



Where students, staff, and parents: "Do the Right Thing and Treat People Right"

FAMILY HANDBOOK
2017-2018

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Linton, IN 47441
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Administrative Team

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LINTON-STOCKTON ELEMENTARY MISSION STATEMENT

Linton-Stockton Elementary is accredited through Indiana Student Achievement Institute. The mission of Linton-Stockton Elementary School is to enable students to become successful lifelong learners and contributors to society in an ever-changing world through:

- "A focus on meeting individual students' needs.
- A comprehensive quality educational program.
- A partnership of staff, students, parents, and community."

LINTON-STOCKTON ELEMENTARY VISION STATEMENT

We believe that all students deserve a challenging, sequential curriculum, which aligns with Indiana State Proficiencies. All students deserve caring and supportive parents, teachers, and staff members, as well as instruction, which allows for individual learning style.

Adults embracing these beliefs will be dedicated to providing a positive and safe environment, which is essential for optimal learning. Quality instruction will be conducted in a climate of mutual respect, where accountability for success is shared. Students are provided the opportunity to achieve mastery of academic concepts at an individualized pace.

All students will be active learners, demonstrate enthusiasm about their accomplishment, and feel valued by others. Students will make positive changes in themselves as they gain knowledge and goal setting skills necessary to make sound decisions regarding their futures. Students will demonstrate mastery of state standards on the ISTEP in Math and Language Arts.

In a world where the entire school community embraces this vision, students will:

<u>Indicators of Student Achievement</u>	<u>Vision Data</u>
Show mastery on 3 rd grade ISTEP+ essential scores	100%
Show mastery on 5 th grade ISTEP+ essential skills	100%
Perform at or above grade level in Reading and Math	100%

LINTON-STOCKTON FAMILY TEACHER ROSTER

KINDERGARTEN	FIRST GRADE	SECOND GRADE	THIRD GRADE
Karman Albright	Susan Anderson	Christy Hall	Kambri Ellis
Lena Miller	Stefanie Ball	Leslie Coopriider	Melissa Frye
Crystal Woods	Mikah Ward	Danielle Goodman	Mat Johnson
Dawn Sullivan	Crystal Hazlewood	Brittony Landis	Angie Tennant
Mary Ann Witty	Jennifer Irish	Sharman Smith	Bart Wade
	D'Lee Sipes	Shannon Montgomery	
FOURTH GRADE	FIFTH GRADE	SPECIAL AREA	SPEECH
Lisa Booe	Ian Mair	Bart Berns	Susan Wimmer
Jennifer Brown	Laurie Fulk	Sonnie Brown	
Cortney Lannan	Kelsey Jones	Emily Steves	INTERVENTION
Cara O'Bryan	Marc Wright	Katie Abbott	Danielle Feltner
Jennifer LeDune	Bethany Daily	Terri Morin	
	Nichole Hughes	Dara Pilant	COUNSELOR
			Angela Colliver

General Information

WELCOME TO LINTON-STOCKTON ELEMENTARY

It is a pleasure to welcome you to the Linton-Stockton family. We are prepared to meet the educational needs of your child in an exciting and challenging manner. Our school is the home of approximately 700 wonderful students. Our school family has created a climate and culture that focuses on the individual needs of each student. Our teachers write curriculum that connects all discipline areas, and is aligned with the standards established by the Department of Education.

We believe that children should be very involved in the process of learning. We know through current brain research that learning takes place in an environment that is creative, useful and emotional for the learner. We are looking forward to working with your family.

Please review the information in this handbook and keep it handy for future reference. Please feel free to ask any questions you may have regarding the information.

Our goal is for your child to have an academically rewarding and successful school year. Welcome to the Linton-Stockton family!

MINI-MINER STUDENTS

Linton-Stockton students represent a wide variety of experiences and create a diversity that we enthusiastically celebrate! Our trademark is providing an enriched, cooperative environment where all children learn. The entire school is committed to valuing and appreciating each member.

MINI-MINER PARENTS

All parents at Linton-Stockton belong to the Linton-Stockton Parent Teacher Organization. Parents work with teachers and students in all aspects of the school: classrooms, office, library, curriculum, special events, and fundraising.

Pre arranged classroom visits by parents are encouraged and welcomed.

All parents and visitors must sign in and out at the office. They must also wear a name tag or visitors' badge during their visit. Parents or other designated persons who pick up students prior to dismissal must come to the elementary office and sign the dismissal sheet before a student may leave the school premises. Any individual entering the building or attending a school function will be expected to use appropriate language and behavior. The police may be called if parent behavior is verbally or physically abusive and/or a letter may be sent denying their privilege of being on school grounds.

MINI-MINER TEACHERS

Teachers, with the support of the parents, students, staff, and community, truly make the difference in an effective school. This effectiveness is evident in the accreditation of Linton-Stockton Elementary as an Indiana Student Achievement Institute Top Gainer School.

Visitors immediately sense the nurturing and trusting environment. Lamps, plants, and classical music create a warm, homey atmosphere. Modeling and practicing the Lifelong Guidelines of **truth, trust, no putdowns, active listening, and personal best** allow teachers the freedom to make learning creative, useful, and emotional for the students.

An essential aspect of our program is an **Integrated Thematic Instruction** model that empowers both the teacher and student to create ownership and control over the learning content and process. The thematic model addresses these areas:

- Aligning the curriculum with the state standards
- Creating a theme to integrate the various subject areas
- Identifying key points which are to be learned
- Developing inquiries which give opportunities to apply and extend learning
- Allowing adequate time for students to complete all learning activities. It is very important that basic skills are mastered as students learn higher order thinking skills

School Policies

ATTENDANCE POLICY

The Linton-Stockton Elementary Curriculum is designed so that regular and consistent participation in assigned activities are essential to successful completion of all course. The grades assigned reflect not only the quantity but also the quality of work completed.

The Greene County School Attendance Committee has developed the following regarding school attendance. All schools in Greene County will be using the definitions for attendance. All schools will be following the same guidelines to ensure that students are in attendance at school.

ATTENDANCE DEFINITIONS:

A whole day absence is defined as a student being absent from school from 7:55 AM – 2:57 PM.

A half day absence is defined as a student arriving at school after 10:00 AM or leaving school before 1:00 PM.

Half days accumulate and are counted toward the 6 day and 10 day absence totals.

CERTIFIED-These absences do not count toward the **accumulation** of days **per year**. **These days do count as a day of being absent from school**. Students may make up all work and receive full credit for the work. Examples are given below under excused absences that do not count on the six-day quota and days students are not counted absent from school (according to law).

EXCUSED-These absences are counted toward the accumulation per year. Students will be allowed to make up all work and receive full credit for the work. Examples include: Staying home sick without a doctor's visit and pre arranged absences.

UNEXCUSED-These absences are counted toward the accumulation per year. Students will not receive credit for work missed during an unexcused absence.

Examples include:

1. Being truant from school – each class missed because of truancy will count toward the six-day absence quota per year.
2. Absence while on suspension, expulsion, or exclusion from school.
3. Returning to school without a note or call from the parent/guardian.
4. Students who bring forged notes will have their absence(s) unexcused and will be given two (2) days of In-School Detention.

