

**Warrick County  
School Corporation  
Elementary Handbook**

**STUDENT AGENDA HANDBOOK 2012-2013**

**897-0400  
300 East Gum Street, P.O. Box 809  
Boonville, IN 47601**

**“Believe, Achieve, Succeed”**

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City/Town** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
**Phone** \_\_\_\_\_  
**Student No.** \_\_\_\_\_

# **PUBLIC NOTICE**

## **Civil Rights Assurance of Equal Opportunity and Nondiscrimination**

Warrick County 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.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Richard Reid  
Director of Personnel  
Section 504 Coordinator  
P.O. Box 809  
Boonville, Indiana 47601  
(812) 897-0400

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## **ELEMENTARY SCHOOL PHILOSOPHY OF EDUCATION**

Education is the process by which pupils develop such generalizations, appreciations, skills, attitudes, and ideas as will enable them to become happy useful American citizens. Our purpose is to help each child attain his highest level mentally, physically, and socially. Our curriculum and plan of operation are broad, varied, and vital in order to challenge each child to attain his highest potential.

### **BOARD OF SCHOOL TRUSTEES**

Mr. Jim Eifler  
Mr. Gary Hachmeister  
Mrs. Dorothy Kroeger  
Mrs. Brenda Metzger  
Mrs. Candace Nance  
Mr. Ben Stilwell  
Mr. Tom Welch

Mr. Brad Schneider, Superintendent  
897-0400

### **HIGH SCHOOL OFFICES**

Boonville High School 897-4701  
Castle High School 853-3331  
Tecumseh Jr/Sr High School 922-3237

Warrick Education Center 858-4309

### **MIDDLE SCHOOL OFFICES**

Boonville Middle School 897-1420  
Castle North Middle School 853-7347  
Castle South Middle School 490-7930

### **ELEMENTARY SCHOOL OFFICES**

Chandler	925-6021	Newburgh	853-8921
Elberfeld	983-4221	Oakdale	897-3710
J. H. Castle	853-8878	Sharon	853-3349
Loge	897-2230	Tennyson	567-4715
Lynnville	922-3828	Yankeetown	853-8500



2012-2013 SCHOOL CALENDAR

- MON 8-13 TEACHER ORIENTATION (1/2 DAY)  
 TUES 8-14 TEACHER ORIENTATION  
 WED 8-15 FIRST STUDENT DAY  
 MON 9-3 LABOR DAY/NO SCHOOL  
 \* THUR 10-18 END OF FIRST NINE WEEKS (46 DAYS)  
 FRI 10-19 FALL BREAK/NO SCHOOL  
 MON 10-22 FALL BREAK/NO SCHOOL  
 THUR 11-22 THANKSGIVING BREAK/NO SCHOOL  
 FRI 11-23 THANKSGIVING BREAK/NO SCHOOL  
 \* FRI 12-21 END OF SECOND NINE WEEKS (42 DAYS)  
 \* FRI 12-21 END OF FIRST SEMESTER (88 DAYS)  
 \* FRI 12-21 END OF SCHOOL DAY – CHRISTMAS  
 BREAK BEGINS  
 WED 1-2 SECOND SEMESTER BEGINS  
 MON 1-21 MARTIN LUTHER KING DAY/NO SCHOOL  
 (MAKE-UP DAY)  
 MON 2-18 PRESIDENT'S DAY/NO SCHOOL  
 (MAKE-UP DAY)  
 \* FRI 3-8 END OF THIRD NINE WEEKS (46 DAYS)  
 MON 3-25 SPRING BREAK/NO SCHOOL  
 FRI 3-29 SPRING BREAK/NO SCHOOL  
 FRI 4-12 NO SCHOOL (MAKE-UP DAY)  
 FRI 4-26 NO SCHOOL (MAKE-UP DAY)  
 FRI 5-10 NO SCHOOL (MAKE-UP DAY)  
 \* THUR 5-23 END OF FOURTH NINE WEEKS (46 DAYS)  
 \* THUR 5-23 END OF SECOND SEMESTER (92 DAYS)  
 \* THUR 5-23 LAST DAY OF SCHOOL  
 SUMMER VACATION BEGINS  
 TEACHER WORKDAY (1/2  
 DAY)  
 FRI 5-24

AUGUST 2012				
MON	TUE	WED	THU	FRI
TO/NS	TO/NS	15	16	17
20	21	22	23	24
27	28	29	30	31
DAYS – 13				

SEPTEMBER 2012				
MON	TUE	WED	THU	FRI
LD	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
DAYS – 19				

OCTOBER 2012				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	FB
FB	23	24	25	26
29	30	31		
DAYS – 21				

NOVEMBER 2012				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	TB	TB
26	27	28	29	30
DAYS – 20				

DECEMBER 2012				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
CB	CB	CB	CB	CB
CB				
DAYS – 15				

JANUARY 2013				
MON	TUE	WED	THU	FRI
	CB	2	3	4
7	8	9	10	11
14	15	16	17	18
MK/MD	22	23	24	25
28	29	30	31	
DAYS – 21				

FEBRUARY 2013				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
PD/MD	19	20	21	22
25	26	27	28	
DAYS – 19				

MARCH 2013				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
SB	SB	SB	SB	SB
DAYS – 16				

APRIL 2013				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	MD
15	16	17	18	19
22	23	24	25	MD
29	30			
DAYS – 20				

ANY ADDITIONAL MAKE-UP DAYS  
 WILL BE SCHEDULED AT THE CONCLUSION  
 OF THE SCHOOL YEAR

**\* GRADING PERIODS**  
**FIRST NINE WEEKS (46 DAYS)**  
**SECOND NINE WEEKS (42 DAYS)**  
**FIRST SEMESTER (88 DAYS)**  
**THIRD NINE WEEKS (46 DAYS)**  
**FOURTH NINE WEEKS (46 DAYS)**  
**SECOND SEMESTER (92 DAYS)**  
**TOTAL STUDENT DAYS (180)**  
**TOTAL TEACHER DAYS (182)**

MAY 2013				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	MD
13	14	15	16	17
20	21	22	23	TW/NS
DAYS – 16				

## **SURVEILLANCE CAMERAS MAY BE IN USE IN THE WARRICK COUNTY SCHOOL CORPORATION FOR PURPOSES OF SECURITY AND SAFETY. DISCIPLINARY ACTION MAY RESULT.**

### **VISITORS – GUESTS**

1. All visitors and guests are to report to the office when they arrive at school.
2. Students are not to bring friends who are not enrolled at their school to school.
3. Friends of students will not be allowed to visit during lunch hour, study hall periods, or between classes.
4. Any student who has quit school or has been suspended, expelled, or excluded is not allowed to visit the school or be on school grounds except with permission from the Principal.
5. Persons who enter the building without reporting to the office may be charged with trespassing.

### **ENROLLMENT AND WITHDRAWAL PROCEDURES**

To enroll in Kindergarten, students must be 5 years old on or before August 1. To enroll in First Grade, students must be 6 years old on or before August 1. Students who have attended a certified Kindergarten program outside of the Warrick County School Corporation may enroll in First Grade without meeting the age requirements.

School offices are to be notified at least **three** days prior to the withdrawal date. Also, school offices should be notified of any changes of address, even if the change is within the present school boundaries.

### **BOOK RENTAL AND FEES**

All book rental and fees are due the first week of school. A book rental and fee schedule will be sent home the first day of school. All checks should be made payable to the school.

### **ILLNESS AND ACCIDENTS**

Parents should notify the school if their child has a chronic illness, such as epilepsy, heart condition, diabetes, allergic reactions, etc., so this information can be properly recorded. This would also include any physical impairment. (See form at the end of this handbook).

Minor injuries will be cared for by general first aid at school. If any questions exist as to the severity of the injury, it is the policy to contact the parents (or person designated on the Emergency Card) and arrange for the student to be taken home for care and observation.

