



2017-2018

**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)

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

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317-758-4491 Ext 2108

[dwelbaum@sheridan.k12.in.us](mailto:dwelbaum@sheridan.k12.in.us)

Mrs. Valerie Roberts: Assistant Principal

317-758-4491 Ext 2106

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317-758-4491 Ext 2118

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**Mission Statement**

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

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**Welcome Parents,**

**Please take the time to read and share with your child the Sheridan Elementary Student Handbook.** We feel that communication between the school and home about our expectations is necessary to create a positive learning environment. Situations may occur when it is necessary to phone you at work.

The 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.**

**APPOINTMENTS AND QUICK ANSWERS:** Appointments with the principal and parent-teacher discussions should be prearranged by telephoning the school secretaries or your child’s teacher at 317-758-4491. Parents can get quick answers about school by calling the school from 7:00 a.m. to 7:45 a.m., but for questions requiring detailed answers, please call after 9:00 a.m. Voice mail messages can be left after 4:00 p.m.

**ATTENDANCE & TARDY:** The Indiana Compulsory School Attendance Law (Indiana Code 20.8.1-3-5) 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. A student who exhibits irregular attendance or is habitually tardy usually falls behind in class and loses interest in school. Because regular attendance in school is necessary for maximum academic achievement excessive absences and/or tardiness will be reported to the proper authorities.

**Reporting Absences**

PARENTS ARE TO CALL THE SCHOOL IF THE CHILD IS ILL OR WILL NOT BE ATTENDING SCHOOL. THIS PHONE CALL SHOULD BE MADE BEFORE 9:00 AM. Voice mail is always an option if the call is made before school hours. YOU WILL RECEIVE A PHONE CALL FROM SCHOOL IF YOU HAVE NOT COMMUNICATED ABOUT YOUR CHILD’S ABSENCE. After any five days of absence in a semester, parents/guardians will be expected to produce a doctor’s excuse and/or a conference with the principal and the child’s teacher.

**Absence Procedure**

<b>Number of Absences</b>	<b>Action</b>
5 absences	Letter sent home to parent/guardian
6 absences	Contact from administrator or School Resource Officer
8 absences	Absences reported to ACES (see below)

**Attending Class Equals Success (ACES) Program**

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.

The ACES attendance warning and intervention process follows: When a student reaches 8 absences per semester (with no doctor’s notes or other approved absences), a referral will be submitted to the Project ACES program. 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. At the meeting, a Hamilton County Deputy Prosecutor will present to the parents an overview of the effects attendance has on

academic and career success. At this time, the parents and student will be made aware of the disciplinary consequences for not attending school.

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.

### **Making Up Excessive Missed Instructional Time**

If a student is absent more than 18 days (10% of the school year) and does not have a Certificate of Incapacity on file with the school, the principal may deem it necessary to make up the missed instructional time. Contact will be made with the parent/guardian to make arrangements for the needed make up work.

### **Perfect and Exceptional Attendance**

Perfect attendance means "being here every day, all day, on time." Excused absence means a child is absent from school for a legitimate reason (illness, death in family, doctor appointment, etc.)

Exceptional attendance means a student who is in attendance 178 days plus a portion of the two remaining days, or does not exceed two tardies. These students are eligible for an exceptional attendance award at the end of the year. (A student who has tardies, doctor's appointments, or absences any portion of the day on three days does not qualify for the exceptional attendance.)

### **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 after 8:10 am. Students who are tardy to school in the morning must report to the office and sign in. Parents will be notified with the third tardy. Further tardiness will result in a parent conference and/or contact with our Resource Officer. Tardies will be calculated for each semester.

### **Tardy Procedure**

<b>Number of Tardies</b>	<b>Action</b>
3 tardies	Letter sent home to parent/guardian
5 tardies	Contact from administrator or School Resource Officer
8 tardies	Tardies reported to ACES

**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 from 1 to 5 days may be recommended. Further trouble 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. Extra food items may be purchased from the cafeteria by students who purchase a lunch.

