degrees = indoor recess  
Wind chill between 10-15 degrees = shortened outdoor recess at the grade level's discretion  
Wind chill 16 degrees and above = full outdoor recess  
Please make sure your child is prepared to go outside with proper covering.

Due to safety concerns and the number of students present on the playground, parents, younger siblings, or any other lunch guests will not be allowed on the playground at recess.

**RELEASE OF STUDENTS:** Car riders will be dismissed at 2:33 p.m. (last names A-J) and 2:43 p.m. (last names K-Z). Bus riders will be released at 2:43 p.m. Incremental dismissal times may be necessary. Students are released from school ONLY to their parents/guardians or to persons authorized by their parents/guardians. Please pull forward to the end of the red line on the curb. Additionally, personal identification may be requested by the car rider staff.

**SCHOOL HOURS:** The morning entry bell rings at 7:45 a.m. No students will be allowed in the building before this time. The Tardy bell rings at 8:05 a.m. Any student entering after 8:05 will be considered tardy. These students will need to go to the office for a tardy slip.

Afternoon dismissal:

Departure time... Car riders will be dismissed at 2:33 p.m. (last names A-J) and 2:43 p.m. (last names K-Z). Bus riders will be released at 2:43 p.m. Incremental dismissal times may be necessary. *Times subject to change.*

**SPECIAL SERVICES:** Speech and hearing clinicians, psychologists, and special education teachers are available to serve our students through the Hamilton/Boone/Madison Special Services Cooperative. Referrals for the services are made with parental approval. If you have questions concerning these services, contact administration or the Special Education Director. Sheridan Community Schools are meeting the needs of our high-ability students through the SOAR Program (Seeking Optimal Academic Reward). Students are serviced in grades 2-5 (K-1, are on consult), who meet local requirements using either CoGaT assessment.

For children of preschool age (starting at age 3), Sheridan Community Schools offers a developmental preschool program. This preschool program is in conjunction with the Hamilton/Boone/Madison Cooperative and is for children with special needs. Referrals for participation in this program need to be made through the Tri-County Early Childhood Assessment Team.

Students determined to have physical or mental conditions that substantially limit one or more life activities may be eligible for special services provided by article 7 or Section 504 of federal and state education law. Please contact the principal or Special Education Director if this pertains to your child.

**STUDENT RECORDS:** Upon request, parents or legal guardians are permitted to retrieve information from and to inspect and review any records related to the education of their child maintained by the Corporation. Such a request should be directed to the building-level principal, who will follow administrative guidelines.

**VISITATIONS:** Classroom volunteers, field trip chaperones, and special visitors may be arranged via the classroom teacher and with permission of the office / administration. *All background checks must be approved prior to the visits.* Pre-arranged tours can be scheduled by calling 317-758-4491. All visitors must check in at the front office and acquire a visitor's badge before entering other parts of the building. Classroom disruptions must be kept to a minimum in order to allow for maximum learning.

**VOLUNTEERS:** Effective August 6, 2019, SES will use the Safe Visitor School System. A volunteer must have an updated personal ID badge from Safe Visitor Solutions in order to volunteer in the classroom or attend a field trip. Details are on our website for obtaining a badge.

### **STUDENT RULES OF CONDUCT:**

**BUS RULES:** Riding a bus is a privilege. All pupils on the bus are under the authority of the bus driver. Students must obey the driver and the bus rules. Failure to do so can result in a child not being permitted to ride the school bus.

Students must get on and off the bus at the same place every day.

Disciplinary action will be taken if students exhibit any of the following:

1. Disorderly conduct on bus.
2. Use of improper language.
3. Out of seat when bus is in motion.
4. Refusal to obey directions.
5. Eating or drinking on the bus.
6. Head or arms out of the bus.
7. Tampering with or defacing the bus.
8. Unnecessary noise.
9. Scuffling or fighting.
10. Possessing/using/transmitting or being under the influence of drugs, alcohol, or tobacco.
11. Any action that distracts the bus driver.

#### **CAFETERIA RULES:**

1. Speak quietly at table.
2. Keep hands, feet, and belongings to self.
3. Stay in seat unless given permission to get up.
4. Use good table manners.
5. Lights out means no talking.
6. Appropriate drinks only (outlined in the health policies above).
7. Be respectful and do what cafeteria supervisors ask, so that lunch time will be enjoyable for all.

#### **HALL RULES:**

1. Walk quietly on the right hand side of the hall.
2. Keep hands, feet and objects to yourself.
3. Refrain from touching windows and walls.