**Generally** speaking, if a child is running a temperature, the parents will be contacted to arrange transportation home for care.

### **STUDENT IMMUNIZATION AND PHYSICAL EXAMINATIONS**

Periodic physical examinations by a physician are in the best interest of each student and are recommended, but not required, by the Warrick County School Corporation. Physical examinations may be required before participation in some special school activities such as competitive athletics are required.

# IMMUNIZATION REQUIREMENTS

2012- 2013 School Year

MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY\*  
FAILURE TO MEET IMMUNIZATION REQUIREMENTS MAY RESULT IN STUDENT EXCLUSION FROM SCHOOL

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## *3 to 5 years old*

3 Hep B (Hepatitis B)  
4 DTaP (Diphtheria, Tetanus & Pertussis)  
3 Polio (Inactivated Polio)  
1 MMR (Measles, Mumps & Rubella)  
1 Varicella

---

## *K & 2*

3 Hep B  
5 DTaP  
4 Polio\*

2 MMR  
2 Varicella

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## *Grades 3 to 5*

3 Hep B  
5 DTaP  
4 Polio

2 MMR  
1 Varicella

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## *Grades 6 to 12*

3 Hep B  
5 DTaP  
4 Polio

2 MMR  
2 Varicella  
1 Tdap (Tetanus & Pertussis)  
1 MCV (Meningococcal)

**Hep B** Two dose alternative adolescent schedule (Recombivax HB® given at age 11-15 years x 2 doses) is acceptable if properly documented.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's fourth birthday.

**Polio** Three doses of polio vaccine are acceptable if 3<sup>rd</sup> dose was administered on or after child's fourth birthday and the doses are all IPV or all OPV.

\*The 4<sup>th</sup> dose of polio vaccine must be administered on or after child's fourth birthday. This applies only to kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades for 2012-2013.

**MMR** If given as single antigen, 2 Measles, 2 Mumps and 1 Rubella required.

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool, kindergarten and 1<sup>st</sup> grade. A signed statement from the parent/guardian indicating history of disease, including month and year is required for children in grades 2-12.

**Tdap** A Tdap booster can be given as early as 1 year after a Td vaccination.

For children who have delayed immunizations, please refer to the 2012 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2012 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at [www.cdc.gov/vaccines/recs/schedules/default.htm](http://www.cdc.gov/vaccines/recs/schedules/default.htm).

### **Additional Information**

- Immunization reports are required to be submitted to the Indiana State Department of Health via CHIRP, the Indiana immunization registry, for K, 1<sup>st</sup> & 6<sup>th</sup> grades.
- Required educational materials to be distributed:
  - Grades 1-12: Meningococcal Parent Letter with Meningococcal Fact Sheet
  - 6<sup>th</sup> Grade (Parents of 6<sup>th</sup> grade girls): HPV letter/response form and FAQ sheet. Completed response forms should be returned to the school. The school will supply a summary of responses to ISDH.
- Recommended educational materials to be distributed:
  - Grades 6-12: Pertussis Parent Letter with Pertussis Fact Sheet

Immunization reports are required to be submitted to the Indiana State Department of Health via CHIRP, the Indiana immunization registry.

A student must have been immunized according to Indiana State Department of Health guidelines in order to attend Warrick County schools. Immunizations are required for all students unless a doctor supplies an exemption, or unless there is a written objection by a parent or guardian on file at the school. Immunization documents or documents of intent to be immunized must be on file in the nurse's office by November 1<sup>st</sup>, or students may be excluded from school.

1. Parents shall be notified of needed immunizations by the school secretary or the school nurse.
2. Parents are to supply the school with an immunization record from the health department, the physician, the former school, or certain other sources. Telephone verification to a designated school representative from a former school representative, a physician, or a health department representative will be accepted pending written verification.
3. The school principal can issue a waiver for up to twenty (20) days.
4. Immunization records or a letter or statement of immunization objection must be signed by the parent, guardian, or physician and must be on file at the school.

**Procedure for Obtaining Immunization Records for Students Not In Compliance With the Board Policy on Student Immunization:**

1. The school nurse or designee shall send notice home with students of the needed immunizations.
2. If the issue is not resolved following notification, a phone call or email to the parent or guardian informing them of needed immunizations shall be initiated by the school nurse or designee.
3. Nurses shall submit a list of non-compliant students to the principal.
4. If the needed immunizations have not been obtained, the principal or principal's designee shall send a letter (form 4090-E-1) via U.S. Mail stating that the student may not be allowed to attend if the needed immunization documents are not provided to the school within twenty (20) days from the post mark on the letter.
5. At the end of the twenty (20) day period, the nurse shall provide the principal with an updated list of those students in non-compliance. The principal or principal's designee shall notify the parent or guardian and the superintendent that the student is not in compliance with Indiana law and is prohibited from attending school until compliant (form 4090-E-3).

**EXEMPTIONS**

Children who are exempted from immunization requirements for medical, religious or other reasons must file the exemption in written form with the school corporation. A physician must sign medical exemptions. A parent or legal guardian must sign other exemptions.

Also, a statement of immunization history must be filed with the school corporation, even if the history is completely negative.

An immunization history may be documented by a physician's certificate, including the number and dates of administered doses; by records forwarded from another school corporation, including the number and dates of administered doses; or by a record maintained by a parent, which shows the month and year each dose of vaccine was administered.

When a child enrolls in school for the first time or at any subsequent time or at any level, his parents must show that he/she has been immunized or that an exemption has been filed.

**STUDENT ATTENDANCE**

It is the policy of the Board of School Trustees to provide and maintain the appropriate and required educational programs for students residing in the Warrick County School Corporation. Regular school attendance is an important element in attaining and maintaining successful performance in school. Clear policy and guidelines which encourage, nurture, and, if necessary, compel students and parents to expect and maintain regular school attendance help student performance.

A child is entitled to attend either a public school or "some other school which is taught in the English language," except in specific exceptions as detailed in the guidelines following. All children age seven (7) to age eighteen (18) must attend a school or receive instruction as designated in the law IC 20-33-2 and HEA 1597. It is the responsibility of the parent or legal guardian to "ensure that each child attends school as required" in the law.

All students enrolled in schools in the Warrick County School Corporation are to be in their assigned classes at the required times unless they have been excused. Excuses allowed are: (a) personal illness; (b) death in immediate family; (c) home emergencies or other conditions where parents make arrangements which are approved by the principal; (d) exclusion because of exposure to contagious disease; (e) other exceptions as designated in the law.

Accurate student attendance records will be kept for each student. Parents will be notified of each student's attendance by the regular report card or by special notice when there is a specific need. Students whose attendance approaches or exceeds the limits as established by the Warrick County School Corporation or the State of Indiana shall be subject to corrective restrictions, punitive action, or legal jurisdiction.

1. **COMPULSORY ATTENDANCE:** All students who are enrolled in schools of the Warrick County School Corporation are to be in their assigned classes at the required times, unless they have an allowable excuse for their absence.
2. **EXCUSED ABSENCES:** Excused absences and tardies are these: (a) personal illness; (b) death in the immediate family; (c) home emergencies or other conditions where parents make arrangements, which are approved by the principal; (d) exclusion because of exposure to contagious disease; and (e) exceptions as designated in the law. Excused absences are recorded.

Exceptions to compulsory attendance designated in the law and for which the student's absence is not to be recorded or penalty awarded is service as a page or as an honoree of the Indiana General Assembly, secondary school (high school) student's service on the election board, or who help in the election process, appearance by subpoena in court, and ordered service on active duty in the Indiana National Guard.