If a student reaches six (6) excused absences in one year, additional absences that year will be unexcused without a doctor's excuse.

EXEMPT-As per state law the following do not count as a day missed from school and students may make up all missed work for full credit.

- Prearranged permission to fulfill a state fair obligation
- Prearranged permission to serve as a Page in the State Legislature School-sponsored activity
- Prearranged permission to work for a candidate on Election Day
- Court appearances deemed necessary by subpoena

If a student reaches ten (10) unexcused absences in one school year a report will be made to Child Protective Services and the Greene County Prosecutor. Parents will receive notification of absence following the fourth absence per year and the seventh absence per year. At 10 days non-certified absences in one school year parents will be notified that the report will be made.

STUDENT RESPONSIBILITIES

EXCUSED ABSENCES:

1. On the day a student is going to be absent, not pre-arranged, it is the responsibility of the home to contact the school. A parent or guardian should call the school between 8:00 A.M. and 9:00 A.M. We are required by law to know where our students are and to know why they are not in school. If a parent/guardian does not call prior to 9:00 A.M., then the student is assumed truant. Therefore, if we have not heard from the

- home, school personnel will make an effort to contact the parents at work.
2. A student may make up work missed during an excused absence. However, it is the responsibility of the student to ask each teacher the day he/she returns to school as to what work is to be made up. If the absence is unexcused, any work missed may not be made up.
 3. No student is permitted to leave the school grounds without permission from the office. A student leaving school grounds without permission will be considered truant.
 4. Absence due to being suspended from a class by a classroom teacher.
 5. Absence supported by a doctor's note must be turned into the office **within 48 hours** after returning to school for the absence(s) not to count toward the six-day quota.

UNEXCUSED ABSENCES:

1. Being truant from school - each day missed because of truancy will count toward the 6-day absence quota per year.
2. Absence while on suspension, expulsion, or exclusion from school.
3. Returning to school without a note or a call from the parent/guardian.

4. Students who bring forged notes will have their absence(s) unexcused and will be given two days of In-School Detention.

NOTIFICATION TO THE GREENE COUNTY CHILD PROTECTION SERVICES AND THE GREENE COUNTY PROSECUTOR'S OFFICES

During the school year, after 10 days of student absences in any given period, the Greene County Child Protection Services office and the Greene County Prosecutor's office may be notified.

SCHOOL NURSE

Students who are sent home by the school nurse before 9:00 a.m. will not be counted as excused. Students will need an excuse from the doctor to get the absence excused. If a student calls a parent to go home because they are sick and has not **first** been seen and approved to go home by the nurse, it will be an **unexcused absence**. 1st offence – warning, 2nd offence – one day in-school suspension. Each additional offence will result in one day in-school suspension. Offences accumulate throughout the school year.

HEAD LICE

To control and eliminate head lice infestation, while ensuring that parents/guardians have an adequate amount of time to clean the child's head and the house without accumulating unexcused absences.

Parents are responsible for checking their own child's head for lice periodically. The school nurse or designated staff will check students referred by staff members including siblings and friends, as appropriate. Whole classes may be checked if a significant number of cases are found in a class. These class wide checks will be conducted at the discretion of the school nurse.

Parent/Guardian of students identified with live head lice, along with any affected siblings, will be notified to pick up their child immediately. This day, and up to two more consecutive days, will be counted as certified absences. Only one incident per semester will be certified. If the parent observes live lice during these three consecutive days, they may call the school and report that their child still has head lice. This will count toward the three certified days as previously mentioned. When returning to school, Parent / Guardian is responsible for transporting student(s) to school to be checked by school nurse determining if student is free of live lice. Students must be checked two more consecutive days for any remaining infestation and found free before permitted to ride the bus to school.

VACATIONS DURING SCHOOL: Vacations are unexcused unless the vacation is for educational purposes and is submitted in writing by the parent for approval by the building principal. All parent vacations, during school attendance days, must be prearranged with school administration and teachers at least five school days prior to the student's leaving. Teachers are not required to provide assignments prior to the vacation. Students will be expected to complete missed assignments in a timely manner upon their return. Prearranged days are counted as days absent from school and will be counted towards the six (6) day quota and the ten (10) day absence quota.

TRUANCY POLICY

- **A student who stays away from school without permission is truant.**

1st Truancy: Student will be required to serve two (2) days in-school suspension

2nd Truancy: Student will be required to serve three days in-school suspension

3rd Truancy: Student will be required to serve four (4) days in-school suspension.. The student will again be referred to the Attendance Officer who will make a face-to-face contact with the parent (s). At that time the parent (s) and child will sign a written notice of truancy and consequences.

4th Truancy: The school will notify the Attendance Officer. The school will provide the Attendance Officer with a copy of any discipline report, the student's current grades, and a copy of the student's attendance with the dates of truancy documented. This information will be provided to the Probation Department who will then file an informal adjustment for 180 days with the Circuit Court that will require the child to attend school with no further truanicies. The child may also receive a curfew and other services through the Informal Adjustment Plan. The Attendance Officer will assist in monitoring the child's attendance for the Probation Department. Any further truancy of the student after an Informal Adjustment Plan has been filed will result in filing of a Truancy Petition with the Greene Circuit Court.

** Any required in-school detentions missed will be considered truanicies unless excused by the principal in advance.

If missed due to illness, a doctor's excuse MUST be provided.

TARDY POLICY

Chronic morning tardiness is unacceptable.

- After 5 tardies per year your child may receive restricted free time at teacher discretion
- After 7 tardies per year you may be required to attend a conference with your child's teacher and school administrator to work out a home to school plan
- After 10 tardies per year Division of Family Services may be contacted for educational neglect, and **work missed will be expected to be completed but will not be recorded for a grade.**

WELLNESS POLICY

Good nutrition and regular physical activity affect the health and well being of the elementary students. Research suggests that there is a positive correlation between a student's health and well being and his/her ability to learn.

- Provide daily recess
- Allowed to have bottled water in classroom per teacher's approval
- Schools shall eliminate candy and "non-nutritional" type food based items as common student rewards.

More detailed information can be found in the Corporation policy manual.

COMMUNICATION

In an effort to keep parents informed of their child's progress in school, we will communicate to you in the following ways:

1. Progress reports are issued once a month to alert parents of possible problems, especially when achievement is considered below the level of expectation.
2. Report cards are issued every nine weeks.
3. Conferences may be called by either the school or parent to consider the total development of the child. Notes and phone calls are made to confer about individual situations as the need arises.

PARENT CONFERENCES

Parents are welcome in our building. The staff at Linton Elementary sees parents as a necessary and important partner in the task of educating children. Parents are expected to come to parent conferences. During these conferences teachers advise parents on their child's strengths and weaknesses, grades, classroom behavior and work ethics, as well as methods for helping students with homework and time management skills. A parenting library comprised of audio and DVD materials will be housed in each teacher's classroom. These resources will be utilized by the teacher as a parenting education resource in order to help parents meet the needs of their child. Parents are welcome and expected to come and talk with teachers and counselors. Appointments must be made to coincide with the teachers' schedules. This should be done through the Elementary office. Your visits are encouraged especially to convey information such as:

- An illness or death in the family.
- A recent move
- Divorce

- Incarcerations
- Molestation
- Family crisis
- Your child's emotional well being determines their academic success. At a young age children are not able or prepared to self-care when difficult circumstances arise.

VISITATION OF CLASSES

After the first two weeks of school, we welcome your visit to your child's classroom. Prearranged classroom visits by parents are encouraged and welcomed. Parents wishing to see a teacher about a child/homework must make an appointment outside of instructional time. Instruction shall not be interrupted for impromptu conferences. All visitors should sign in at the office and wear a guest or volunteer badge.

It is not just a mere courtesy but for the child's safety and education that we cannot allow parents to just walk into the classroom unexpectedly. With broken homes and restraining orders, it is in the interest of all that our school personnel are aware of who is in the building.

SECURITY

ALL PARENTS AND VISITORS TO THE SCHOOL ARE TO REPORT TO THE OFFICE UPON ENTERING THE BUILDING. Parents or other designated persons who pick up students prior to dismissal must come to the principal's office and sign the dismissal sheet before a student may leave the school premises. Any individual entering the building or attending a school function will be expected to use appropriate language and behavior. **The police may be called if parent behavior is verbally or physically abusive and/or a letter may be sent denying their privilege of being on school grounds.**

CARE OF SCHOOL PROPERTY

Students marking or damaging school property or equipment in any way will be required to clean the article and pay for the damage done.

REPORT CARDS

The following procedure is to be used in computing averages for grade cards and permanent records. To determine final letter grade this table may apply:

Grading Scale

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

Report cards are given out by the homeroom teacher at the end of each nine weeks.

Letter grades should not be considered as indicators of success on ISTEP+ or any other standardized assessment. These tests are designed to measure mastery of academic standards.

Mastery means that the student is able to perform a particular skill **independently** and with a **high percentage** of accuracy. Although there is some correlation between all A's and test performance, this is certainly no guarantee.

Consider the fact that report card grades are obtained from work that the student does both at home and at school. Some of this work is done solely by the student, but some is done with parental assistance, in small groups during class, with teacher assistance, etc.

Report card grades of B and C are indicating mastery at levels of 70% - 89%. Though these percentages demonstrate emerging proficiency, they do not reflect the high student ability that is required to perform well on standardized assessments. Nor are they an indication of what the student has done completely independently.

ENROLLMENT POLICY

A child shall be five years of age on or before August 1st of the current year in order to enroll in kindergarten. There is no state assistance for kindergarten fees.

HOMEWORK POLICY GRADES 1-5

At the Federal, State, and Local level it is mandated that student performance be assessed and reported on a regular basis. Performance is measured by student ability to demonstrate mastery of curriculum content and State approved standards. Homework is one method of evaluating these areas. Since homework is an important percentage of a student's acquired grade, it is essential that students complete all assigned work.

The purpose of homework is to practice, reinforce, or apply academic skills and concepts. Homework further serves to build regular study habits, establish self discipline, and increase personal responsibility. Additional benefits include the utilization of time management skills, as well as the ability to work independently. These are all essential skills to success in any endeavor. Therefore, completion of homework is a high priority at this school.

Teacher Expectations

It is the teacher's responsibility to:

1. make homework guidelines and policies clear to students and parents;
2. adhere to and enforce established homework guidelines;
3. relate assignments to the grade level standards;
4. provide homework that is a direct extension of classroom instruction;
5. provide clear instructions and performance expectations so students can complete the work independently;
6. set high expectations regarding the quality of work;
7. provide timely feedback to students;
8. keep clear records of student grades;
9. keep records of late or incomplete assignments;
10. inform parents when students fail to complete assignments and comply with homework policies;
11. send progress reports and report cards home at the scheduled time;
12. work with parents to resolve any problems at school.

Student Expectations

It is the student's responsibility to complete all assigned work to the best of their ability and to turn it in on time.

Students are expected to:

1. have a system for recording homework assignments on a daily basis;
2. have a clear understanding of homework assignments before leaving class;
3. ask teachers any questions concerning homework before leaving school;
4. take the books and materials necessary to complete the assigned work home with them each day;
5. utilize any work time given at school to complete assignments;
6. allocate an appropriate amount of time after school for the completion of homework;
7. come to school with all necessary supplies and class materials;
8. have a system for organizing and storing all classroom notes, handouts, and other materials;
9. turn in assignments on time.

Parent Expectations

Research indicates that students achieve best when parents, teachers, and students work together to resolve any issues impairing student progress.

Parents are expected to:

1. look over child's completed work daily;
2. check with child about homework assignments daily;
3. establish a regular homework routine in the home;
4. provide a place for child to complete assignments;
5. provide general oversight of the homework process;
6. provide all required school supplies;

7. discuss homework/grade performance with their child;
8. obtain a schedule for progress reports and report cards;
9. be sure to examine all grade reports as they are issued;
10. work with teachers to resolve any problems at school.

Failure to comply with established homework policy

Failure to complete homework assignments will cause a student's grade to fall. Repeated late or incomplete assignments will likely result in a failing grade. Students with D's and F's are at risk of retention. For this reason, any student establishing a pattern of noncompliance must be dealt with immediately.

Teachers, parents, administrators, and the student will work together to correct the problem. Each case will be dealt with on an individual basis. The issue will not be resolved until the student is completing homework regularly.

School personnel will make every attempt to deal with this issue by working directly with parents and students. However, in the event that the problem persists and the student continues to disregard the homework policy, we will be forced to take alternative action as necessary.

PROMOTION, PLACEMENT, AND RETENTION

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extracurricular athletic programs.

The principal shall have the final responsibility for determining the promotion, placement, or retention of each student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the professional staff for any promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level.

Kindergarten: If the student cannot identify 100% of the alphabet letters and sounds, he/she may not be promoted. A student must also demonstrate beginning reading skills, including the ability to sound out and blend 3 letter words. Also, a kindergarten

student may not be promoted if in the teacher's/parent's judgement he/she is socially or emotionally immature, yet has the adequate grades. The final decision will be based on such factors as study skills, work habits, attendance, DIBLES, grades, knowledge of high frequency words introduced, and teacher/parent input.

Grades 1st and 2nd

- I. **To pass 1st and 2nd grades a student must:**
 1. Pass Reading Skills, Reading Comprehension, and Math with semester averages of C- or better.
 2. Not earn more than 2 F's per subject for the entire school year.

An exception to 1 & 2 above may be granted if a student shows remarkable improvement. This will be determined by the child's teacher. Remarkable improvement would reflect a dramatic, positive change in work ethic, study habits, attitude, and homework completion. More powerful indicators would be improved scores on class work, quizzes, and tests.

- II. **All students must pass DIBELS and NWEA tests in order to be promoted to the next grade.**

If DIBELS and/or NWEA test scores are not at appropriate levels, an exception may be granted if:

 1. Student has at least 95% attendance rate for the year (9 or less days of absences).
 2. Student maintains passing semester grade averages in all subject areas for the remainder of the school year.
 3. Student has no more than 3 separate discipline issues resulting in in-school or out-of-school suspension.
 4. Student's score is relatively close to the cutoff score.

If a student does not meet the above requirements, he/she will be recommended to the administration for retention.

Parents will be notified by letter as soon as retention becomes a possibility. At that time, as well as any time before, a parent may request a conference with his/her child's teacher. The final decision will be noted on the last report card of the year.

Grades 3 - 5

- I. **To be promoted in grades 3rd, 4th, and 5th a student must:**
 1. Pass Math with semester averages of C- or better.
 2. Pass Reading and English with semester averages of C- or better.
 3. Have no more than 2 semester F's for the entire year in all other subject areas.

An exception to 1-3 above may be granted if a student demonstrates and maintains remarkable improvement. This would be a dramatic, positive change in work ethic, study habits, and attitude toward school work. All are obvious indicators of initiative and increased motivation. The measurable result would be a change in letter grades to acceptable levels.

This exception may include a competency test, study tables, summer school, or any other requirement deemed necessary. This will be determined by a principal/teacher review committee.

II. Students must pass the Math, Reading, and Language Arts portions of the ISTEP test to be promoted to the next grade.

- If ISTEP and other relevant test scores are not at appropriate levels, an exception may be granted if:
1. Student has 95% attendance rate for the year. (9 or less days of absence.)
 2. Student has passing semester grade averages in all subject areas.
 3. Student has no more than 3 separate discipline issues resulting in in-school or out of school suspension.
 4. Student's score is relatively close to the cutoff score.

If a student does not meet the above requirements, they will be recommended to the administration for retention.

BUS SAFETY CODE

All students and staff are involved in helping to keep our school buses safe, beginning with information the students and parents need to help keep a safe, orderly and harassment-free school bus environment. For the students who interfere with maintaining a safe bus environment, the driver usually gives a warning. If the misbehavior continues or escalates to other violations a warning may build to moving the student to another seat, returning the student to the school, parent contact, a bus citation and possible loss of school transportation privileges.

The severity of the infraction determines the level of action taken by the school. The school principal, bus driver, or designee, will assess the misbehavior, consider requests and assign the appropriate level. Students in sports programs may be referred to their coach for disciplinary action.

- Loss of student transportation privileges may include route, athletic activity and field trip school bus transportation.
- The school shall not permit the student's lack of other available transportation to influence the level of discipline.

1st Infraction: assigned seat

2nd Infraction: 1 -5 days bus suspension

3rd Infraction: 30 day bus suspension

4th Infraction: one semester or longer bus suspension

Level 1 misbehaviors include being out of your seat when the bus is moving, taunting, teasing, and/or using foul language.

Level one consequences may include one or more of the following, including a warning, an assigned seat on the bus, a one day in school suspension, student authored plan describing the problem and student's strategy to help correct the behavior, parent conference and student plan, or two or three-day suspension of bus riding privileges.

Level 2 misbehaviors include hitting, kicking, punching or spitting on another person while on the bus.

Level 2 consequences may include one or more of the following: a two-to five-day in school suspension, a one- to five-day bus suspension, and a parent conference. Physical aggression on the bus will not be tolerated. If your child hits, punches, kicks, or spits on another child it will result in immediate suspension of bus privileges beginning the next bus trip. An example of this situation would be that your child may ride the bus in the morning and commit an infraction, then, he/she will not be allowed to ride the bus home in the evening.

Level 3 misbehaviors can include but are not limited to: persistent refusals to follow the bus driver's directions, bringing a weapon on the bus, utilizing an object as a weapon on the bus, harassing or bullying another student or the driver, making a false report and/or being a habitual offender of level 1 or level 2.

Level 3 infractions result in immediate suspension of bus privileges for the remainder of the school semester or school year beginning the next bus trip and a possible hearing with the Superintendent.

The driver of the bus has the authority to disallow a student from riding the bus during the next school day. The driver must personally inform the parents/guardians. Any variation of the aforementioned bus disciplinary actions will be at the discretion of the Administration.

REMEMBER: IT IS A PRIVILEGE TO RIDE THE BUS. IF YOU CAN'T GET ALONG WITH OTHERS ON THE BUS, YOUR PARENTS MAY HAVE TO TRANSPORT YOU TO AND FROM SCHOOL.

The Building Principal has the broad authority to respond to, intervene, and adjust for any unauthorized or improper words, actions, or dress of a student.

SUSPENSION AND EXPULSION

The following are grounds for student suspension or expulsion:

1. Student misconduct.
2. Substantial disobedience.

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

1. On school grounds immediately before or during school hours, or immediately after school hours, or any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event.

A student may be expelled for engaging in unlawful activity on or off school grounds if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
2. The student's removal is necessary to restore or protect persons on school property; including an unlawful activity during weekends, holidays, or school breaks, and the summer period when a student may not be attending classes or school functions.

One-Day Suspension: Each teacher or supervising school employee will have the right to suspend the student from his/her class or activity for a period of not more than one day for hurting others/classroom disruption.

Short Term Suspension: A school Principal may deny a student the right to attend their regular class for a period of up to five days.

Short Term Expulsion: A school Principal may deny a student the right to attend school or take part in any school function for a period of up to ten days.

Expulsion: Upon recommendation of the Principal and implementation of due process procedures, the Superintendent may expel a student from school for a period no longer than the remainder of the school year in which the expulsion took effect, subject to the following conditions:

- A. An expulsion which took effect within thirty days or less of the final day of the school year may remain in effect for the summer school of that year.
- B. If the student is less than sixteen years of age, any expulsion taking effect more than three weeks prior to the beginning of the second semester of any school year will be automatically reviewed at the beginning of the second semester.
- C. Such review will be conducted in accordance with due process procedures and will be limited to newly-discovered evidence occurring since the original hearing. The review may lead to a recommendation that the student be reinstated for the second semester of the school year.

STUDENT FIGHTS

Students who engage in a fight during the normal school day or at school sponsored activities will be immediately sent to the office and their parents notified. The victim's parents will also be notified of the incident and will be informed of their legal rights. In addition, upon returning the next day, the perpetrator will be counseled and advised of a forthcoming punitive action. The punitive action will be a 1-day in school suspension with removal of playground privileges and social interaction time with peers during lunch. The punitive action may also include up to a 3 day out of school suspension. Punitive action is designed to teach students that physical assault will not be tolerated.

STUDENT/STAFF HARASSMENT

Name-calling, intimidation, racial prejudice, harassment and/or threats directed toward individuals at school or on the bus will be dealt with severely. In an effort to keep our school environment safe, all threats will be treated as positive intent to do harm. Please caution your child that making these types of statements will result in immediate disciplinary action, which may include suspension.

Violence will not be tolerated at Linton Elementary School

- In Indiana, it is a felony for a person to communicate a threat to an employee of a school corporation. (Indiana Code 35-43-2-1)
- It is a felony if criminal trespass is committed on school property or on a school bus. (Indiana Code 35-43-2-2)
- It is a felony to touch or hit, in a rude, insolent, or angry fashion, an employee of a school corporation while the employee is engaged in official duties if it results in bodily injury. (Indiana Code 35-42-2-1)

Note – Any student who threatens a staff member either verbally or physically will be dealt with severely.

BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written

communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
 4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the building principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the building principal. This report may be made anonymously.
 5. The building principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
 6. The building principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the building principal and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
 7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
 8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
 9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under

this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

CHEATING AND PLAGIARISM

Cheating will not be tolerated at Linton-Stockton Elementary School. Cheating may be interpreted as:

1. Using prepared notes while taking a test or working on an assignment.
2. Copying from another student's work.
3. Allowing another student to use your work.
4. Falsifying your work.
5. Other situations as determined by the classroom teacher.
6. Plagiarism will be interpreted as any student taking another person's ideas, writings, etc., and pass them off as one's own.

1st Offense A score of zero or "F" on the assignment and the teacher will have a discussion with the student and talk to the parent(s)

2nd Offense A score of zero or "F" on the assignment, up to 5 days In-School Detention, and a conference with the student's parent(s)

3rd Offense An "F" will be given for the grading period and can also include up to 5 days Out of School Suspension, and a conference with the student's parent(s)

DISCIPLINARY ACTION

Obedience to a properly constituted authority is an important part of citizenship training. Because of the position he/she holds, every teacher is entitled to the respect of the pupils and obedience to reasonable rules and regulations. The teacher must see that proper respect, courtesy, and obedience are forthcoming from the pupils. Principals in their school and teachers in their classrooms are authorized and expected to formulate and enforce reasonable rules and regulations to provide good pupil discipline and obedience. Disciplinary action will be taken by school personnel in accordance with, and pursuant to, the Student Due Process Law. School personnel have broad discretionary authority to respond to, intervene, and adjust for any unauthorized or improper words, actions or dress of a student.

DISCIPLINE AND DUE PROCESS

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff

members to take the following action:

1. **Removal From Class or Activity – Principal or Teacher:** The principal or teacher may remove a student from his/her class or activity for a period of up to 5 days. The principal or teacher may remove a student from a non-classroom, graded activity, such as (but not limited to) band performances, for a period exceeding 5 school days. A suspension from a non-classroom graded activity shall be pursuant to due process appropriate under the circumstances. A student removed from a class or activity may be assigned regular or additional work to be completed in another school setting during that period.
2. **Suspension From School – Principal:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days.
3. **Expulsion:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of Rule 14 listed under the grounds of Suspension and Expulsion in this policy.

GROUNDINGS FOR SUSPENSION AND EXPULSION

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, handling, or transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Knowingly possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
9. Possessing, using transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
10. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
11. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
13. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students
 - d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - e. failing to tell the truth about any matter under investigation by school personnel;
 - f. possessing or using a laser pointer or similar device.

14. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans. 15. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
16. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.

POSSESSION OF A FIREARM-POSSESSION OF A DEADLY WEAPON

1. No student shall possess, handle or transmit any firearm on school property.
2. 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 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; 14 -an antique firearm; -a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
3. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
5. No student shall possess, handle, or transmit any **deadly weapon** on school property.
6. The following devices are considered to be deadly weapons as defined in I.C.35-41-1-8:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - an animal readily capable of causing serious bodily injury and in the commission or attempted commission of a crime.
7. The penalty for possession of a deadly weapon: suspension up to 10 days and expulsion from school for a period of up to one calendar year.
8. 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 the school is being used by a school group;
 - 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.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school 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.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, the student will be provided with an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of the suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel;
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Discipline Procedures for Students with Disabilities

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of such rules. In accordance with I.C.20-8.1-5.1 and 511 IAC 7-15, administrators may take the following disciplinary actions:

Suspension

A suspension is defined as a unilateral, temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. Students with disabilities may be suspended up to five (5) consecutive school days, but no more than ten (10) cumulative school days in a school year. Before a student with disabilities can be suspended, the student must be afforded a meeting with the principal, wherein the student is entitled to:

1. A written or oral statement of the charges against the student;
2. If the student denies the charge, a summary of the evidence against the student;
3. An opportunity to explain the student's conduct.

This meeting shall precede the suspension of the student unless the nature of the misconduct requires immediate removal of the student. Notice of the suspension shall be given to the parent on the same day the decision to suspend is made.

Expulsion

An expulsion is defined as separation from school attendance or a related service for more than five (5) consecutive school days. Before a student with disabilities can be expelled from school, the student and the student's parent must be afforded the opportunity to attend an expulsion meeting before an appointed expulsion examiner. However, prior to any expulsion meeting, the case conference committee must meet to:

1. Conduct a functional behavioral assessment and develop a behavioral intervention plan (or review the plan if already in place and modify if necessary to address the behavior problem);
2. Review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the parent may:
 - a. request the appointment of an independent hearing officer to contest the committee's determination;
 - b. request an expulsion meeting;
 - c. waive the right to an expulsion meeting. In the event of the expulsion of a student with disabilities, the student shall continue to receive a free appropriate public education. The case conference committee shall determine the educational services that will be provided during the expulsion period and where the services will be provided.

Expulsion for Weapons or Illegal Drugs

If a student with disabilities either brings a weapon (including a firearm) to school or a school function or knowingly possesses

or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, the principal may suspend the student in accordance with the above provision on suspension or order the placement of the student in an interim alternative educational setting. Before the student may be placed in an interim alternative educational setting, a case conference committee meeting shall be convened as soon as possible to determine the appropriate alternative educational setting for the student. The student may be placed in the alternative educational setting for no more than 45 calendar days. The parent of the student has the right to initiate a due process hearing regarding the committee's determination, but during the pendency of any such hearing, the student shall remain in the alternative setting. The case conference committee shall also determine whether a causal relationship exists between the student's behavior and the student's disability. If there is a causal relationship, the student cannot be expelled. If the case conference committee determines there is no causal relationship, the student may be expelled in accordance with the expulsion procedures set forth in I.C.20-8.1-5.1-13 and be subject to the expulsion periods set forth in I.C.20-8.1-5.1-10 and I.C.20-8.1-5.1-14. During any expulsion period, the student shall continue to receive a free appropriate public education as determined by the case conference committee. LEGAL REFERENCE: 20U.S.C.*1415; I.C.20-8.1-5.1; 511 IAC 7-15-1; 511 IAC 7-15-2.

STUDENT'S DUE PROCESS CODE

Enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by Expulsion or Suspension. So that the rights of the student concerned are protected, copies of the law are on file in the offices of the Linton-Stockton Elementary School Principal and are available to the students upon request. Suspension - limited to a maximum of ten (10) days for each offense Expulsion - in excess of ten (10) days Exclusion - Excluded from school:

1. **The student has a dangerous communicable disease transmissible through normal school contacts.**
2. Removal is necessary to restore order or
3. Protect persons of school property.

HABITUAL STUDENT MISBEHAVIOR

Disruptive Behavior

A teacher may assign detention or other logical consequences for any disruptive student behavior. Discipline notices may be written to the office after attempted parent contact has been made for a discipline problem. If a student is substantially disruptive to a class, then the student will be sent to the office for suspension from that class for the day. The appropriate consequence will be administered.

1st Notice	1 Day In-School Detention
2nd Notice	1 Day In-School Detention
3rd Notice	2 Days In-School Detention
4th Notice	2 Days In-School Detention
5th Notice	3 Days In-School Detention
6th Notice	1 day Suspension from school
7th Notice	2 days Suspension from school
8th Notice	3 days Suspension from school
9th Notice	4 days suspension from school
10th Notice	10 days suspension from school with recommendation for expulsion

Administration may skip notices due to severity of action by student.

Make-up Work for Out of School Suspension Procedure

Students are responsible for make-up work due to suspension. Students/parents are responsible for contacting teacher regarding make-up work. Students will have time equal to the length of their suspension to make up work with out penalty.

AFTER SCHOOL ACTIVITIES

Pupil Responsibility: Any pupil may be excluded from any activity at the discretion of the faculty in charge. Eligibility for pupil activities may be based on the scholastic and department records of the pupil. Pupils are also under school supervision at all school-sponsored functions such as athletic contests, class parties, study trips, etc.

Parent Responsibility: Parents shall provide transportation to and from extra-curricular activities which they consent for their child to attend. Parents should be punctual in arrival and departure.

School Activity: Students will not be allowed to participate in any extracurricular activity if they have not attended school on that day.

After School Procedure

Students who are not picked up after school will be taken to Discovery Kids. Parents will pick them up there and will be

responsible for the usual customary rate.

PROPER SCHOOL LANGUAGE

Spoken, written, or gestured obscene and/or profane language is forbidden at Linton-Stockton Elementary School. Use of language that is obscene and/or profane will result in disciplinary action.

- 1st Offense** 1 day In-School Detention
- 2nd Offense:** 3 days In-School Detention
- 3rd Offense :** 3 days suspension from school
- 4th Offense :** 5 days suspension from school
- 5th Offense:** 10 days suspension from school with a recommendation for expulsion

Toward a Corporation Employee

- 1st Offense:** 3 days suspension from school
- 2nd Offense:** 5 days suspension from school
- 3rd Offense :** 10 days suspension from school with a recommendation for expulsion

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 Department of Family 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 digital 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, digital 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 sexual 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 Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2010, 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.

ELECTRONIC DEVICES

The Board of School Trustees is permitting our school to have a "test run" on student possession and use of electronic devices at school.

LES students are permitted to use their devices any time on school campus before school, after school, during school when permitted by teachers.

When the students are in class, the teachers will ask the students to take their devices out, turn them off, and keep them on their desks or at a place in the room designated by the teacher. Devices should not be taken to lunch or outside recess.

If a student violates this procedure, the device will be taken from the student and it will be given to the parent when the parent meets with the building principal. **The student will also lose a recess for misuse of the electronic device.**

This temporary change in procedure will in no way affect current laws and statutes. These state statutes will continue to be in effect and enforced.

The building principal will have the authority to end the test run at any time, if he feels that it is in the best interest of their students and school faculty to do so.

Some uses of electronic devices may violate other school policies and result in more severe disciplinary actions including expulsion.

Acceptable Use Policy and Use Agreement

This policy shall be available for review by all parents, guardians, staff members, students, and members of the community during normal school hours.

The Linton-Stockton School Corporation is pleased to be able to offer access to the Internet through corporation resources. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, research, and communication.

It is our policy that Internet accounts will be free to users, that it is a privilege to receive an Internet account, and that a responsible user of the Internet may keep an account as long as the user is a student or staff member of the Linton-Stockton School Corporation and adheres to the Acceptable Use Policy. The use of accounts must be in support of education and research and consistent with the educational objectives of the Linton-Stockton School Corporation.

The educational value of Internet access is the joint responsibility of students, parents, and employees of the school corporation. Before student accounts will be issued and before school resources are used for access to the Internet, students shall be part of a discussion about accepted usage policies and receive permission from a member of the professional staff.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- Electronic mail communication with people all over the world
- Information and news from government agencies and other research institutions
- Public domain software and shareware of all types
- Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics
- Access to many University Library Catalogs, the library of Congress and ERIC

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Linton-Stockton School Corporation will take precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the Corporation. Parents/guardians should also be aware that it is possible for students to purchase goods and services via the Internet, and these purchases could potentially result in unwanted financial obligations for the parent/guardian. Improper use of the Internet could lead to criminal or civil fines and penalties.

Responsible users may use the Internet to:

- Research assigned classroom projects
- Send electronic mail to other users
- Explore other computer systems

Responsible users shall use generally accepted network etiquette to include (but not be limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

- Do not reveal your personal address, phone number, or password, or those of other students or colleagues. Do not respond to unsolicited on-line contact.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and result in civil or criminal penalties and fines.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

Users may not use the Internet or corporation resources:

- To access, upload download, or distribute pornographic, obscene, or sexually explicit materials
- To transmit obscene, abusive, or sexually explicit language
- To violate any local, state, or federal statute
- To vandalize, damage, or disable the property of another person or organization
- To access another person's materials, information, or files without the implied or direct permission of that person
- To violate copyright or otherwise use another person's intellectual property without his or her prior approval or proper citation

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. Each student who receives an account will be part of a discussion with a Linton-Stockton School Corporation faculty member pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Linton-Stockton School Corporation may request the system administrators to deny, revoke, or suspend specific user accounts and privileges. Certain circumstances may warrant further discipline according to school handbook policies. If state, local, or federal statutes are broken, civil or criminal penalties may ensue. Parents of students are hereby notified of their children's use of Corporation resources and accounts to access the Internet. Parents shall have the option to request alternative activities not requiring Internet access.

The Linton-Stockton School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Linton-Stockton School Corporation will not be responsible for any damages you suffer This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions, or the loss of information stored on school corporation diskettes, hard drives, or servers. Use of any information obtained via the Internet is at your own risk. Linton-Stockton School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services. Further this disclaimer shall include personal property used to access school corporation computers, networked, or on-line resources. The Corporation shall not be responsible for financial obligations resulting from the use of school corporation resources and accounts to access the Internet.

All provisions of this policy are subordinate to local, state, and federal statute.

DRESS CODE GRADES K – 5

The purpose of this set of codes is threefold:

1. To set the limits of what s acceptable dress and grooming in school.
2. In recognition of the identity of the school as a place for teaching and learning, to encourage the mode of dress and grooming which is conducive to establish a climate for such teaching and learning.
3. To reflect the concern of students, parents, teachers, and administration with those factors of dress and grooming which may effect the education of young people in the democracy.

Types of school dress which are prohibited during the regular school day:

1. Anything worn, which creates a disturbance, has negative or violent message; has obscenities/vulgarity or encourages inappropriate behavior.
2. Headwear (hats, scarves and bandannas) are prohibited inside buildings during the regular school day unless approval has been given by the Principal.
3. Clothing that advertises alcoholic beverages and/or illegal drugs.
4. Revealing fashions, i.e. slit shirts, cut outs, bare midriffs, spaghetti straps, etc. (Grades 3-6)
5. Undergarments worn as outer wear.
6. Skirts, dresses, shorts, etc. are to be mid-thigh length.
7. Bedroom slippers, roller shoes, roller blades, steel-toed boots or footwear not intended for out of home wear.
8. Jewelry, buttons, chain wallet protectors, or other forms of ornamentation which make distracting noises, espouse violence, express obscenity, or call for an illegal act.
9. Tinted eye glasses (except for approved medical reasons).
10. Clothing or apparel that represents any gang.
11. Any clothing which creates a disturbance or prompts inappropriate behavior.
12. No holes in pants or shorts.

Plays, skits and special programs may require certain types of clothing. In those situations the students will be required to follow instructions of the sponsors and/or the Principal.

Violations to any of the above will result in one of the following disciplinary actions:

1. Student will make the appropriate change to meet the regulation.
2. Student will be suspended one to five school days.
3. Student will be suspended five school days.
4. Student will be suspended five school days with the recommendation of expulsion for the remainder of the semester of the school year.

Any administrator or teacher may require a student to change clothing, etc.

RIGHTS AND PRIVACY

In 1973, the Congress passed the Family Education Rights and Privacy Act. The law requires that schools receiving Federal funds must:

1. Allow the parent or eligible student to review and inspect the student's record.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their rights under this law.

There are some exceptions to Rule 3 above. School personnel may show or turn over without permission to:

1. Other officials of the same school.
2. Officials of other schools in which the student seeks or intends to enroll.
3. Certain Federal, State and Local authorities performing functions authorized by law.
4. Individuals or organizations in connection with a student's application for or receiving financial aid.
5. Court or law enforcement officials, if the school is given a subpoena or court order.

Also, in an emergency, the school may turn over records if failure to do so would probably result in a threat to your health or safety or that of others.

TOBACCO FREE CAMPUS POLICY

The School Board believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students, employees, and visitors who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on school premises, vehicles, and at all school-related events except adults attending school-related events when school is not in session, may smoke in the area outside and adjacent to the main entrance of the facility, as designated by the building principal.

For the purposes of this policy, "use of tobacco" means a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

FALSE ALARMS

Students guilty of sounding the fire alarm and/or the tornado alarm system will be punished in a reasonable manner to be determined by the Principal.

CARE OF SCHOOL PROPERTY

Students marking or damaging school property or equipment in any way will be required to clean the article and pay for the damage done.

General Student Conduct Code

In keeping with the Linton-Stockton community and staff expectations, students are to conduct themselves in a way that reflects positively on our school and community. Good conduct is a requirement for quality education to occur. We believe in encouraging consistent behavior by rewarding positive student behavior. It is our goal that our students are able to accept responsibility to behave in all areas of the school setting and to carry that over into other areas of their lives. We realize that there will be times that we need to guide students into making better choices with their behavior. Regardless of your personal views of "hitting back" or "finishing a fight", please understand that if two children are fighting, both must be prepared to take the consequences for their actions. We will always listen to both sides of the situation but we will have NO tolerance for violent behavior. Some specific school-wide behavior expectations are in place that needs to be read and discussed by all students and parents.

LIFELINES FOR BUILDING CHARACTER

CARING – Shows concern for others

COURAGE – Acting according to one's belief

FAIRNESS- Treating people impartially

HONESTY- Revealing truth through thoughts, words, and behavior

INITIATIVE- Moving into action

PERSEVERANCE- Completing what you start

RESPECT- Honoring oneself, others and the environment

RESPONSIBILITY-Doing what's right and being accountable for your actions

TEAMWORK – Working toward a common good or purpose

TRUSTWORTHINESS – Practicing truthfulness and dependability

Linton-Stockton School Corporation believes that:

- Families, school, and the community accept responsibility and work together to promote and enhance character development in our students.
- Our entire staff must model the "Lifelines for Building Character" through their words and behaviors.
- We develop an attitude, climate, and culture within our schools that make good character worthy of practice and praise.
- The "Lifelines for Building Character" are enhanced through a variety of school activities, programs, and curricula.
- Our students are taught to understand the fundamental difference between right and wrong, to think before acting, to respect oneself and others, to demonstrate responsible decision making, and to be accountable for their behavior.

The standards we live by are the *LIFELONG GUIDELINES*. Respect for others (students, teachers, and other adults) is our school's utmost goal. These standards are:

- No put downs
- Trust
- Truth
- Active Listening
- Personal Best

CLASSROOM PROCEDURES

Each teacher has his/her own classroom procedures, which are teacher based and age appropriate. We stress logical consequences rather than punishment to assist young people in understanding that the decisions a person makes have consequences that the person will have to accept. Please note that consequences are progressive, and steps may be skipped due to the severity of the action.

GENERAL BUILDING PROCEDURES

1. Walk silently in the hallway.

2. Report to the classroom immediately after entering the building.
3. Teacher permission is necessary to leave the classroom.
4. Bring only required school supplies to school.
5. Always treat a fire and/or disaster drill as a serious matter.
6. Pick up paper, books, etc. off the floor at the end of each day.
7. Toys are not necessary for learning. They are not to be at school unless permission is given by the classroom teacher.

HALLWAY PROCEDURES

Do the Right Thing:

- Use common sense
- Stay on task to be on time
- Maintain self-control

Treat People Right:

- Greet, classmates, teachers, and guest
- Use inside voices
- Be thoughtful and considerate of others

RESTROOM PROCEDURES

Do the Right Thing:

- Be quick
- Be quite

Treat People Right

- Be clean
- Be respectful

HARD HAT CAFÉ PROCEDURES

Do the Right Thing:

- Be quick
- Be quite in line

Treat People Right

- Be clean
- Be respectful
- Use your manners – yes please and no thankyou

PLAYGROUND PROCEDURES

1. All students will go out to recess unless they have a note from home. Extended periods of time (more than three days) require a physician's note.
2. Students should take necessary coats and playground equipment with them as they go out to recess.
3. All students should enter and leave the building in a quiet and orderly manner.
4. Students are responsible for the return of all equipment they took out to recess.
5. Recess is confined to the designated area for that grade level.
6. NO tackle football, chase, tag, or throwing harmful objects on the playground – this includes rocks and snowballs.
7. NO wrestling, tripping, or fighting (real or pretend) will be allowed at any time.
8. Personal playground equipment is brought to school at the child's own risk and with permission of the teacher.

SCHOOL ASSEMBLY PROCEDURES

1. Walk quietly in the halls toward the assembly area.
2. Follow teacher direction for designated seating area.
3. Actively listen for instructions.
4. Keep hands to yourself, feet flat on the floor.
5. Be a true Mini-Miner by following the *Life Goals and Lifelines*.

DISMISSAL PROCEDURES

1. Actively listen for any announcements.
2. Leave the building using friendly, quiet voices with all the things you need.
3. **WALK** directly to your bus, parent pick up area with your teacher, or home.

WHEN YOU HAVE A CONCERN

Any time you have a question or concern about the school process, we invite you to first gather all the facts from your child and his/her teacher. We ask that you discuss your concern with the teacher first.

If you would like additional information or another viewpoint, please make an appointment to talk with the principal and the teacher. Students benefit most when parents and school staff work together for the good of the child. It is the administration's intent to be available with a listening ear and a caring attitude in response to all of your concerns.

ANNOUNCEMENTS

School announcements are made at approximately 8:05 A.M. Parents, please make arrangements for "after school" - babysitters, etc. before school in the morning. Any telephone calls should be on an emergency basis and the student or teacher will be instructed to return your call.