If you or a family member would like to join your child for lunch, it is requested that you notify the school office by 9:00 a.m. on the day of your visit. This will help with planning by our cafeteria staff and allow them to be better prepared for additional guests. A special designated guest table will be provided for you and your child on the stage. If you are bringing in food, please make sure it is not shared with any other student in the cafeteria. This will help us maintain a safe environment for all.

**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	\$1.50	<u>Lunch Times:</u>	
Student Lunch	\$2.35	Kindergarten	11:00-11:30
Adult Lunch	\$3.50	1 <sup>st</sup> Grade	11:00-11:30
Adult Breakfast	\$1.75	2 <sup>nd</sup> Grade	11:35-12:05
		3 <sup>rd</sup> Grade	11:35-12:05
		4 <sup>th</sup> Grade	12:10-12:40
		5 <sup>th</sup> Grade	12:10-12:40

**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:** 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. Board Policy 8330

**DISMISSAL PROCEDURES:** Students can either ride a bus or be picked up after school. 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 median.** As the students are dismissed, they will gather under the portico/foyer and wait for their name to be called. Cars will be processed in order. Parents can park in the parking lot and walk up to retrieve their student, after letting a staff member know. 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 your name/relationship to the student, 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 will 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 selection of school clothing. **Only students wearing snow boots will be allowed to play in the snow.** Writing on T-shirts and caps 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 are not allowed. Hats, caps, and hoods (head coverings), thin strap tops, low cut tops, as well as tops that have arm holes which are too large are not to be worn in the building. 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 outer wear 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:** Students are welcome to bring technology to school as a tool for learning. eReaders, tablets, iPod Touches, smartphones, etc. are all appropriate devices for learning. These devices should ONLY be used for educational purposes if approved by the classroom teacher. Devices cannot be connected to the internet at any time unless under the supervision of a teacher. If you or your child decides to send such 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 owner's name. Misuse of electronics will result in the confiscation of articles.

Electronic devices may be brought to school and used at the designated appropriate time. Teachers will confiscate these articles used at undesignated times and give them to the principal. Students may pick up their device at the end of the day for a first offense. A parent will be required to pick up the device for any subsequent offenses. 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. Radio and TV stations are notified of school closing information. When extreme weather conditions prevail, parents should listen for these announcements. Parents should also make satisfactory arrangements for their children if school is forced to dismiss during the day. **Please keep the office informed of any changes in your child's emergency dismissal information.**

Parents may sign up with SchoolMessenger – a free text messaging service – that will notify parents via email or text message should we have a school delay or closing. Go to [www.scs.k12.in.us](http://www.scs.k12.in.us) under the Delay/Closing tab to sign up.

**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

**GRADING AND EVALUATION:** Our schools operate on a nine-week grading period, and students will be given electronically generated report cards at the end of these periods. Interim progress reports will be distributed midway through each grading period (except the 1st Quarter) to all students receiving a C- and below. Parents of students grades 1-5 are welcome to view PowerSchool for reviewing and accessing student grades.

		<b>GRADING SCALE</b>
<b>A</b>	<b>93-100%</b>	<b>G=Good</b>
<b>A-</b>	<b>90-92%</b>	<b>S=Satisfactory</b>
<b>B+</b>	<b>87-89%</b>	<b>N=Needs Improvement</b>
<b>B</b>	<b>83-86%</b>	<b>U=Failing</b>
<b>B-</b>	<b>80-82%</b>	
<b>C+</b>	<b>77-79%</b>	
<b>C</b>	<b>73-76%</b>	
<b>C-</b>	<b>70-72%</b>	
<b>D+</b>	<b>67-69%</b>	
<b>D</b>	<b>63-66%</b>	
<b>D-</b>	<b>60-62%</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 updated at the beginning of each school year.

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. Please 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 are in need of an inhaler should have one to be kept at school as well as home to prevent transporting them back and forth from school daily.

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, drainage from the eyes, 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.**

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.

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.

**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. Assignment notebooks and/or school backpacks 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? **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:** Fourth and fifth grade students who attain certain standards are designated as "Honor Roll" students. The names of these honored students may be published in local publications. In addition, these students may be honored with certificates or trophies at the end of the school year.