3. **UNEXCUSED ABSENCES:** **All absences and tardies** not designated in #1 and #2 shall be considered as unexcused. Examples of more common unexcused absences are (work, missing bus, trips, car trouble, oversleeping, suspension, and truancy).
4. **CLASSIFICATION OF ABSENCE:**
  - a. Excused Absence -- (See #2 above). No penalty. Reasonable make-up work is allowed.
  - b. Unexcused Absence WITH Make-up Credit -- (See #3 above where there is an arrangement with the school before the absence occurs and where approval has been granted. Examples of Unexcused Absence With Make-up could be family trips approved in advance, verified emergencies, etc.) Make-up work credit is allowed.
  - c. Unexcused Absence WITHOUT Make-up Credit -- (See #3 above where there is NO knowledge or approval of the parent and the school -- no acceptable parent permission, truancy, work, suspension, missed bus, etc.) Make-up work may be expected for educational development, but credit will not be applied to class grade.
  - d. Truancy -- A student will be considered truant when the absence from school or class is without the knowledge and approval of a parent and school official.
  - e. Habitual Truancy -- A student who has been found to be truant for the second time in a school year is considered a habitual truant.
  - f. Preplanned Absence -- A Preplanned absence occurs when a student or group of students choose to violate school and/or state attendance laws or regulations by participating in planned absence from classes.
5. **SCHOOL ACTIVITIES:** Students who miss school for the full day because of illness or unexcused absences may not attend after school activities the same day unless permission is granted by the principal.
6. **LEAVING SCHOOL (EARLY DISMISSAL):** Students may leave the school building or school grounds during the regular hours of school when written permission from a parent and approval of the school principal have been obtained.
7. **RETURN TO SCHOOL:** **Students returning to school from an absence shall have a note from a parent stating the reason for the absence.** (Phone contact by a parent will be satisfactory in place of a written note.) The note should contain the student's name, reason for absence, date(s) and time of absence, a parent signature and the phone number where the parent may be reached. The note is to be presented prior to readmittance to school.
8. **NOTIFICATION AND PENALTY:** Elementary School and Middle School -- A student in the Elementary or Middle School who misses thirty (30) days or more in any one year may not earn promotion to the next level or grade unless special circumstances are approved by the principal.

## **Due Process**

10 DAYS OF ACCUMULATED ABSENCE - Written notice to the parent from the principal and a contact by the Home/School Advisor.

20 DAYS OF ACCUMULATED ABSENCE - Written notice to the parent from Director of Student/Support Services requesting a parent conference. Notification may be sent to the Division of Family and Childrens' Services and the Court.

30 DAYS OF ACCUMULATED ABSENCE - Written parent notice of a request for non-promotion and right of a hearing. Written report sent to Warrick County Welfare Department, Child Protection Agency. A determination for non-promotion does not exempt a student from school attendance.

9. **MAKE-UP WORK** -- **It is the responsibility of the student to arrange for make-up work with each teacher on the day that they return to school.** A teacher may expect make-up work in cases where the absence is found to be an UNEXCUSED ABSENCE WITHOUT MAKE-UP CREDIT, but make-up credit will not apply to the class grade. Make-up work should be turned in within a reasonable time after returning to school (one day for each day of absence), unless special arrangements are made in advance with the teacher. Failure on the part of the student to make up work as directed will limit credit for the effort.
10. **TARDINESS** -- Students who report to school or class late will receive a reasonable penalty (loss of recess time, etc.) as established by the school.

## **STUDENT HEALTH SERVICES**

School Nurses are shared between buildings, but are always on call to any building needing their services. Nurses will not diagnose or prescribe treatment. They will render first aid when needed, advise parents concerning student health problems, and provide vision screening and scoliosis testing for students.

## **PROCEDURE FOR THE ADMINISTERING OF MEDICATIONS TO STUDENTS**

Administration of medication to students shall follow the guidelines below:

1. The parent/guardian of the students are encouraged to deliver the medication to school in person. The prescribed medication shall be in the original container bearing the original pharmacy label which includes the directions from the physician, name of the medication, date, and student's name; any additional written instructions from the student's parent or guardian should be attached. Indiana law prohibits a school from sending medication home with a student, except medication possessed by a student for self-administration. The law permits a student with an acute or chronic disease or medical condition to possess and self-administer medication (i.e., inhaler for asthma, EpiPen for food allergy, etc.) on an emergency basis while the student is on school grounds or off school grounds at a school activity. Please contact your child's school nurse or health office to obtain a special authorization form for this purpose. This form should be completed on an annual basis and filed in the school health office.
2. In cases where a child needs to take any medication(s) while at school, the parent/guardian shall sign the Authorization for Administering Medication by School Personnel form included in the back of this handbook section. This form may also be obtained from the school nurse or school office.
3. The parent/guardian is encouraged to bring limited amounts of medication to school and to schedule times of administration so that a minimum number of doses will be given during the school day. The parent/guardian should ask the pharmacist for a small bottle with the pharmacy label to use to send medicine to school.
4. The medication must be administered by the school employee designated by the school administrator.
5. The medicines are to be kept in the nurse's office.
6. All prescription and parental authorization forms must be renewed annually. The school nurse will be responsible for all necessary follow-up involved with such renewal.

7. Under no circumstances should any staff member tell a parent that a child should be given medication to improve school behavior or concentration. This is a medical practice decision between the parent and their physician. The staff may advise a parent to consult with the physician to see if medication might be of assistance.
8. Very often medication prescribed for hyperactivity needs to have the dosage adjusted to improve behavior throughout the school day. Consequently, teachers should provide feedback information to parents on the effectiveness.

### **INDIANA STATEWIDE TEST FOR EDUCATIONAL PROGRESS (ISTEP+)**

The Indiana Statewide Test for Educational Progress (ISTEP) will be administered to students in grades three through ten. The test will primarily assess the achievement of students in the areas of language arts and math. The test will be administered in the spring of this school year.

### **EDUCATIONAL FIELD TRIPS**

Schools have the option of providing students educational field trips. These trips must be in compliance with existing State Department of Education Guidelines.

### **PTO ROOM PARTIES**

The number of room parties during the school year shall not exceed two. The PTO and school administrator will schedule the parties at their discretion.

### **ELEMENTARY SCHOOL RULES**

1. Students are encouraged to avoid behavior that interferes with their or other student's achievement or education goals. a. Students are expected to refrain from loud and unruly behavior in the hallways or on the school grounds. b. Students are expected to pass from room to room in an orderly manner and to arrive at their rooms at the appropriate time.
2. Loitering in the halls and restrooms is considered a waste of valuable time and should be avoided.
3. Possession of tobacco, alcohol, and controlled substances is a violation of School Board Policy.
4. Gambling of any kind is a violation of school rules.
5. Respect for school and private property is essential. This includes, but is not limited to, books, lockers, equipment, desks, chairs, etc.
6. Respect to fellow students, teachers, substitute teachers, and all other staff members is expected.
7. Help keep your school clean by using waste containers and picking up paper.
8. Gum and candy are permitted at P.T.O. parties and on other special occasions, but not on a daily basis.

### **PLAYGROUND RULES**

1. Play in designated areas only.
2. Use the playground equipment as it was designed to be used.
3. Help keep the playground clean.
4. Show fairness and consideration for others.
5. All students, unless they have valid excuses, are expected to participate in outdoor recess.
6. Throwing objects that may cause injury such as rocks, sticks, snowballs, etc. is a violation of school rules.

7. Fighting and rough play, such as tackle football, are violations of school rules.
8. Students can only leave the school property after securing permission from the teacher or under the supervision of the teacher.

### **LUNCH AND BREAKFAST PROGRAMS**

Each elementary school has a well-equipped kitchen and serves nutritious breakfasts and lunches daily. Nutritional analysis is available upon request. The cost of student lunches and breakfasts will be sent home the first day of school. Information concerning free and reduced price meals will be sent home the first day of school. Monthly menus will be provided for all students.