#### **PLAYGROUND RULES:**

1. Follow directions when given.
2. Stay in assigned areas.
3. Do not leave the playground without permission from the teacher on duty.
4. Stay away from private property and animals.
5. Use playground equipment safely and appropriately.
6. Keep body and other items to yourself.
7. No toys at recess unless approved by the administration.
8. The following activities or equipment are prohibited on the playground at all times:
  - a. Teasing, bullying, fighting or play-fighting.
  - b. Inappropriate language.
  - c. Tackle football.
  - d. Throwing balls in the mulched area or at the metal siding of the building. Throwing rocks, dirt, snowballs, sticks, hard balls, etc.
9. Students are expected to participate in recess unless a note stating the reason why he/she cannot participate is sent. In the event of excessive requests, a doctor's excuse will be required.

**VIOLATING THE FOLLOWING RULES WILL RESULT IN DISCIPLINARY ACTION:** The following list includes examples of, but by no means exhausts all kinds of student misconduct.

1. No knives, guns, or weapons of any kind. This includes toys that look like weapons.  
Weapons:

- a. Firearm (IC 35-47-1-5.) – Any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. A student identified as bringing a firearm to school, on school property or at a school function must be expelled for a period of at least one calendar year with the return of the student to be at the beginning of the first school semester after the end of the one-year period.
  - b. Deadly Weapon- A weapon, device, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury or any animal capable of causing physical injury to another person. Students identified as bringing a deadly weapon to school, on school property, or at a school activity may be expelled for a period of not more than one calendar year.
2. No fighting in any form.
  3. No possessing, using, transmitting or being under the influence of drugs, alcohol, or tobacco or possession of paraphernalia/vape materials at school or school-sponsored functions.
  4. No offensive touching.  
Offensive Touching:  
Intentionally touching another person, either with a part of the body or with any instrument, thereby causing offense or alarm to the other person.
  5. No stealing – Taking the property of the school or another person without permission. Possession of stolen property. Any consequence will include reimbursement.
  6. No inappropriate language or gestures.
  7. No talking or horseplay during periodic disaster drill practices.
  8. Do not threaten or intimidate another. These statements or actions are taken very seriously.  
Intimidation:  
Any verbal or nonverbal action that suggests intent to do bodily harm to an individual or group.
  9. Do not damage or deface school property. Keep bathrooms clean.
  10. Do not use the playground before school.
  11. Do not bring toys, electronic toys, or trading cards of any kind (exceptions: jump ropes, basketballs, footballs, and soccer balls).
  12. Do not eat candy or chew gum during the school day unless permitted by the teacher.
  13. No defiance or disrespect against any staff member.
  14. Do not harass/tease/or threaten anyone.
  15. Do not lie or be dishonest.
  16. No truancy

\*Violations of the rules may result in one or more of the following disciplinary actions: warning, loss of privilege, detention, in-school/out-of-school suspension, expulsion, or other consequences as determined by the administration.

### **Due Process: (IC 20-33-8-19)**

Due process is guaranteed individuals by the Fourteenth Amendment to the Constitution. Due process in education implies:

- that rules and regulations of schools are published and distributed;
- that students know and understand these rules and regulations;

- that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation;
- that when rules or regulations are violated, certain consequences will occur,
- And that if expulsion or exclusion from school is a recommended consequence and if the student or the student's parent wishes, a hearing must be held.

### **Policies Related to Use of Drugs, Alcohol and Tobacco**

The SCS School administration believes maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, or sell drugs, alcohol, or tobacco products on the school premises at any time, at any school-sponsored activity, or when a student is traveling to and from school. Students violating this policy are subject to suspension or expulsion from school.

In order to protect students who choose to use tobacco from an environment that might be harmful to them, the Board prohibits the use and /or possession of tobacco by administrators, professional and support staff, visitors, and students at all times within any facility owned or leased or contracted for by the Board. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic "vapor, or other substitute forms of cigarettes. The Board also prohibits the use and/or possession of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

We recognize our responsibility to address drug and alcohol problems in the school. We believe that parent(s), guardian(s), and the school must work together to educate, encourage and support students in an attempt to prevent their illegal use of drugs and alcohol. As part of our attempt to achieve the above, the schools will use the following policies:

### **Students Suspected of Being Under the Influence of Drugs or Alcohol**

Students believed to be under the influence of drugs or alcohol may be requested to submit to a drug and/or alcohol test at the expense of the student. Refusal to submit to a drug or alcohol test, or refusal to provide a valid specimen will be considered an admission of a violation of school rules pertaining to the use of drugs or alcohol. As used in this policy "reasonable suspicion" includes: specific observation concerning appearance, behavior, body odor, or speech of a student; information received by the principal or designee from teachers, parents, students, employees or detection devices; an accident involving a motor vehicle before, during, or after school hours at school. This rule also applies on or off school property at any school, at any school sponsored or school approved activity, event or

function, where students are under the jurisdiction of the school district, or any time students are under the direct supervision of employees who are working on behalf of the district.

**Extracurricular Events**

Students participating in extracurricular events or attending extracurricular events may be asked to submit to a drug/alcohol test.

**Disciplinary powers of Principals, teachers and school staff members:**

(IC 20-33-8-9, IC 20-33-8-10)

An individual may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises.