

**RANDOLPH SOUTHERN  
ELEMENTARY**  
Student Handbook

**2019 – 2020**

3 Rebel Drive  
Lynn, IN 47355

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*#Reaching Students Everyday*

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# **STUDENT HANDBOOK & CALENDAR**

**3 REBEL DR.  
LYNN, IN 47355**

## **RANDOLPH SOUTHERN ELEMENTARY SCHOOL**

### **INTRODUCTION**

This handbook was prepared so that students and their parents will have an understanding of the rules, regulations and procedures of Randolph Southern Elementary School.

Remember that these rules and regulations are here as guidelines that maintain the order needed so that education can take place.

Daniel R. Allen II, Principal

**Randolph Southern Elementary**

### **MISSION STATEMENT**

Randolph Southern Elementary School is a community of lifelong learners. We are a force for positive change. We set high expectations and believe all children can learn. We recognize each individual's uniqueness. We provide a safe, nurturing environment. We strive to be our personal best. Through best educational practices, we will light the way to the future.

### **VISION STATEMENT**

Randolph Southern Elementary is reaching students everyday using diverse educational tools and strategies, preparing them to be productive citizens in our ever-changing world.



## **BUILDING HOURS**

### **Student Day: 7:55 a.m. – 2:59 p.m. (Tardy Bell rings at 8:05 a.m.)**

The building is open from 7:45 a.m. until 3:00 p.m. Any student or student group remaining in the building after this hour must be under the supervision of a faculty member and/or extracurricular sponsor. Students are not permitted in the building unsupervised. Students who are tardy or are leaving early, should be checked in and out by an adult at the office. No student should be picked up directly from the classroom. Parents should accompany students to the office when arriving after the tardy bell.

**South Entrance-** The South entrance will be used for dropping off and picking up students before and after school. WALKERS must exit and enter the building through the South entrance/exit (Door #15). When dropping off students in the morning, please do not park in the circle of the South entrance.

**North Entrance-** The North entrance will be for bus drop off and pick-up. Parents wanting to pick their child up after school must get in the pick-up line at the South entrance for student pick up procedures.

## **VISITORS**

The school principal will meet with parents and other interested adults as time permits. Making an appointment is encouraged as there are times when the principal may be out of the building or attending meetings. Appointments can be made by calling the school office at: 765-874-1141, to schedule a meeting with a teacher, please give at least 24 hour notice. The principal must approve any exception to this policy.

NOTE: Everyone entering the school building during school hours must report to the main office to obtain a guest pass to be worn while in the building.

## **EQUAL OPPORTUNITY AND NONDISCRIMINATION**

The Randolph Southern School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Any individual who feels that they have experienced discrimination shall forward to the Superintendent in writing a statement detailing the alleged discrimination. The Superintendent's Office is located at One Rebel Drive, Lynn, IN 47355, PH: (765) 874-1181.

Title IX (gender) Coordinator is the Superintendent. Superintendent's Office is located at One Rebel Drive, Lynn, IN, PH: (765) 874-1181.

Section 504 (handicapping conditions) Coordinator is the Jr./Sr. High School Principal. Principal's' Office is located at Two Rebel Drive, Lynn, IN, PH: (765) 874-2541.

Americans With Disabilities Act (ADA) Coordinator is the Superintendent. Superintendent's Office is located at One Rebel Drive, Lynn, IN, PH: (765) 874-1181.

## **ATTENDANCE PROCEDURES**

STUDENTS SHOULD BE IN SCHOOL EVERY DAY THAT THEY ARE PHYSICALLY ABLE TO ATTEND. **The Attendance Policy outlines specific details that are required. Read it carefully and ask any questions that arise!!**

### **ABSENCE PROCEDURE**

When a student misses a day of school, the student's parents must notify the office by telephone, 874-1141, and leave a message giving the reason for the student's absence. If it is impossible for the parents to telephone the school, it is permissible to substitute a signed written statement from parents explaining the absence. The student should give this statement to the office on the morning he/she returns to school. The absence will be unexcused unless contact has been made. When a student is only absent for part of the day, he/she still must have the absence verified by their parents via a telephone call or note. A half-day absence is considered to be the following: 8:00 a.m. – 11:30 a.m. or 11:30 a.m. – 3:00 p.m. To participate in extracurricular activities, the student must be in attendance by 12:00 of that day.

### **ABSENT FROM SCHOOL DUE TO ILLNESS:**

Parents should telephone the school prior to 8:15 a.m. on the day(s) their children will be absent due to illness. When parents cannot telephone, students that have been ill must submit a written excuse from their parents to the main office the first day back to school. If a student fails to do so, the absence will be considered unexcused.

### **ILLNESS AT SCHOOL:**

Students who become ill should report to their teacher who will send them to the office. If the nurse is not in, the student is to see a principal, counselor or office secretary. Before a student is permitted to go home due to an illness, communication with a parent by one of the people mentioned above must occur. **STUDENTS ARE NEVER TO LEAVE SCHOOL WITHOUT AUTHORIZATION FROM THE PRINCIPAL, NURSE OR OFFICE SECRETARY. STUDENTS MUST SIGN OUT BEFORE LEAVING SCHOOL.**

### **MEDICAL APPOINTMENTS:**

When leaving school during the day for a medical (doctor, dentist, optometrist, etc.) appointment, all students (regardless of age) must bring a written excuse from their parents or their parents must contact the office and state the time they will be leaving school and the reason. Students must be signed-out prior to leaving the building.

**Student(s) must then bring verification from the place of the appointment to the school upon their return for the absence to be excused. Try to make appointments when school is not in session!**

### **ABSENCES FROM SCHOOL OTHER THAN ILLNESS:**

Other absences must be pre-arranged and excused by the principal in accordance with the adopted school policy. Any non-medical absences must be pre-arranged. See **Attendance Policy** for more details.

### **LATE TO SCHOOL:**

You will need a pass to enter your first class of the day. Get the pass from the main office.

## **LEAVING SCHOOL:**

Students leaving the building during the school day must sign out in the office. Students will not be allowed to leave school during the school day without written permission from their parent/guardian, Principal or designee. In addition, students who leave school grounds at any time during the school day must have the permission of the principal, or the principal's designee. Failure to do this will result in the student being considered truant. Students returning to school must sign in at the office. Written verification from a doctor, dentist or other professional needs must be presented upon entering school.

## **EXTRA-CURRICULAR INVOLVEMENT:**

Students may not participate in or attend school events on the days they are absent from school. Any exceptions will be made by the principal. Medical appointments and other emergencies will be considered on a case-by-case basis.

## **PERFECT ATTENDANCE:**

Perfect Attendance Awards are issued to students who have not been absent or tardy.

## **ATTENDANCE POLICY**

### **A. INTRODUCTION**

Randolph Southern School Corporation insists that students be punctual and regular in school attendance. The State of Indiana and/or school policy lists the only legal excuses for absences from school to be personal illness, death in the immediate family, observance of religious holidays, service as an assistant for a political candidate during an official election and service as a page in the Indiana State Legislature.

### **B. LEGAL POLICIES & GUIDELINES GIVEN TO SCHOOLS UNDER INDIANA LAW**

#### **Indiana Law I.C. 20-33-8-10 Disciplinary powers of principals**

Sec. 10. (a) A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(b) Subsection (a) allows a principal to write regulations that govern student conduct.

#### **Indiana Law I.C. 20-33-2-28 Compulsory attendance; duties of parent; sending child to public school for full term**

It is unlawful for a parent to fail, neglect, or refuse to send their child to a public school for the full term as required under this chapter unless the child is being provided instruction equivalent to that given in the public schools.

#### **Indiana Law I.C. 20-33-2-25 Habitual absence from school; report to juvenile court or department of child services**

The superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services.

#### **Indiana Law I.C. 20-33-2-44 Penalty**

A person who knowingly violates this chapter commits a Class b misdemeanor.

### **C. PHILOSOPHY**

The Randolph Southern School Corporation feels very strongly that student performance and achievement is directly proportional to school attendance and punctuality. We also feel that the responsibility for attending school is that of the student and their parents. This policy has been adopted to encourage student school attendance and punctuality, while taking into consideration unavoidable illnesses and emergencies.

A student may have a maximum of twelve (12) absences per year. If the student has a doctor's note, those days will not be counted against the twelve absences. The thirteenth and fourteenth absence (and any thereafter) will be unexcused unless there is a doctor's note and will result in the student being assigned to Friday detention. Letters, informing parents of absences, will be sent home after the sixth and tenth absences. Any extended illness may qualify the student for alternative instruction.

Truancy and tardiness will require a parental conference with a school administrator and/or result in disciplinary action up to and including suspension from school. Habitual truancy can result in legal action at any grade level.

### **D. EXCUSED ABSENCES**

1. Personal illness.
2. Illness in the family
3. Quarantine of the home
4. Death of a relative.
5. Required court appearances or probation appointments
6. Observance of religious holiday
7. Other absences approved by the principal

### **E. UNEXCUSED ABSENCES**

Unexcused absences are those that are not excused absences.

Examples of unexcused absences are:

1. Absences for reasons such as personal shopping trips, hair appointments, working, etc.
2. Missing the school bus, car not starting, oversleeping, etc. and not being able to attend school.
3. Truancy. This is when a student misses school and does not have the approval of the parent or the school.

### **F. IN-SCHOOL DETENTION**

Students are sometimes disciplined by being placed in In-School Detention for a partial or full day. When a student is assigned to in-school detention, he/she is counted present at school. Work for each class will be completed in the Extended Learning Center at school.

### **G. MAKE-UP WORK FOR ABSENCES**

Work missed due to absences may be made up. The student or parent is responsible for contacting the teacher. Students have one day to make up work for each day they are absent. Parents may request homework on the morning of the absence. The homework may be picked up after 3:00 PM until 3:30 PM.

### **H. OUT-OF-SCHOOL SUSPENSION**

Students serving out-of-school suspension are permitted to make-up work missed during the term of the suspension. Out of school suspension will count as an unexcused absence.

### **I. TARDY TO SCHOOL AND CLASS**

A student that is tardy, after the second bell (8:05 AM) should report to the office for a tardy slip.

**Per Year:**

- |           |  |
|-----------|--|
| <b>10</b> | <b>Tardies= Letter home to parents</b>   |
| <b>13</b> | <b>Tardies= Second letter home to parents</b>  |
| <b>15</b> | <b>Tardies= Conference with Principal and/or referral to Office of Family/Children Services &amp; the Randolph County Prosecutor's Office. Once the Prosecutor's Office has been notified, it is up to the Prosecutor's Office to determine what action will take place.</b> |



## **TRUANCY**

Students are considered truant when:

1. They are absent from school without the knowledge of the parent(s).
2. When the parent fails to telephone the school when their student is absent or fails to send a note with the student when he/she returns to school.