### **MEAL CHARGES**

#### **CAFETERIA -- MEALS, ACCOUNTS, CHARGES, AND COLLECTIONS**

The Warrick County School Corporation has an essential role in the lives of students by providing them with a foundation for healthy living and learning. The WCSC Food and Nutrition Department makes affordable, healthy, and nutritious breakfasts and lunches available. It is the responsibility of a student's parents to provide meals either by supplying food from home, by sending money to school so that the school may supply a meal, or by applying for meal assistance through the free and reduced meal programs. Therefore, the following rules apply:

ELEMENTARY SCHOOL STUDENTS may have an occasional need for assistance with their meal funds, also. Meal charges are strongly discouraged; but, managing money is a part of the learning process. Therefore, an elementary student may charge up to \$20.00 to his/her meal account. After the \$20.00 limit has been reached or after an account debt remains unpaid for 30 days, the student will receive an alternative meal consisting of a peanut butter sandwich (or cheese sandwich if a peanut allergy is on file), fruit, and milk at a cost of \$0.40, which will be added to the student's meal account. If the account debt exceeds \$20.00 or after an account debt remains unpaid for 30 days, the account will be turned over to the school corporation attorney for collection. *Ala carte* items (except milk) will not be sold to students with a negative account balance.

**COLLECTIONS:** The Food and Nutrition Department shall send two collection/warning letters home with a student before litigation is filed. After the account has been turned over to the attorney, payment arrangements and collections shall occur only through the attorney's office. When suit is filed, attorney fees shall be no less than \$200 per account. The Food and Nutrition Department is authorized to establish regulations consistent with this policy to implement and manage food services and collections.

### **FOOD ALLERGIES**

Any student with special dietary restrictions (i.e. peanut allergy, lactose intolerance, texture alteration, etc...) will need to provide the Cafeteria Manager with a doctor's order stating the required restrictions. A doctor's order must be given at the beginning of each school year and kept on file in both the kitchen and the nurse's office.

### **CAFETERIA RULES**

1. Students shall not be permitted to share food.
2. No throwing of food or other objects.
3. No loud or boisterous shouting.
4. No hitting or scuffling.
5. All students will be seated during the lunch period and must have permission from the adult on duty before leaving.

### **BUS STUDENTS**

School bus drivers are to have control of all children conveyed between the homes of the children, or pick up points, and the school building and return. The drivers shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge.

A written request must be sent by the parent of a child to ride a bus he normally does not ride. The request will be denied any child without a written request or if the bus is overcrowded. This request must be approved by the school principal and presented to the bus driver. School bus drivers should assure that the bus regulations are observed by all pupils.

## BUS RULES

All information about bus routes and drivers may be obtained from the school office. If your child rides the bus, these are the rules that must be followed.

1. The bus is an extension of the classroom. When on the bus, practice the good manners you display while at school and at home, when on the bus.
2. As a school bus rider, you should understand that the following rules have been developed with your safety in mind:
  - a. Follow the driver's direction the first time they are given.
  - b. Move very quickly to your seat.
  - c. Remain seated at all times while on the bus. Standing on the seats or putting your feet on the seats is prohibited.
  - d. Never lower the windows unless the driver gives permission. Never lower below midway line.
  - e. Keep head, hands, and feet inside bus and to yourself.
  - f. Never extend your arm, head, or any other body part out of the bus window.
  - g. Never throw objects from the bus.
  - h. Help the driver keep the bus clean by not eating or drinking on the bus.
  - i. No swearing, cursing, or loud talking.
  - j. No cell phones to be used on the bus.
  - k. No Laser pointers allowed on the bus.
  - l. Electronic games and headphones maybe used as long as they do not create a distraction or safety concern for other riders.
  - m. The bus driver is authorized to assign seats.
  - n. When you are required to take large science projects, musical instruments, or other things which take a great deal of space to school; attempt to have someone take you to school.
  - o. Animals, insects, reptiles, fowl, firearms, weapons, fireworks, glass containers or other dangerous or unsanitary objects will not be permitted on the bus.
  - p. Band instruments will be allowed on the bus, except a Baritone Saxophone or larger instrument as long as no students are displaced. Instruments must fit on lap or between legs and not block the drivers view or the bus aisle.
  - q. Your safety is very important to the bus driver. Help him/her by being respectful, courteous at all times. Excellent behavior on your part permits the driver to give full attention to driving safely.
  - r. Don't leave your seat until the bus has stopped moving.
  - s. Only authorized students are permitted on buses. Occasional student rider (girl scouts, babysitting, etc.) wanting to ride buses other than their assigned route **must** have written permission from their parent and signed by the school principal.
  - t. Leave the bus quickly. Help the small children down the steps when you can. DON'T PUSH.
  - u. Don't walk between buses. Leave the unloading area as quickly as possible.

## STUDENT DRESS CODE

The following regulations shall be used for implementation of the Student Dress Code policy:

1. The wearing of apparel that has on it any writing, printing, symbols, or pictures that is judged to be immoral, lewd, vulgar, or is suggestive and/or implies sex, drugs, alcohol, violence, or other subjects disruptive to the normal operation of the school, or which interfere with normal educational functions or school purposes, is prohibited.
2. Bare midriffs, halter tops, muscle shirts, and tank tops, or any other garments which unduly or suggestively expose the upper torso are prohibited, beginning with Grade Four through Grade Twelve.
3. All skirts and shorts shall approach the knee in length (mid-thigh or lower). Biker shorts are prohibited.
4. All students are required to wear footwear, such as boots, shoes, or sandals. Footwear which is unsafe, inhibits movement, creates a disturbance, or which is disruptive, either by appearance or sound, is prohibited.
5. The wearing of clothing which is torn in such a way as to cause disruptions to or distractions from the educational process, is prohibited.
6. Any extreme in clothing, hair, cosmetics, jewelry, or appearance that may disrupt normal operations of the school, or which interfere with normal educational functions or school purposes, is prohibited.
7. HATS/CAPS - Students are not permitted to wear hats/caps unless it is for a special occasion which has been approved by the school.
8. Any jewelry or other items are prohibited when worn in any pierced body part other than the ear.

Additional regulations may be added by school administrators if such regulations are deemed important to an orderly implementation of the policy. New proposed regulations shall be approved by the Superintendent of Schools and presented to the School Board prior to any such implementation.

A student whose dress and grooming does not conform to the above standards, or any subsequently approved standard(s), will be referred to the principal or his/her designee. Students will be informed by the principal, or his/her designee, as to what adjustments must be made in order to comply with approved standards.

Dress and/or grooming adjustments may be made immediately by the student in the presence of the principal or his/her designee. Or, if it is determined by the principal or his/her designee, a student may be sent home, with parent permission, for the purpose of complying with approved dress and/or grooming standards. Students who are sent home must return to school immediately with the problem corrected. Students shall not be sent home whenever a parent or guardian is away from the home.

If a student chooses not to remedy or correct a problem, his/her parent(s) or guardian will be contacted immediately to arrange a conference for the purpose of:

1. Building communication linkages between home and school regarding the student's behavior.
2. Developing an understanding of the issue by the parent(s) or guardian.
3. Encouraging and receiving parental or guardian support and commitment to correct the problem.
4. Outlining consequences for failure to correct the problem.

If the problem remains uncorrected, the student will be removed from the class, activity, or school until the student corrects the problem. The student will be subject to suspension and expulsion during this period of time.

Dress and grooming regulations will become incorporated in student handbooks and distributed directly to parents/guardian and students following approval by the Superintendent of Schools and presentation to the School Board.

#### **ADVERSE WEATHER PLANS**

Because the potential always exists for adverse weather conditions, the Warrick County School Corporation has adopted the following set of plans that may be used this school year.

PLAN A - School as usual.

PLAN B - No school in Warrick County.

PLAN C - All schools in Warrick County to start one hour later. (This plan could be used when we have early morning fog, sleet, or snow with temperatures hovering around the freezing point.) This plan would also allow much of the business traffic to be out of the way when driving conditions are not ideal and buses would only add to traffic congestion, if they traveled at their usual time.

PLAN D - Schools in Warrick County will be open with no buses running. (This plan could be used when extended periods of cold weather, coupled with heavy snow, keep secondary roads impractical for bus travel.)

PLAN E - Schools in Warrick County will be open with buses running on highways or main secondary roads. (With this plan, bus drivers would need to communicate with students as to where individual pick up points would be located.)

The plans listed above are different alternatives which could be used during bad weather periods; however, any decision about school closing will normally be made at approximately 6:00 A.M. the morning of the school day in question. When the decision is made, the Warrick County School Corporation will notify all local radio and television stations, and they, in turn, will relay the message to parents and students.

PARENTS AND STUDENTS ARE ASKED NOT TO CALL THE SUPERINTENDENT'S OFFICE, AS THE TELEPHONES MUST BE KEPT OPEN. **REMEMBER: If there is no announcement, school will be held as usual.**

#### **EARLY DISMISSALS**

Because of weather conditions, heating failure, power failure, or water failure, it may become necessary to dismiss school early. Notification of early dismissal will be made on the same radio and TV stations listed under Adverse Weather Plans in this handbook. **All children should be instructed in advance by their parents as to where they are to go.** If the schools are not notified otherwise, all children will be sent home. In addition to early dismissal, possible conditions might arise that make it necessary to keep pupils at school past normal dismissal time for their safety.

## **HEALTH /FAMILY LIFE EDUCATION**

An approved curriculum for Family Life Education is presented to students as a part of the regular health education classes. Before teaching the Family Life Education Curriculum in grades 4 through 12, teachers must have parental consent forms properly completed. Teachers will have an appropriate alternative program for those students choosing not to participate. The alternate programs will not exceed the amount of work required by teaching students in the regular classroom. Parents may wish to discuss this program with the teacher and/or principal before agreeing to student participation. **The parent response form is attached to this Handbook.**

## **ATHLETIC ELIGIBILITY/PARTICIPATION**

Students participating in any type of elementary athletic program/extracurricular activity will be declared ineligible to participate if the student receives an "F" in any subject area or "U" in conduct on his/her midterm or nine week report card. Either the midterm or nine week report card will be utilized to re-gaining eligibility (must receive passing grades) to participate in elementary athletics/extracurricular activities.

Participation/Age Limits - Students may only participate in an elementary sport one time at any one grade level. No student may participate in an elementary school sport at the age of fourteen. Students become ineligible on their fourteenth birthday.

## **FIRE DRILLS AND EMERGENCY DRILLS**

All schools will conduct one fire drill each month. All schools will conduct a minimum of two disaster drills each semester.

## **HOMEWORK**

The School Corporation believes that the effective use of homework can extend productive learning experiences beyond the school day. Homework is only one part of the teaching/learning process. Homework is seen as giving the students the opportunity to extend their classroom learning and to practice skills while developing self-discipline and study habits that will benefit them in school as well as in careers at the completion of school.

The responsibility for the success of the homework policy is shared equally among administrators, teachers, parents, and students.

We believe homework should give students the opportunity to accept the responsibility of participating in their learning process.

The School Corporation supports the practice of assigning reasonable homework as a necessary part of the learning process and as a legitimate demand on the non-class time of the student.

Homework is a flexible and individual instructional responsibility of the instructional staff of the school corporation. Because of the individual differences and needs of students, the school corporation does not require or expect all students to experience the same kind of homework in connection with classroom instruction.

Basic guidelines regarding homework suggest that homework have a purpose, that understanding precede the homework, that homework be checked, and that such homework enrich and extend learning experiences.

Homework should be reserved primarily for either the reinforcement of those skills which have already been introduced to the student or projects, which are extensions of classroom work and should reflect individual pupil needs.

### **Homework Definition**

Homework is properly defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

### **Goals To Be Accomplished Through Homework**

1. To reinforce learning through the practice, application, integration, extension, and/or preparation of knowledge and skills.
2. To develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner.
3. To stimulate originality and creativity.
4. To enrich school experiences and encourage a carry over into leisure and career-centered interests.

## **Purposes For Homework**

1. Provides essential practice in needed skills.
2. Trains pupils in good work habits.
3. Affords opportunities for increasing self-direction.
4. Enriches and extends school experience.
5. Helps students to budget time.
6. Brings pupils into contact with out-of-school learning resources.
7. Promotes growth in responsibility.

### **The following criteria help teachers to keep homework activities in line with our homework purposes:**

1. Does the homework serve a valid purpose?
2. Is it within the capabilities of the pupils?
3. Has the class been motivated for the work?
4. Does the assignment grow out of school experience?
5. Are pupils entirely clear about what they are to do?
6. Can most pupils do the work without the assistance of parents or others?
7. Does the assignment minimize the temptation merely to copy information?
8. Can the homework be evaluated fairly and/or used in the daily program?

### **The amount of homework assigned should vary with the grade, age, the needs of the child, and the class. The following guidelines are provided:**

#### **Primary Grades**

Homework is assigned to meet individual students' needs. Thirty (30) minutes per day should be sufficient for children in the primary grades. Homework should not be assigned every day, however, it may be assigned on weekends. Appropriate homework assignments include work missed due to absence, individual assignments, and special projects.

#### **Intermediate Grades**

Homework is assigned in language arts/reading and mathematics on a regular basis. In addition, special projects are suitable homework assignments. Homework may be assigned daily and on weekends. One (1) hour of homework per day should be sufficient for children in the intermediate grades, assuming they have efficiently used their class time at school. Homework should be consistent with course objectives and may include practice drills for review and reinforcement as well as extension activities.

#### **Absences**

When requested, makeup work will be sent home for students. Absent students are expected to do the work and follow the time frame specified by the teacher for completion of the work. If the specified schedule can't be followed, parents should notify the teachers. **Students will be given one day for each day's absence to complete work missed when absent.** For example: a student who has three consecutive days of excused absences [upon return to school] will have three days in which to complete the missed work.

#### **Elementary Absences**

When a student is absent from school for any reason, assignments missed during that absence are expected to be completed. Parents are encouraged to contact the office by 9:00 A.M. to make arrangements to have their child's homework picked up in the office between 2:45 and 3:20 P.M. per individual school dismissal time unless special arrangements are made.

## **Role of the Parent**

Cooperation by parents is a necessary factor in meaningful homework experiences.

Parents, you can encourage your children by showing interest and exhibiting helpful attitudes toward homework. You can do the following:

1. Provide a quiet, well-lighted place for your child to study.

2. Establish a regular "homework time" in the home and have a special place free from excessive noise and other distractions where your child can work.
3. Encourage and support your child's efforts.
4. Before going to the principal, superintendent, or the school board, please communicate with the teacher whenever your child has consistent difficulty with homework assignments.
5. Encourage your child to seek help and ask questions of the teacher when in doubt about an assignment.
6. Help students organize adequate time for homework completion (time frame).
7. Familiarize your child with the resource materials available at the library.
8. Allow ample uninterrupted time to look over your child's homework.

### **Role of the Student**

In the early grades, the effectiveness of homework assignments depends largely on the concern each student's parents and teachers show for his/her welfare. As the student matures, however, his/her success with homework becomes progressively more dependent on his/her own efforts. The students, with guidance from teachers and parents, should continue to develop responsibility for bridging the gap of communication between home and school. Each student has the responsibility to develop good work and study habits. Students, you should do the following:

1. Clarify with the teacher any questions pertaining to the instructions before leaving class (i.e., its purpose, when it is due, and how it should be done.)
2. Take home any materials and information needed to complete the assignment.
3. Learn to budget your time.
4. Analyze your study habits and take advantage of available study aids.
5. With the aid of your parents,
  - a. Set aside a special time in which to do the assignment.
  - b. Find a workplace free from excessive noise and other distractions in which to work.
  - c. Organize your time so assignments can be completed in a reasonable length of time.
  - d. Check carefully the completed assignment.
6. When absent from school for any reason, complete missed assignments.
7. Return all work completed to the teacher by the date requested.