**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 principal. 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, etc., with the child's name.

**MAKE-UP WORK:** 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 7:30 a.m. to allow the teacher adequate time to collect materials. **You may pick up the work after dismissal time, only.** Students may have one day for each day's absence in which to complete the make-up assignments.

Pg. 9 – Make-up work

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 Assistant Principal at least **2 weeks prior to the date of when the trip is to be taken.** 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 in 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.

**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:** A Parent Interaction Day is scheduled two times per year, in addition to our Curriculum Night, to facilitate communication with your child's teacher, and has great potential for improving a student's learning experience. Please call the teacher to schedule your conference. We hope that parents will 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 are now offering 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.
- Parents will 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 the parents as needed.

**PARTIES / CELEBRATIONS:** \*Homeroom parties are planned for Fall, Christmas, 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, please send a note at the beginning of the school year to the office stating your wishes.

**PRE-ARRANGED ABSENCES:** Please see the Make-Up Work section for further details. **Written requests must be made at least one week in advance of the absence otherwise the absence will automatically be considered unexcused. A copy of our Pre-Arranged Absence form is available in the school office.**

**PUBLICATIONS:** A monthly newsletter, the Sheridan Elementary Connection, 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 Sheridan Elementary Connection 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

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 without a prearranged administrative escort.

**RELEASE OF STUDENTS:** Students are released from school ONLY to their parents/guardians or to persons authorized by their parents/guardians. Authorized persons are listed on the school's computer and student enrollment forms. Additionally, personal identification may be requested by the principal or his designee.

**SCHOOL HOURS:** The morning entry bell rings at 7:55 a.m., and unless there is inclement weather, no students will be allowed in the building before this time. ***Because of supervisory concerns, students are asked not to arrive at the Sheridan Elementary building prior to 7:55 a.m. Students eating breakfast may enter at 7:45 a.m. \*Students remain in designated area until morning bell.***

Afternoon dismissal:

Departure time..... Car riders and bus riders released at 2:43 p.m.

*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 the principal, school counselor, or your child's teacher.

Sheridan Community Schools are meeting the needs of our high ability able students through the SOAR Program (Seeking Optimal Academic Reward). Students are serviced in grades K-5 who meet local requirements using either CoGaT or K-bit2 assessments.

For children of preschool age (starting at age 3), Sheridan Community Schools offers a 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, school counselor, or classroom teacher 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:** Parents, grandparents, and visitors are welcome at Sheridan Elementary School. If you would like to visit the school, please prearrange your visit by calling (317-758-4491). Please **check in at the office and acquire a visitor's badge before going to other parts of the building. We must keep classroom interruptions to a minimum to allow for maximum learning.**

**If you or a family member would like to join your child for lunch, please notify the office of your plans prior to your visit. Then the cafeteria can be notified and be better prepared for additional guests. If you are bringing in food, please make sure that this food is not shared with other students in the cafeteria. This will help create a safer environment for our students that may have food allergies.**

In order to maintain an effective learning environment, students are not allowed to bring peer-age friends or relatives to school for visits. If cleared through the office, it can sometimes be arranged for the younger guests to join us for lunch. Parental cooperation and understanding of this policy is appreciated.

Pick-up or delivery of items to students must be taken to the office. Office personnel will take items to the student at the least disruptive time in the class schedule.

**VOLUNTEERS:** To ensure the safety and well being of our students, the Sheridan School Corporation Board of School Trustees amended Board Policies 3121 and 4121 to require a full criminal history check for volunteers. To obtain a full and more comprehensive criminal history check, the Sheridan Community Schools has contracted with Safe Solutions of Danville, Indiana.

Volunteers will need to submit a completed application form available from the school office. Per Board Policy, the volunteer is responsible for the costs incurred for the criminal history check. Checks should be made payable to Sheridan Community Schools for \$30.00.

### **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. Refrain from talking in line.
2. Speak quietly at tables. Be aware of Voice Meter.
3. Keep hands, feet, and belongings to self.
4. Use coat rack for recess clothing.
5. Use good table manners.
6. Lights out means no talking.
7. No pop allowed in cafeteria.
8. Be respectful and do what cafeteria supervisors ask, so that lunch time will be enjoyable for all.

**HALL RULES:**

1. Refrain from talking.
2. Keep hands, feet and objects to yourself.
3. No running.
4. Do not loiter.
5. Refrain from touching windows and walls.

**PLAYGROUND RULES:**

1. Follow directions when given.
2. Stay in assigned areas.
  - a. Do not leave the playground without permission from the teacher on duty.
  - b. Stay away from private property and animals.
3. Use playground equipment safely and appropriately.
4. 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, etc.
  - e. Dangerous objects such as sticks, hardballs, etc.
5. 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.  
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 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.  
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.

\*Violations of the rules may result in one or more of the following disciplinary actions: warning, loss of recess time, serving time in responsibility room, after school detention, in-school/out of school suspension, and/or expulsion.

#### **Disciplinary Guidelines for Office Visits for K-1<sup>st</sup> Grade**

***(Disciplinary actions are at the discretion of the principal and may not be delivered in sequential order.)***

##### **1<sup>st</sup> Visit**

- Warning and/or 2 days loss of recess time
- Discipline Notice sent home to parent

##### **2<sup>nd</sup> Visit**

- 3-4 days loss of recess time
- Discipline Notice sent home to parent
- Phone call to parent

##### **3<sup>rd</sup> Visit**

- 5 days loss of recess time
- Discipline Notice sent home to parent
- Phone call to parent

**4<sup>th</sup> Visit**

- ½ day Individualized Instruction in office area
- Parent/Teacher/Principal meeting
- Discipline Notice handed to parent at meeting

**5<sup>th</sup> Visit**

- 1 day of In-School Suspension
- Parent/Teacher/Principal meeting
- Discipline Notice handed to parent at meeting

**6<sup>th</sup> Visit**

- 1-3 days of Out-of-School Suspension
- Parent/Teacher/Principal meeting
- Discipline Notice handed to parent at meeting

**Disciplinary Guidelines for Office Visits for 2nd – 5<sup>th</sup> Grade**

*(Disciplinary actions are at the discretion of the principal and may not be delivered in sequential order.)*

**1<sup>st</sup> Visit**

- Warning and/or 3 days in Responsibility Room during recess
- Discipline Notice sent home to parent

**2<sup>nd</sup> Visit**

- 4-5 days in Responsibility Room during recess
- Discipline Notice sent home to parent
- Phone call to parent

**3<sup>rd</sup> Visit**

- ½ day of Individualized Instruction in Office
- Discipline Notice sent home to parent
- Phone call to parent

**4<sup>th</sup> Visit**

- 1 day of In-School Suspension
- Parent/Teacher/Principal meeting
- Discipline Notice handed to parent at meeting

**5<sup>th</sup> Visit**

- 1-3 days of Out-of-School Suspension
- Parent/Teacher/Principal meeting
- Discipline Notice handed to parent at meeting

**6<sup>th</sup> Visit**

- 4-5 days of Out-of-School Suspension
- Parent/Teacher/Principal meeting
- Discipline Notice handed to parent at meeting

**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 travelling 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 in 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.

## **A SUMMARY OF SCHOOL RULES:**

**TREAT OTHERS THE WAY YOU WOULD LIKE TO BE TREATED. GOOD CITIZENSHIP AND SPORTSMANSHIP ARE EXPECTED FROM ALL STUDENTS.**

### **LIFE SKILLS:**

Integrity	Problem Solving
Initiative	Responsibility
Flexibility	Patience
Perseverance	Friendship
Organization	Curiosity
Sense of Humor	Cooperation
Effort	Caring
Common Sense	Courage

### **BEHAVIOR GUIDELINES:**

1. Be responsible.
2. Be respectful.
3. Be a peacemaker.
4. Be safe.
5. Be your best.

We encourage our students to follow the 5 B's and the sixteen life skills as an important part of the curriculum at Sheridan Elementary School. The guidelines are a daily focus in all classrooms