The principal may report a child to the juvenile court if the child continues to be truant. Parents will be contacted on each truancy, beginning with the 2<sup>nd</sup> truancy.

## **GENERAL STUDENT BEHAVIOR STATEMENT**

### **SCHOOL RULES**

1. Be where you are supposed to be when you are supposed to be there and doing what you are supposed to be doing.
2. There will be no use or possession of tobacco, alcoholic beverages, and /or illicit drugs on school property at any time. This includes matches, lighters, etc.
3. There will be no damage to the school, property in the school, or property of school employees.
4. Everyone will make every effort to ensure the safety of all persons in the building and on school grounds at all times.
5. Verbal or physical threats that indicate physical or mental harm to students, faculty, or staff will result in charges being filed with the appropriate law enforcement agency.
6. There will be no excuse for disrespect: Be it teacher to student, student to teacher, teacher-to-teacher, or student-to-student.
7. Everyone will dress in a manner that reflects decency and is appropriate. (See section on school dress code.)

NOTE: Discipline for rule violations during school hours will be treated according to the student handbook. However, violations of the school rules during any time not covered by the student handbook will be covered through extra-curricular activities, unless the offense is by a habitual offender or the offense is of a nature that may require expulsion from school.

### **BEHAVIOR REGULATIONS**

The Randolph Southern Board of School Trustees has determined that the following acts are inappropriate at Randolph Southern Elementary School. Any student who engages in any of the activities is subject to discipline, which may include, but is not limited to: teacher-student conference, teacher-parent conference, counselor-student conference, teacher-student-parent conference, administrator-student conference, administrator-student-parent-teacher conference, behavior modification agreement, temporary removal from class, detention after school, corporal punishment, financial restitution, denial of bus privileges, in school detention, referral to a community agency, out of school suspension, recommendation for expulsion, and incidents that violate a law will be reported to law enforcement agencies.

1. Students are prohibited from smoking tobacco. Smoking is defined as:
  - a. Student is observed inhaling/exhaling smoke from tobacco.
  - b. Smoke is detected in, or coming from, a restroom stall occupied by a student.
  - c. Student is in possession of tobacco or related items.Students are prohibited from using smokeless forms of tobacco such as chewing tobacco or snuff
2. Students are expected to keep hands off the other person's' body.
3. Students are prohibited from participation in, and/or encouraging other students to participate in activities that disrupt the orderly operation of school activities.
4. Students must abide by the corporation drug policy.  
(see policy for violation penalties)
5. Students are prohibited from using and/or possessing any type of explosive device. This includes matches and cigarette lighters.

6. Students are prohibited from threatening, starting, or participating in a shoving incident or fight.
7. Students are prohibited from possessing, handling, or transmitting any object that can be reasonably considered a weapon. (See policy on possession of a firearm and/or a weapon to include a knife.)
8. Students are prohibited from defacing, destroying, or stealing school property.
9. Students are prohibited from defacing, destroying, or stealing private property. Entering another student's locker without student permission is considered stealing.
10. Each student is expected to be dressed in such a way as to reflect credit to his/her person, family, and school. Headgear is not permitted. See dress code for more details.
11. Profanity and obscene gestures are prohibited.
12. Students shall comply with the directive of teachers or other school personnel during any time period when a student is properly under the school's supervision and should go where they say they are going.
13. Students may not use iPods, MP3 players, cell phones and personal compact disc players in the classroom, or during recess. All items should be stored away during this period. If a cell phone is used or goes off during class for text messaging or a call, the phone will be confiscated and **a parent must pick up the phone**. The use of cell phones is prohibited the entire school day without teacher/and or administrator permission.
14. Students shall be disciplined for repetitious misconduct or being incorrigible.
15. Students shall not be in possession of any drug paraphernalia. (pipes, rolling papers, inhalants, etc.)
16. Students may not have beverages in the classrooms without teacher permission. This permission should be limited to a few special occasions.
17. Horseplay is prohibited.
18. Students are expected to do homework assignments. Assignments are to be turned in on time. Failure to do homework assignments or turn in on the due date could result in suspension from class and or a Friday Night School..
19. Students are prohibited from academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.  
**Penalty –Failure of Test/Class, Detention**
20. Students are prohibited from taking pictures (digital or otherwise) without the consent of the students or staff member in a situation not related to a school purpose or educational function.
21. Physical assault or causing bodily injury to an employee of the school corporation, a visitor or another student.
22. Verbal assault, threaten or harass an employee of the school corporation, visitor, or another student.
23. Defy the authority of a teacher, bus driver, or other school employee.
24. Texting or any use of the cell phone or electronic device in the classroom during a test or quiz will result in confiscation of device and a 0 for the quiz or test.

### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

- **The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.**
  - **It is “child exploitation”, a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit , matter that depicts or describes “sexual conduct” by a child under the age of 18.**
  - **It is “child pornography”, a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.**
  - **“Sexual conduct” is defined by I.C. 35-42-4-4(a) to include intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.**
  - **The Indiana Sex Offender Registration at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.**
  - **Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.**
26. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
27. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student’s removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Note: Administrators may elect to use corporal punishment as an alternative to any of the above stated penalties, depending on the seriousness of the offense (s). The administering of corporal punishment will always be by an administrator in the presence of a witness. (Parents may call the school and deny the use of corporal punishment, followed up by a letter -however, they must realize the only recourse is suspension from class or school.) Repeated disciplinary referrals will be subject to more severe penalties (repeated offenses are subject to more disciplinary action).

### **BEHAVIOR OF STUDENTS**

IC 20-33-8-14 Sec. 14 (b) allows for the discipline of students when a student is:

1. On school grounds during and immediately before, during or immediately after school hours.
2. At any other time when a school group is using the school.
3. Off school grounds at an educational function or event sponsored by the school corporation.
4. When a student is traveling in a corporation contracted vehicle to or from a school sponsored event.
5. To or from school.

## **ANTI-GANG POLICY**

Indiana Code 20-26-18-2 requires that Indiana Schools establish a policy (5840) to address criminal gangs and gang activity in schools. This policy meets all of the requirements for the department's model criminal gang policy set forth by Indiana Code 20-19-3-12(d)

## **BULLYING**

Indiana Code 20-33-8-13.5 requires that Indiana Schools establish a policy directed toward bullying in schools.

No student in the Randolph Southern School Corporation should be subjected to bullying. Bullying will be defined as engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes, coercion, harassment, hazing or other comparable conduct and includes using computers, email and social media sites. Acts of bullying will not be tolerated and disciplinary actions will result. Under Indiana Code 20-33-8-13.5 subsection (b) students may be disciplined for acts of bullying regardless of the physical location in which the bullying behavior 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 a 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.

## **HARASSMENT**

No one should be subjected to harassment at school for any reason. Therefore, it is the policy of the Randolph Southern School Board that all employees, volunteers, parents and students will deal with all persons in ways which convey respect and consideration for individual regardless of race, color, marital status, national origin, creed, religion, gender, age or disability. Acts of harassment, hostility, or defamation, whether verbal, written, or physical will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment.

Harassment can include:

1. Sexually suggestive looks or gestures.
2. Sexual jokes, pictures or teasing.
3. Pressure for dates or sex.
4. Sexually demeaning comments.
5. Deliberate touching, cornering or pinching.
6. Attempts to kiss or fondle.
7. Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

For counsel and assistance in resolving matters of this nature contact the principal or the Title IX/EEOC Officer (Superintendent) at 874-1181

## **AFTER SCHOOL DETENTION**

This policy is intended to give the principals an option to in-school detention.

1. Detention may be used for the following examples:
  - a. Habitually failing to submit homework;
  - b. Excessive unexcused absences or tardiness
2. Detention will be structured as follows (as needed):
  - a. Scheduled detentions are from 3:10 until 5:00 p.m.
  - b. School employee monitored
  - c. Task oriented
3. Parent Involvement
  - a. Explanatory letter will be mailed to parent(s).
  - b. Parents will be responsible for picking up their student(s) promptly at 5:00
4. Students who do not report or report late will be assigned additional consequences

## **IN-SCHOOL DETENTION**

Students shall understand that In-School Detention may prevent them from participating in/or attending any extracurricular event for those days of In-School Detention. Missed days/classes do not count toward the eight day/class per semester attendance total. Students who are assigned to In-School Detention will be sent to the office. Here the student will be assigned a workstation and if they have no work assigned by any of their teachers, the supervisor will assign work to be completed. In-School Detention is assigned through the elementary school office.

## **SUSPENSIONS**

Students shall understand that out-of-school suspension prevents them from participating in/or attending any extra-curricular event for those days of suspension. Students are afforded the opportunity to complete any assignments missed during the term of the suspension. Missed classes/days do count toward the 12 day/class per year attendance total.

- NOTE: A student who is suspended from school is not permitted on school property on the days he/she is suspended. This includes field trips, extra-curricular activities, etc.

## **POSSESSION OF A FIREARM POLICY**

- A. No student shall possess, handle or transmit any firearm on school property.
- B. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - the frame or receiver of any weapon described above.
  - any firearm muffler or firearm silencer.
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. This includes look alike devices.
- C. The penalty for possession of a firearm is 10 days suspension and expulsion from school for 1 calendar year. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- D. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule. The grounds for suspension and expulsion listed above apply when a student is:
  - a. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school;
  - b. Off school grounds at a school activity, function, or event, or
  - c. Traveling to or from school or a school activity, function, or event.

## **SUBSTANCE ABUSE POLICY**

### **PURPOSE FOR POLICY**

Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interferes with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol and other chemicals within the school environment. It is designed to act as punishment, deterrent, help and protection for the students.

### **WHEN AND WHERE APPLICABLE**

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

### **PROHIBITED ACTIVITIES**

It shall be against school policy for any student:

1. to sell, supply or give, or attempt to sell, supply or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. to possess, procure or purchase, to attempt to possess, procure or purchase, to be under the influence of (legal intoxication not required), or to use or consume, or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

### **PROHIBITED SUBSTANCES**

Any drug, legal or illegal, over-the-counter, prescription, narcotic, hallucinogenic, amphetamines, barbiturate, marijuana, look alike, alcoholic beverage, inhalant, or intoxicant of any kind.

## **PROCEDURES**

Substance Abuse - The following applies to all elementary students attending school or school-sponsored events, i.e., field trips, athletic events, etc. Due process procedures will be followed. Proper authorities will be notified. The principal shall have the discretion in any case to implement this program or to follow normal disciplinary procedures.

### **I. WITNESSED OFFENSE: Student is found to have violated the Substance Abuse Policy.**

1st Offense:

#### **1<sup>st</sup> and 2<sup>nd</sup> Offense:**

- A. Parent/Guardian notified. Principal or designee will meet with parents and
- B. Student may be suspended from school
- C. Legal authorities shall be notified
- D. Principal or designee may recommend any combination of the following to be completed:
  1. Return to school after suspension.
  2. Completion of a licensed educational program dealing with the offense.  
(The parent is responsible to enroll the student in the program)
  3. Chemical use assessment from professional drug/alcohol counselor and compliance with recommendations which may include outpatient or inpatient treatment.
  3. Development of a "contract" that defines expectations of student's academic, behavioral and attendance performance as he/she returns to school.

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

- A. Letters A through D above may be followed.
- B. Recommendation may be made to superintendent for expulsion from school.

### **II. Suspected Substance Abuse: Teacher or other staff member suspects students of violating the Substance Abuse Policy.**

- A. Staff member makes a referral to the administration.
- B. School official may choose to talk to the student and assess possible needs.
- C. School officials may choose to talk to the parents.
- D. Recommendation for referral to counseling agency may be made.

### **III. Self Referral:**

**Any student who seeks help from staff for a substance abuse problem shall be**

Referred to designated school official who may recommend help form an assistance program or outside referral agency.

## **VANDALISM**

Damage to school property, property of the school, and /or property of persons in the school will not be tolerated and will be handled with severe punishment.

Vandalism includes:

1. Defacing school property at any time.
2. Damaging property of school employees and/or students on school property.
3. Damaging property of school employees off school property.
4. Taking property of school employees and/or students.
5. Getting in teacher's desks, filing cabinets, closets, or rooms without permission.
6. Getting in another student's locker.

- NOTE: VIOLATION OF THE ABOVE WILL RESULT IN SUSPENSION AND, IF NECESSARY, RESTITUTION

## BUS REGULATIONS

1. Bus drivers are knowledgeable regarding expectations of student behavior.
2. Drivers receive in-service regarding seating plans as well as bus disciplinary procedures and techniques.
3. Drivers are supplied with school bus discipline report forms. These forms will be used for the following misconduct:
  - a. Failure to remain seated while bus is in motion.
  - b. Refusing to obey the bus driver.
  - c. Fighting with or bothering the bus driver.
  - d. Other behavior that may jeopardize the safety of students or disrupts students or driver.
4. After a bus driver has exhausted the methods of correcting behavior on the bus, he/she will then utilize the written report, which will then be turned into the building administrator and the central office.  
Some methods of correcting behavior may include but not be limited to such things as:
  - a. Assigned seats.
  - b. Use of the front seat as a disciplinary measure.
  - c. Verbal warnings.
  - d. One day suspension of riding privileges with notification to school central office, and parents.
5. If a student is written up for any of the above activities, the building administrator will usually employ the following actions:
 

**First Offense** - A warning to the student, with bus driver present and a report to the parents. It is hoped that the parents will help prevent a recurrence as school bus safety is a responsibility of all and parents are responsible for the behavior of minors.

**Second Offense** - One-day suspension of riding privileges and a conference with driver, student, and parents. A written report will then be issued notifying the parents of the consequence of a third offense

**Third Offense** - Automatic suspension of riding privileges. The length of time will depend upon the seriousness of the violation and the attitude of the student and parents. This includes a conference with bus driver, student, and parents. A copy will be given to the bus driver.

NOTE: Any flagrant violation, which jeopardizes the safety of children, will be dealt with as a third offense.

At any time, the building administrator may request the involvement of the Superintendent or Transportation Director.
6. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

### FIELD TRIPS: EXTRA AND CO-CURRICULAR

Students that attend extra and co-curricular events represent Randolph Southern Elementary School and expected to follow the same guidelines and rules that are in place during any regular school day. Any parent that wishes to take their child home after the event must sign a WAIVER OF TRANSPORTATION RESPONSIBILITY.

### WAIVER OF TRANSPORTATION RESPONSIBILITY

The undersigned parents and/or guardian understands and acknowledges that they are providing

transportation for \_\_\_\_\_ on \_\_\_\_\_.  
(Name of Student) (Date)

It is further understood that the parent/guardian signature indicates they have waived any and all responsibility delegated to Randolph Southern School Corporation for transporting the above named student to Randolph Southern Jr./Sr. High School or Randolph Southern Elementary.

\_\_\_\_\_  
 Parent/Guardian Signature



## **BREAKFAST & LUNCH**

Breakfast hours: 7:45 AM – 8:05 AM

Breakfast cost is \$1.35 (Students) & \$1.60 (Adults) \$0.30 Reduced

Lunch cost is \$2.35, Adult Lunch is \$3.25 \$0.40 Reduced

Milk \$0.40

Student Lunch Times are as follows:

Kindergarten- 11:00-11:20 A.M

1<sup>st</sup> Grade – 11:05-11:25 AM

2<sup>nd</sup> Grade – 11:10-11:30 AM

3<sup>rd</sup> Grade - 11:20-11:40 AM

4<sup>th</sup> Grade - 11:30-11:50 PM

5<sup>th</sup> Grade - 11:40-12:00 PM

6<sup>th</sup> Grade- 11:50-12:10 PM

## **BETTER CHOICE BEVERAGES**

The RSSC Wellness Policy promotes healthy food and beverage choices for lunch and follows IC 20-26-9-19. **RSE is asking that parents follow IC 20-26-9-19 for those students that pack lunches.**

### **Per IC 20-26-9-19:**

(1) The following do not qualify as better choice beverages:

- (A) Soft drinks, punch, iced tea, and coffee.
- (B) Fruit or vegetable based drinks that contain less than fifty percent (50%) real fruit or vegetable juice or that contain additional caloric sweeteners.
- (C) Except for low fat and fat free chocolate milk, drinks that contain caffeine.

(2) The following qualify as better choice beverages:

- (A) Fruit or vegetable based drinks that: contain at least fifty percent (50%) real fruit or vegetable juice; and do not contain additional caloric sweeteners.
- (B) Water and seltzer water that do not contain additional caloric sweeteners.
- (C) Low fat and fat free milk, including chocolate milk, soy milk, rice milk, and other similar dairy and nondairy calcium fortified milks.
- (D) Isotonic beverages.

## **PARTY TREATS**

We do not allow homemade baked goods and treats to be brought in for school parties and snacks. Only pre-packaged store bought treats will be permitted for health and safety reasons for our students. We have several students that have serious health allergies to various foods, and this is always changing with new student enrollment yearly. With homemade baked goods, we can't be certain of the ingredients. With pre-packaged store bought goods, we can read the label to determine what ingredients are involved and prevent any possible problems. Thank you for your cooperation in this matter.

## RSSC LUNCH CHARGE POLICY

Randolph Southern School Corporation has a pre-pay computerized lunch payment system that allows parents and students to prepay for meals. Parents should send in money to cover all meals & extras that your child will be purchasing. Lunch money is accepted anytime during the week. Meal charges are discouraged, however an occasional emergency may make it necessary to charge a lunch. A student may charge only 5 lunches, which is a total of \$10.75. Emails and letters are sent home when children get close to or exceed the charging limit. When the student reaches the charging limit, if the parent does not communicate with me as to when charges will be paid, they will be served an alternate meal consisting of a peanut butter sandwich and juice. Alternate meals will only be provided for 2 days, after that the parents must provide lunch including drinks for their children until the charges are paid in full. The building principal may notify the Randolph County Child Protection Services in the event that any child is not being provided a lunch by the parent. Free and reduced meal applications can be filled out at any time throughout the school year. Please contact Jenna Marquis, FSD at 874-2541 with any questions you may have.

## RECESS POLICY

During the school year, Randolph Southern Elementary will try and have all students go outside for recess. Students will be asked to go outside with a windchill of 25 degrees or higher. If your child needs to stay in for a medical reason, a note from the doctor will need to be submitted.

Student Recess Times are as follows:

Kindergarten-	11:20-11:40 A.M
1 <sup>st</sup> Grade –	11:25-11:45 AM
2 <sup>nd</sup> Grade –	11:30-11:50 PM
3 <sup>rd</sup> Grade -	11:40-12:00 PM
4 <sup>th</sup> Grade -	11:50-12:10 PM
5 <sup>th</sup> Grade -	12:00-12:20 PM
6 <sup>th</sup> Grade-	12:10-12:30 PM

## STUDENT DRESS CODE

The following clothing **SHOULD NOT** be worn to school:

- Hats or bandanas (except on hat day)
- Spaghetti straps, low cut shirts, or halter tops
- Tank tops or tube tops
- Any tops that allow stomachs to show
- Shirts with alcohol, cigarettes or sexually suggestive messages
- Studed jewelry
- No holes in pants
- Tennis shoes for P.E. (No flip-flops)

The following guideline will be used for length of skirts and shorts:

- These garments must be as long as the end of the student's fingertips, when their arms are extended to their sides.

The following guideline will be used for yoga pants/leggings:

- Yoga pants/leggings are not permitted unless worn with a shirt or sweater that reaches mid-thigh.

Parents will be called to bring in proper attire if these guidelines are not followed.

### Shorts:

Shorts can be worn until the beginning of Fall Break. Students will then be allowed to wear shorts again on May 1st.

## **SCHOOL CLOSING/DELAY**

Even with the assistance of the best information available, weather decisions are difficult. In the event that hazardous weather makes it necessary to either close school or delay its opening, local radio & TV stations will be given the information for broadcasting. **Please listen to the radio/TV and do not call the school or school personnel.**

<b>STATION</b>	<b>LOCATION</b>	<b>FM</b>
WZZY – Star 98	Winchester	98.3
KICKS 96	Richmond	96.1
WLBC	Muncie	104.1
Ch 4/59,6,8,13	Indianapolis	
Channel 7	Dayton, OH	

## **BLACKBOARD CONNECT**

Students and teachers who have completed the proper form will be notified by Blackboard Connect of school delays, cancellations, or other pertinent information.

## **E-LEARNING**

### 1. Overview

- a. Every cancelation is an eLearning day up to the third consecutive cancelation.
- b. The maximum consecutive eLearning days will be three (3). After the third day, all subsequent days will be traditional make up days as per the Randolph Southern school calendar.
- c. There is no maximum number of total eLearning days in a school year.

### 2. Daily Schedule Information

- a. Assignments will be posted in Google Classroom by 10:00 am on the eLearning day. Paper assignments may be sent home the day prior to potential inclement weather.
- b. Office hours will be from 10:00 am to 4:00 pm on the eLearning day.
  - i. During office hours teachers will respond to student questions within 30 minutes of student request.

### 3. Attendance

- a. Assignment completion will be used for attendance.
- b. Students will have three (3) days following the *return* to traditional school to complete and submit assignments for attendance.
  - i. Assignment scoring is separate from attendance and will be handled by the individual classroom teacher.
- c. Weekends and holidays *do not* count toward the three (3) day timeframe.

## MEDICATIONS

Take all medications directly to the nurse. Prescription medications as well as over the counter must be brought to school in the original container/package and/or with pharmacy label and student name affixed. **THE SCHOOL MUST HAVE WRITTEN PERMISSION TO ADMINISTER ALL MEDICATIONS.**

Note: Students are not to keep any medication in their desk, locker or dispense medication to other students. Violation may result in suspension or expulsion. Permits are available in the main office.

An exception to this policy will be made if the following conditions are met:

1. The parent has filed a request to permit their student to possess and self-administer medication; and,
2. A physician states in writing that;
  - a. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - b. The student has been instructed in how to self-administer the medication; and,
  - c. The nature of the disease or medical condition requires emergency administration of the medication.

An authorization is good for only one school year.

## IMMUNIZATIONS

All students enrolled in school must comply with Indiana Statute Code 20-34-4-2 (Immunization Requirements) prior to the first day of school. These records should be given to the school nurse.

## SCHOOL HEALTH SERVICES

Vision Screening: 1 & 3  
Hearing Screening: K, 1 & 4

## NO INSURANCE COVERAGE

The Randolph Southern School Corp. does not provide individual medical insurance coverage for students. It is recommended that parents review their own medical insurance coverage.

## EMERGENCY DRILLS

Fire drills, tornado drills, & man-made drills are held at regular intervals throughout the school year. Teachers will direct students to the designated area. Students should **walk with no talking**. There will be one tornado drill per semester, one man-made drill per semester, & one fire drill each month.

## NEWSLETTERS

The "DIXIE" is a bi-weekly newsletter sent home every other Friday. Deadline for submitting news is Thursday at noon.

## BOOKSTORE

Pencils, notebook paper, etc. are available in the school office for students to purchase during the day.  
(Pencils - \$.10 / Notebook Paper - \$.75 / Erasers - \$.05)

## **PHONE CALLS**

Students are permitted to use the phone in the office. We do not encourage this, but will permit it when necessary. Please try to make necessary arrangements before coming to school.

## **LOST AND FOUND**

Small items are in the office. Clothing is in the bin by the main entrance. It would help tremendously in reducing the number of lost items if you would label all lunch boxes, coats, gloves, etc.

## **PERSONAL ITEMS FROM HOME**

No trading cards of any kind should be brought to school.  
No laser pointers should be brought to school.

The following items must be kept in a student's backpack upon entering the school building:

- CD player and CDs
- Cell Phones and IPODS (Turned Off)
- Electronic games
- Any other electronic devices

The school will not be responsible if anything happens to these items.

## **SPECIAL PROGRAMS AND SERVICES**

Counseling Services –Parenting Classes

Gifted and Talented -Language Arts & Math, Destination Imagination

Academic Competitions –Math Bowl, Spell Bowl, Science Team &  
Spelling Bee

Greater Randolph Interlocal Cooperative (GRIC) –

Special Needs Testing & Support Services

Boys / Girls Basketball, Cross Country & Cheerleading

**\*\*School regulations require the following academic standards for eligibility in sports, clubs, and other events including dances.\*\***

A student must pass all classes to remain eligible. Students may regain eligibility if they are passing all classes when 2 or 4 progress reports are issued; however students will be monitored closely to make sure that they are maintaining passing grades. Maintaining passing grades is necessary for students to remain eligible. Any student athlete who is ineligible at the conclusion of a respective school year will not be eligible when the next school year begins. Eligibility may begin when the first progress reports are issued. Each coach is responsible for permitting only academically eligible athletes to participate. The athletic director/Principal will provide a list of all ineligible athletes to coaches the day that grade cards are issued.

## **SPEECH AND LANGUAGE SERVICES**

All kindergarten students will be screened for speech and language skills. Second grade students and all new students will be screened for speech skills. If you do not want your child screened, please contact the office.

## **TAT**

A Teacher Assistance Team (TAT) is available for use by parents and teachers. The team consists of the principal, home/school coordinator, several teachers and resource room teacher. The team allows discussion of problems interfering with a child's learning and can meet as necessary until the child is experiencing success in school. Parents or teachers may request a meeting.

## **PRACTICE REGULATIONS**

All student athletes using school facilities must have supervision at all times. A student is not permitted to use school equipment or facilities without supervision. The Elementary Principal or Athletic Director must approve any use of school facilities

## **BAND GUIDELINES**

There may be opportunities for students to participate in further music performances via instrumental music for 5<sup>th</sup> & 6<sup>th</sup> grade students. These programs are voluntary. It is the policy of these programs that a student may choose to withdraw from these programs only at the end of the semester. Withdrawal of a student from any of this program requires communication from the parent of the student with the teacher of program.

## **KINDERGARTEN**

Students who enter Kindergarten must be 5 years old by August 1, prior to their Kindergarten year. An early entrance assessment is available upon parental request.

## **HONOR ROLL**

Students will be rewarded for all A and A-B honor roll per 9 weeks.  
Students will also be rewarded honor per semester for their quarterly average.

## **INTERNET USE AT SCHOOL**

The Randolph Southern Elementary School now has Wi-Fi along with regular internet access. Before a student can use the Internet, we must have on file an Internet-Use Form signed by both the parent and student.

The penalties for misuse of the Internet are as follows:

1st Offense - Student will lose Internet privileges for 20-90 days in relation to the severity of the misuse. Consequences may be an additional discipline administered at the discretion of the principal.

2nd Offense - Student will automatically lose all Internet privileges for 1 year. (365 calendar days) Consequences may be an additional discipline administered at the discretion of the principal.

## **RELEASE OF DIRECTORY INFORMATION**

The public has access to directory information about students attending Randolph Southern. Directory information includes the student's name, address, and telephone listing; date and place of birth; major field of study, participation in officially recognized activities and sports; weight and height for members of athletic teams; dates of attendance; degrees and awards received and the most recent previous educational agency or institution the student attended. Federal and Indiana privacy laws require schools to release directory information, including recruiting representatives of the U.S. armed forces, the Indiana Air National Guard, the Indiana Army National Guard, and the service academies unless the parents or an 18 year old or older student gives the school written notice requesting the school not release this information. A written request has to be received prior to September 1<sup>st</sup> of the year the request becomes effective.

Videotapes made on buses or for security purposes are generally considered educational records and will not be shared with the public. However, portions of a videotape that results in a student being disciplined will be shared with their parents.

# Randolph Southern's Response to the Office of Homeland Security going to Red Alert

## RED ALERT DAY ONE

A **RED ALERT** reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for a **RED ALERT** are not intended to last for substantial periods of time.

1. School will remain in session unless County, State or Federal Officials ask Randolph Southern to close.
2. Regular transportation will be provided to and from school.
3. If a Red Alert is first announced while school is in session, parents may pick up their students as outlined in #4 of this memo.
4. Because schools must account for all students being released prior to 3:00 PM, the following procedures shall be followed:
  - A. All students being released early shall be physically signed-out by a parent or other adult.
  - B. Sign-out procedures are as follows:
    - (1) **Elementary School** – School personnel will be stationed in the Elementary Cafeteria with sign-out books. Adults may enter from either the North or South entrances.
    - (2) **Junior-Senior High School** – School personnel will be stationed in the Junior-Senior High School entrance or from the Elementary corridor (for students enrolled in both buildings).
    - (3) A parent or other adult may sign-out students. (Exception: A written statement by the parent or Guardian that only they or specific individuals may sign-out their son or daughter.)
    - (4) If the adult is unknown to school personnel, students may be released under the following circumstances:
      - (a) Adult presents a form of identification; and,
      - (b) Adult is known to the student(s); and
      - (c) The student is willing to be released to that adult.
    - (5) Eighteen year old students may sign themselves out.
    - (6) High School students under 18 who drive to school will not be released until 3:00 PM unless an adult signs them out.
    - (7) High School student drivers are only permitted to transport siblings if released early.
    - (8) All extra-curricular/after school activities or facility rental agreements will be cancelled on Day One.

**Day Two and Thereafter will be contingent upon recommendation from local State or Federal authorities.**



# Randolph Southern School Corporation Elementary School

## Permission to Administer Over-the-Counter Medications

School Year 20\_\_-20\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Medication Allergy: \_\_\_\_\_

### STEP 1: CHECK ALL THAT APPLY

Over-The-Counter (OTC) medications which may be necessary during the school day can be administered during school hours. I hereby authorize the school nurse, principal or other principal designated employee to act on my behalf in administering the following medication(s) on an "as needed" basis during school hours. School hours include school-sponsored extracurricular activities.

Jr Acetaminophen (Tylenol)     Jr Ibuprofen (Advil)     Antacid (Tums)     Cough Drops

**The school nurse's office stocks a limited supply of the above medications.** If your child has a history of frequently needing OTC medications or requires a medication not listed above, please supply your own medication in the **original sealed container**. An additional medication release form will need to be filled out, signed, and returned to your child's school before the medication can be administered. All medications supplied to the nurse's office will be kept in a locked cabinet and used only for your child. The OTC medication, **Aspirin**, will not be given during the school day without a prescription order from your child's doctor due to the risk of Reye's Syndrome. Please understand that it still may be necessary for the school nurse, or other office staff, to call a parent to verify that no medicine has been administered in the morning prior to school hours and/or that there was not a recent health issue and of which the school is unaware. The use of antacids, ibuprofen, or acetaminophen is limited to **three doses in one month**. If these medications are needed more frequently, a doctor's evaluation and medication order will be required.

\*\* Acetaminophen and Ibuprofen will not be given for fever or head injuries. Antacids will not be given for vomiting\*\*

**All over the counter medications will be administered as directed on the package.**

Jr. Acetaminophen			Jr. Ibuprofen			Antacids			Cough Drops		
Date/Time	Amt	Initials	Date/Time	Amt	Initials	Date/Time	Amt	Initials	Date/Time	Amt	Initials

Initial	Signature	Initial	Signature

**Student Handbook Changes for 2019-20 School Year:**

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