### **STUDENT GRADING SYSTEM**

The **Policy** concerning the student grading system states that "one of the most important requirements of a good grading system is that the grades indicate as accurately as possible the extent to which students have mastered the subject matter being taught. A corporation-wide systematic approach to deriving the most accurate objective grading possible will be implemented to assure uniformity." The following information is a digest of the printed **Policy**. **For clarification and interpretation consult the printed Policy.**

1. **STUDENT EVALUATION** may include performance on teacher made tests, quizzes, textbook prepared tests, homework, assignments, oral and written projects, and class participation. Other factors considered in student evaluation could be, but might not be limited to, following directions, correct spelling, neatness, promptness, effort, and work habits.
2. **ATTENDANCE AND BEHAVIOR** are not to be considered as factors in grading unless it involves suspension or expulsion, which by corporation policy denies inclusion of make-up work.
3. **GRADE DEFINITION:**
  - A - Excellent - High level of understanding and/or mastery of skills in course content.
  - B - Good - Good level of understanding and/or mastery of skills in course content.
  - C - Satisfactory - Acceptable level of understanding and/or mastery of skills in course content.
  - D - Poor - Minimum level of understanding and/or mastery of course content.
  - F - Failure - (No Credit Earned) Unacceptable level of understanding and/or mastery of skills in course content.
4. Teachers have "a certain amount of freedom" in evaluating student progress among different disciplines, ability groups, and grade levels.
5. Students and parents are to be informed in advance, in writing, concerning the grading scales to be used in each class.

6. **SUGGESTED GRADING SCALE:**

- 95 - 100 = A
- 88 - 94 = B
- 78 - 87 = C
- 70 - 77 = D
- Below 70 = F

7. Teachers may assign letter grades or numerical points to each factor used to evaluate student progress. These evaluations may be averaged to determine the report card grade. Middle school and senior high school teachers may assign semester grades based on accumulated points.
8. Parents of students whose work is likely to result in a failing grade should be notified in writing as soon as possible.
9. **REPORT CARDS** will be issued every nine weeks.

**PROMOTION AND RETENTION GUIDELINES:** The promotion or retention of students should be based on what is best for each student within laws, regulations, and policies. Consideration should be given to the student's current level of achievement and the potential for successful work at the next grade level. Guidelines for grading and promotion shall emphasize the attainment of passing grades in each subject or course of study. The Warrick County School Corporation's Curriculum Guides define the goals and objectives for each student. In order for a student to receive a passing grade in any subject area, the student must demonstrate successful completion of minimum standards. Decisions on remediation, retention, or promotion may include but not be limited to the following:

**1. Testing**

- a. Indiana Statewide Testing for Educational Progress (ISTEP+) program at grades designated by the Department of Education.
- b. Available standardized achievement test data.
- c. Other evaluation instruments.

**2. Student Work**

- a. Teacher assignments, oral reports, homework, and class participation.
- b. Exhibits, such as art work, a model, or similar items.
- c. Demonstration skills, such as science, industrial arts, home economics, and physical education.
- d. Performance skills, such as a dramatic or musical recital.

Students in grades kindergarten through eight are either promoted or retained in grade levels each year. Students in grades nine through twelve earn promotion through the accumulation of credits for that particular grade level. Special Education students are promoted on the basis of standards set forth in the student's Individualized Education Program (IEP). Retention of language minority students shall not be based solely upon English Proficiency as per Indiana Code. The following standards will be the basis upon which promotion/retention decisions are to be made in all Warrick County School Corporation Schools for each grade level as set forth below:

**A. ACADEMIC:**

- 1. **Kindergarten** - The student must successfully meet the minimum standards in language arts and mathematics identified in the kindergarten curriculum to be promoted to grade 1.
- 2. **Grades 1-8** - The student must successfully meet the minimum standards in the subject areas as set forth in the curriculum to be promoted to the next grade.

**B. ATTENDANCE:** Any provision in the Warrick County School Corporation attendance policy, which impacts promotion/retention must be followed when reaching a final decision on a student's grade placement.

**C. ISTEP+:** INDIANA STATE TEST FOR EDUCATIONAL PROGRESS PLUS rules and standards will be followed.

**DECISION MAKING PROCEDURE**

- 1. **Notification of Parent:** Parents of students being considered for retention shall be notified of the intent and the following procedures and appeals process.

2. **PROCEDURE:** If, after the first semester and before February 15th, the teacher(s) and/or counselor believe that retention should be considered, the following steps shall be taken:
  - a. The teacher(s) will complete the referral form and confer with the principal.
  - b. The principal will inform the parents by mail of the possibility of retention. The teacher will schedule a conference at that time to discuss remediation and/or the possibility of retention. If the parent does not respond to the initial letter, the principal will send a second letter.
  - c. During the conference, page 2 of the referral form will be completed and signed.
  - d. Exceptions of the February 15<sup>th</sup>, deadline should be carefully considered, but available to the principal.
3. **Procedure for Decision To Retain An Elementary School Student:** If, near the end of the school year, the teacher believes that retention is in the best interest of the child; the following steps will be taken:
  - a. The teacher will schedule a conference with the appropriate school personnel and the parents to confirm the proposed retention.
  - b. If the teacher, counselor, and principal agree that retention should occur, the final disposition form will be completed and signed.
  - c. Retention will occur upon recommendation of the teacher, with the approval of the principal. A parent consultation will be held and parent's opinion will be considered before the final decision is made.

### **DISCIPLINE GUIDELINES**

The Warrick County Board of School Trustees believes that discipline is a required condition for educating, teaching, and learning. This means that students, parents, teachers, and administrators -- the human components of every school -- must share the responsibility to ensure that discipline pervades the entire school environment.

### **STUDENT DISCIPLINE MEASURES -- ELEMENTARY**

- A. While positive reinforcement for good student behavior is encouraged and rewarded, consequences (see Policy 4060-R-5) will be implemented when students choose to engage in disruptive behavior leading to misconduct. Consequences will be imposed for student misconduct which occur during school hours, at any school sponsored or related activity and/or while traveling to and from school.
- B. All student disciplinary incidents shall be supported by written documentation.
- C. Unless otherwise stated, all student suspensions will be served out of school.
- D. All student suspensions and expulsion procedures shall be governed by the provisions set forth under the Indiana Code.
- E. The list of consequences - Elementary on Page 4060-R-5 is not intended to be an all-inclusive list. Schools reserve the right to address any other forms of misconduct not listed on the following page and to apply any reasonable penalty in response to such misconduct.
- F. Teachers and principals may select and administer a consequence for student misconduct at any Suggested Disciplinary Level (A, B, C, or D on Page 4060-R-5) at their discretion.
- G. All elementary teachers, elementary principals, and their designees, have the responsibility and authority to implement student discipline measures, including consequences, explicitly stated in School Board Policy 4060 and accompanying Regulations 4060-R. All elementary teachers, elementary principals, and their designees also have authority to implement consequences not listed in 4060-R, provided that such consequences are approved by an appropriate elementary building principal prior to implementation.

**MISCONDUCT AND CONSEQUENCES -- ELEMENTARY\***

MISCONDUCT	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
1. Negligence resulting in destruction of property	Warning & Restitution	A and Restitution	B and Restitution	C,D and Restitution
2. Dress Code	Warning & Change	A and Change	B and Change	C,D
3. Failure to follow classroom rules	Warning	A	B	C,D
4. Inappropriate behavior in classroom, cafeteria, hallways, playground	Warning	A	B	C,D
5. Possession/use of tobacco products, matches & lighters	B,C	D	D+	
6. Truancy	B,C	C,D	D	
7. Obscene or profane behavior/language	B,C	C,D	D	D
8. Theft	B,C	C,D	D	D+
9. Fighting/harassment	B,C+	C,D+	D+	
10. Insubordination	B,C	C,D	D	D
11. Vandalism – intentional	B,C	C,D	D	D+
12. Possession/use of drug paraphernalia	D+	E+		
13. Possession/use of alcohol & other drugs	E+			
14. Possession/use of weapons	E+			
15. Possession/use of a gun or firearm <u>Gun Free Schools Act 1994</u>	Expulsion 1 year			
16. Physical or verbal attack on staff member	D,E+	E+		
17. Threatening or intimidating Acts/ Bullying/Hazing	B,C+	C,D+	D+	D+, E

**Bullying/Harassment**

Code 20-33-8-0.2 (2005) defines bullying as overt, repeated acts or gestures, including: verbal or written communications, physical acts committed and any other behaviors committed by a student or group of students with the intent to harass, ridicule, humiliate, intimidate or harm the other student.