STUDENTS IN THE BUILDING BEFORE SCHOOL

If an unsupervised student arrives at school between 7:30 A.M. and 7:55 A.M., he/she is to report to the cafeteria and remain there until 7:55 A.M. **All exterior doors will be locked until 7:30 A.M.**

AFTER SCHOOL

Students are to go straight home after school. Any students remaining in the building are to be under a teacher's supervision. A student who will be riding a bus other than the one he/she normally rides is required to have a note from his/her parent/guardian. All students must catch the bus at the elementary pick-up area. Students waiting for brothers or sisters in the Jr. /Sr. High should wait for them outside the respective building. The playground is not supervised after 2:52 P. M. A child cannot wait for his/her parent on school grounds. If the parents are late picking up their children the children will wait outside of the elementary office.

DELIVERIES TO STUDENTS

No flower, candy or balloon deliveries will be accepted at school. Area florists have been notified and deliveries will be refused.

EMERGENCY SCHOOL CLOSING

1. Listen to Radio Stations: WBTO, WQTY (93.3) or WWBL (106.5); or television channels: 2, 10 or 38.
2. Do not call the school, school personnel at home, radio or television stations.
3. Check phone for School Reach call out system or check email or text messages to receive notice.
3. Make arrangements for someone to "babysit" your child in the event school would be closed during the day - early dismissal, etc.

TORNADO DRILL

The PA warning alarm and fire alarm will go on-off-on-off, etc. If students are outside a large classroom, bell will be rung "fast and furiously". Everyone will go to his/her assigned area in the corridor or inside wall. When students are asked to assume the "tornado position", they are to do the following:

1. Sit down with your back against the wall and bring your knees up to your chin.
2. Place your hands around your legs and pull them toward your body.
3. Listen to staff members for instructions to change to the kneeling position with your face toward the wall.

FIRE DRILLS

In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm.

There will be an evacuation plan posted in each room. Each teacher will instruct you regarding specific procedures.

LOST AND FOUND

School personnel are not responsible for items "lost and/or found". Do not bring any item considered by school officials to be collectable or item of value such as Gameboys, MP3's, cell phones, IPODS, and trading cards to school.

INSURANCE

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. Insurance coverage is available for purchase through Student Assurance Services and information will be given to the student

the first day of school.

MEDICATION

- A. No medication shall be given or dispensed unless the dispensing person has on file a medication authorization signed by the legal custodian of the child.
- B. All medication prescribed for an individual child should be kept in the original container bearing the original pharmacy label and the child's name.
- C. All prescription medications shall be kept in the Nurse's office.

HYGIENE

All students are to come to school clean and neatly groomed. Chronic unpleasant body odor is a distraction that hinders learning and positive social interaction. A staff member will privately make the student aware should this situation arise. The school will also notify the parent when this measure has been taken.

*If this problem is not addressed at home, the child will be offered a toothbrush, toothpaste, a place to bathe, and clean clothes. If you need supplies please contact the office.

EMERGENCY TRANSPORTATION OF SICK/INJURED CHILDREN

- A. The school nurse or other available school personnel will provide the necessary first aid to the child.
- B. The parents will be contacted and asked to make arrangements for transporting the child.
- C. In extreme emergencies, an ambulance will be called immediately and the parents contacted. The parents will be expected to pay any costs incurred.

NURSE'S NOTES

HOW TO TELL IF YOUR CHILD HAS HEAD LICE

Head lice may be difficult to spot. The insects themselves are only one to two millimeters

long, and their nits, or eggs, are sometimes mistaken for dandruff. If you suspect that your child has head lice, you should:

1. See a doctor. Your physician can confirm the presence of lice and determine an effective "pediculicide", or delousing medication. When applying a lice treatment, do not assume that if a little is good, a lot of the product is better. Overuse of any lice medication may result in adverse effects such as contact dermatitis (skin inflammation/rash). Kerosene is not to be used as a lice treatment; it is considered hazardous and dangerous. Use of kerosene to treat lice will be immediately reported to Greene County Child Protective Services as abuse.
2. Remove the nits. Parents need to bring their child to the nurse's office to be examined before re-entering school. If you need supplies please ask the nurse.
3. Clean the child's clothes and surroundings. Lice can live for up to 48 hours off the human body; nits can survive for up to ten days. Therefore, to avoid reinfestation, it is important to clean your child's home environment. Carefully clean clothing, sheets, blankets, pillowcases, as well as other personal belongings that could harbor lice, by washing them in very hot water and leaving the item in a dryer set at high heat for at least twenty minutes. Dry clean items that cannot take washing and drying at high temperatures. Items that can't be cleaned, such as stuffed animals, should be placed in sealed plastic bags for fourteen days.
4. Vacuum carpets, upholstery and mattresses thoroughly.
Clean combs and brushes in hot water.
Animals do not carry human head lice, so there is no need to treat family pets.

SCHOOL COUNSELING SERVICES

School counseling is available for school related concerns and takes place during the day at no additional cost to your family. You must schedule an appointment to meet with the school counselor before sessions can begin for your child. It is important that you stay in contact with the school counselor through email or by phone if your child is receiving services. **A parent or legal guardian is responsible for signing a permission slip each school year.** Please remember that space is very limited and once all appointment slots are filled additional referrals will be placed on a waiting list.

RELEASE OF NAMES AND/OR ADDRESSES

Unless otherwise requested in writing, the school will assume the privilege of releasing student names, pictures, and/or work for publication.

Names of parents and phone numbers will be released to parent club committee members/officers for personal contact regarding club matters. Any parents not wishing to have their names released should submit a statement in writing to the building principal.

PESTICIDE NOTIFICATION

Periodically, Linton-Stockton Schools apply pesticides to areas inside the buildings as well as to the outside property. Links to the product labels and MSD sheets will be provided at the administration building.

If you would like to be notified of such applications due to health concerns, you may request a pesticide notification form from your school's office. Once the form is returned to the building secretary you will receive a call from the corporation at least forty-eight (48) hours prior to the date and time the pesticide application is to occur. In case of emergency pesticide applications because of immediate threat to the public health, the school shall give notice as soon as possible.

PLEASE CONTACT ONE (1) OF THE FOLLOWING INDIVIDUALS IF YOU FEEL YOUR CIVIL RIGHTS HAVE BEEN VIOLATED:

Section 504 (Non-Discrimination for the Handicapped)
Contact: Mr. Nathan Moore and Mrs. Lisa Hollingsworth
900 4th Street Northeast
Linton, IN 47441-9645
(812) 847-6039

Civil Rights
Contact: Mr. Nick Karazsia
801 N.E. First Street
Linton, IN 47441-1199
(812) 847-6020

Title IX (Non-Discrimination/Sexual Harassment)
Contact: Mr. Nick Karazsia
801 N.E. First Street
Linton, IN 47441-1199
(812) 847-6020

A.D.A. (Americans with Disabilities Act)
Contact: Mr. Nick Karazsia
801 N.E. First Street
Linton, IN 47441-1199
(812) 847-6020

It is the policy of the Linton-Stockton School Corporation's Board of Education not to discriminate in its operation of education programs and activities nor against any student, employee or potential student or employee, on the basis of sex, race, color, natural origin (including limited English proficiency), age, or handicap, per Section 504 of the Rehabilitation Act of 1973 as amended.

The Linton-Stockton 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.

Revised June, 2017 for 2017-2018