### **Suggested Disciplinary Levels and Consequences**

- |   |  |
|---|--|
| <p>A - School work (extra)</p> <ul style="list-style-type: none"><li>- Student-teacher contract</li><li>- Write narrative concerning misconduct requiring parent signature</li><li>- Loss of privileges</li></ul>   | <p>B - Time out in another classroom</p> <ul style="list-style-type: none"><li>- Phoning parents at work or home</li><li>- Classroom timeout or isolation</li><li>- Counseling with Home School Advisor</li><li>- Student conference with teacher</li></ul>                                |
| <p>C - Send to principal</p> <ul style="list-style-type: none"><li>- Parent conference with teacher and/or principal</li><li>- Parent attends school with child (all day)</li><li>- Cooperative home/school plan for improved behavior</li><li>- In-school suspension</li></ul> | <p>D - Suspension in/out of school</p> <ul style="list-style-type: none"><li>- Contact Director of Student/Support Services</li><li>- Saturday School</li><li>- Corporal Punishment</li><li>+ Contact juvenile authorities and/or law enforcement officials</li></ul> <p>E - Expulsion</p> |

### **CORPORAL PUNISHMENT**

Corporal punishment is a penalty for misbehavior and may be administered by authorized school personnel, unless an individual parent or guardian files a written statement (School Corporation Form) with a school principal requesting that corporal punishment not be administered to his/her child or children. The filing of such a statement by a parent or guardian may result in a one to five day suspension in or out of school for a disruptive child or children in lieu of corporal punishment.

If corporal punishment becomes imperative as a "last resort" consequence for disruptive behavior, except in cases where a parent or guardian has filed a written statement with a building principal requesting that corporal punishment not be administered to their child, the parent or guardian will first be notified verbally prior to administering such punishment. Written notification will later be mailed to the parent or guardian. Corporal punishment is permitted in elementary only.

### **SATURDAY SCHOOL -- GRADES 5-12**

Any students in grades 5-12 who commit a suspendable offense during the regular school program may be offered attendance at Saturday School as an alternative to suspension from school. A student may not be assigned to Saturday School for more than two (2) incidents of suspendable offenses in any school year without the approval of the Superintendent. One (1) day suspension or any part thereof equals one (1) Saturday Session. Transportation must be provided by parents/guardians. School buses are not available. Students are expected to provide their own study materials and may have available a specific written work program approved by their principal. Saturday School is staffed by faculty members who expect student productivity during each Saturday session. Notification of a Saturday School assignment is to be sent to the parent/guardian and the superintendent. An incident of student behavior resulting in a choice of Saturday School as a consequence will be counted as a suspendable offense in progressive discipline consequences, including driver's license eligibility.

### **SUSPENSION (20-33-8)**

A principal or designee may suspend or expel a student for misconduct, substantial disobedience, unlawful activity that may be considered an interference with school purposes and education function; or the student's removal is necessary to restore order or protect persons on school property. Such unlawful or inappropriate activity may include weekends, holidays, school breaks, and summer vacation.

A superintendent or superintendent's designee may continue suspension of a student until the time of the expulsion decision if it is determined that the student's continued suspension will substantially reduce the risk of interference of educational purposes or injury.

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 (10) consecutive school days.

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, a summary of the evidence against the student will be presented; and
  - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of this 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 parent or guardian of a 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**

In the event the principal feels it is necessary to request the expulsion (or exclusion) of a student the procedure described in I.C. 20-33-8 will be followed. Any student or parent wishing to review this process may request a copy.

## **LOCKERS, SEARCHES, AND SEIZURES**

All lockers are the private property of the school corporation. A student using a locker is presumed to have no expectation of privacy in that locker or its contents. The principal, or other member of the administrative staff of a school designated in writing by the principal, may search such a locker and its contents at any time. Other than a general search of lockers of all students, any search conducted, shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search. A law enforcement agency having jurisdiction over the geographic area in which the school is located may, at the request of the school principal, assist the school administrators in searching such a locker and its contents. Only the locks provided by the school shall be used. Any unauthorized lock may be removed and destroyed at any time without notice.

### **Search of the Person**

The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal or another member of the administrative staff has reasonable cause for a search of that student. Searches of the person of the student shall be limited to:

1. Searches of the pockets of the student.
2. Any object in the possession of the student, such as a purse or briefcase, and
3. A "pat-down" of the exterior of the student's clothing.

Searches of the person of a student which require removal of clothing, other than a coat or jacket or sweater, may be referred to a law enforcement officer after contacting parents.

### **Reasonable Cause**

As used in this section "reasonable cause" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the student handbook; or
2. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person; or
3. Evidence of an interference with school purposes.

Anything found in the course of the search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, or anything which because of its presence presents an immediate danger of physical harm or illness to any person, or evidence of an interference with school purposes, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding;
2. Returned to the parent or guardian of the student from whom it was seized;
3. Destroyed if it has no significant value; or
4. Turned over to any law enforcement officer.

The principal, or member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to search any area of the school premises, any student, or any motor vehicle on school premises, or to identify or dispose of anything found in the course of the search conducted in accordance with this section.

## **GANG-LIKE BEHAVIOR**

In a continuing effort to provide a safe and orderly environment for our students and toward the goal of keeping our schools free from the harmful influence of any groups or gangs which advocate and/or provoke dangerous, disruptive, violent and/or intimidating behavior, the Warrick County School Corporation has implemented the following guidelines.

A gang is any identifiable group of people who:

1. Are perceived as a distinct group by the principal,
2. Are perceived by the students, parents and/or staff of the school as interfering with normal school activities by participating in dangerous, disruptive, violent, and/or intimidating acts of behavior,
3. Are involved in the commission of disruptive, violent and/or intimidating acts of behavior.

## **SPECIAL EDUCATION**

All Special Education services provided in the Warrick County School Corporation are under the direction of Tad Powless, Director of Special Education.

Eligibility for special education services is determined by individual student evaluation and the Case Conference Committee procedures in accordance with state and federal regulations. Special education services are provided to students with learning disabilities, mild, moderate, or severe cognitive disabilities. Students with emotional disabilities, vision impairments, and hearing impairments, also receive services. In addition, speech and language services are provided at each school. Related services such as behavior management, occupational therapy, physical therapy, interpreting, job coaching, and special transportation are provided for students with disabilities.

## **FIREWORKS**

The act of possession, using or threatening to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury will result in disciplinary consequences which may result in expulsion from school.

## **DIRECTORY INFORMATION**

Schools in Warrick County by the authority of School Board Policy may release certain "directory information" about students which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student's name, address, parents' names and their home and work telephone numbers, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description, (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information, without consent to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations and state or local governmental agencies.

A student's likeness, work, or other information may be reproduced and distributed to other media. If you do not want your student's likeness or work reproduced and distributed, please complete a "Denial of Permission to Release Media Information and Directory Information Without Prior or Written Consent" form at the school.

## **STUDENT ADMISSION-TRANSFER FROM OUTSIDE OF CORPORATION**

Requests by parents, guardians, or custodians of Indiana students who do not reside in the Warrick County School Corporation but wish to enroll their child in the school corporation will be considered if:

1. The non-resident enrollment is primarily for educational reasons;
2. The non-resident student is in good standing in his/her resident school corporation;
3. The parents, guardians, or custodians agree to provide transportation to and from the school;
4. The parents, guardians, or custodians agree to pay the transfer tuition at the time of enrollment or as established by the Superintendent.

### **The decision on the request will be based upon:**

1. The student's attendance and academic record at previous schools;
2. The student's disciplinary record at previous schools;
3. Class sizes of the grade level and school in which the student is enrolling;
4. Whether the enrollment places an undue burden on the Warrick County School Corporation.

Students transferring to the Warrick County School Corporation from other school systems shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The Warrick County School Corporation reserves the right to change or modify such placements on the basis of further information, testing, student performance, or investigation. The Superintendent has the discretion to grant or deny all transfer requests.

## **INTRA-CORPORATION TRANSFERS**

Schools throughout the Warrick County School Corporation have been established in order to serve the needs of those children living within certain geographic and community areas. Boundary lines have been established by the local school board to insure that enrollment levels continue to conform to the limits for which the various buildings were designed. Therefore, the Warrick County School Corporation operates within defined school district areas and is not a free choice system. A student is to attend the school in the district in which his/her parents, legal guardians, or other adult custodians have legal settlement.

Circumstances may develop for families when it is better for a child to attend school in a different school within the corporation. Due to the wide range of circumstances which can develop, the foregoing policy has been established.

Consideration for transfer will be given when any of the following reasons are addressed:

1. **CHILD CARE** - The available child care provider lives within another school boundary. The child care provider must submit to the Office of Student/Support Services a written affidavit which indicates their employment/position as such.
2. **MOVING/BUILDING** - A residence change is expected to be made to a new school district in a reasonable time, such as the impending purchase of a different home or the completion of a new residence. Parents will be required to complete a 30-day conditional enrollment form in such cases, which will be subject to review at the end of the conditional period.
3. **MEDICAL** - Parents provide documentation from a physician, psychologist or psychiatrist indicating that it is in the student's best interest to attend a different school.

Personal preference of the student or parent is not an acceptable reason for transfer to, nor continuation of, attendance in a school outside the home school district.

## **COMPUTER USAGE**

Computers are provided throughout the school for academic purposes. Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting that educational purpose. Any addition or modification of computer programs and operation systems is prohibited. The making of illegal copies or destroying programs is also prohibited. Any inappropriate use of computers in the school setting will be considered to be acts of vandalism.

The use of the Internet is a privilege, not a right, and unacceptable use may result in, but not be limited to, the following:

1. Cancellation of user privileges.
2. Involvement of law enforcement agencies.
3. Restitution for any damages.
4. Additional disciplinary action consistent with existing school corporation policies.

## **INTERNET/ELECTRONIC SERVICES GUIDELINES**

The following regulations shall be used for use of the Internet/Electronic Services:

1. Internet Access requires a corporation-approved account.
2. Student Access also requires permission of, and supervision by a teacher, administrator or other personnel designated by the building principal.

### **Acceptable Use**

The responsible user may use the Internet or electronic services for the following:

1. Researching or assigned classroom projects.
2. Sending electronic mail (E-mail) to other users.
3. Participating in any staff/teacher directed or educational activity.

Note: Unsolicited on-line contact should be ignored/not accessed. However, harassing, obscene, and otherwise inappropriate contact should be reported immediately to the adult in charge.

### **Unacceptable Use**

The responsible user may **NOT** use the Internet or electronic services for, but not limited to, the following:

1. Sending, displaying, downloading or uploading offensive messages, text, pictures, videos and/or viruses.
2. Transmitting obscene, abusive, violent, or sexually explicit language.
3. Harassing, insulting, or attacking others.
4. Damaging computers, computer systems, or computer networks.
5. Violating local, state or federal laws, including copyright laws.
6. Revealing personal addresses or phone numbers.
7. Using another person's account or password.
8. Trespassing in another user's folder, work, and/or files.
9. Wasting limited resources.
10. Using the network for commercial purposes.
11. Use not in the best interest of students, Warrick County School Corporation, or use that is deemed disruptive to the educational process as determined by the principal or principal's designee.

WARRICK COUNTY SCHOOL CORPORATION  
300 EAST GUM STREET  
P.O. BOX 809  
BOONVILLE, IN 47601

Dear Parents:

In case of a medical emergency, it is helpful to have on file a record of your child's medical problems or special needs.

We would like information about such problems as asthma, allergies, diabetes, seizures, heart condition, and name(s) of medication your child is taking. **ALL RECORDS ARE KEPT STRICTLY CONFIDENTIAL.**

Please fill out the form below (indicate "none" if there are no problems) if your child has a condition that we need to be aware of and **return to your child's teacher as soon as possible.**

Thank you,

Your School Nurse

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**RETURN TO YOUR SCHOOL NURSE**

TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

MEDICAL PROBLEM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IS YOUR CHILD ON MEDICATION? YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO, GIVE MEDICATION NAME: \_\_\_\_\_

WHEN IS MEDICATION GIVEN: \_\_\_\_\_

OTHER PERTINENT INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**AUTHORIZATION FOR ADMINISTERING MEDICATION BY SCHOOL PERSONNEL**

I hereby authorize school personnel to administer as indicated:  
 Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_  
 Rx number \_\_\_\_\_ Pharmacy \_\_\_\_\_  
 Name of medication \_\_\_\_\_ Dosage \_\_\_\_\_  
 Directions \_\_\_\_\_  
 Time to be given at school \_\_\_\_\_ Doctor \_\_\_\_\_  
 Hours when medication is given at home \_\_\_\_\_  
 I understand that my signature attached, herewith, relieves the school personnel of any and all liability related to the administration of the prescribed medication.  
 Date \_\_\_\_\_ Signature of Parent / Guardian \_\_\_\_\_  
 Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Cell # \_\_\_\_\_

WARRICK COUNTY SCHOOL CORP. 2012-13 4220-E		
Persons Administering Medication:		
Signature	Title	Initials

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Aug.											X	X						X	X						X	X						
Sept.	X	X	X					X	X						X	X						X	X						X	X	X	
Oct.						X	X						X	X					X	X	X	X					X	X				
Nov.			X	X						X	X						X	X				X	X	X	X						X	
Dec.	X	X						X	X						X	X						X	X	X	X	X	X	X	X	X	X	
Jan.	X				X	X						X	X						X	X						X	X					
Feb.		X	X						X	X						X	X						X	X						X	X	X
Mar.		X	X						X	X						X	X						X	X	X	X	X	X	X	X	X	X
Apr.						X	X						X	X						X	X						X	X				X
May				X	X						X	X						X	X					X	X	X	X	X	X	X	X	X

A = Absent X = No School

0 = Not Given—comment on back

FORM 4220-E / Administration of Medication



**WARRICK COUNTY SCHOOL CORPORATION**

**STUDENT DISCIPLINE PROGRAM**

**ACKNOWLEDGMENT OF RECEIPT & REVIEW**

I have received a copy of the *Warrick County School Corporation Student Handbook* including the Discipline Policy and have reviewed its contents.

_____	_____
<b>Student's Signature</b>	<b>Parent's Signature</b>
<b>School</b> _____	<b>Grade</b> _____
<b>Date</b> _____	<b>Date</b> _____

Student Handbooks are reviewed and revised annually. Student and parent comments are important and will be used to help improve handbooks printed in the future. Please present any corrections or comments that might help in this process. Use the space below and on the back of this form to make comments.

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The students and parents are directed to review the School Corporation's policies on the Right to Inspect Instructional Materials, Disclosure of Student Lists, and Student Submission to Surveys.

**PLEASE SIGN AND RETURN THIS FORM TO THE OFFICE OF THE PRINCIPAL**

**Students in Grades 4-6 should also return the completed Health/Family Life Form on the next page.**

WARRICK COUNTY SCHOOL CORPORATION

**HEALTH/FAMILY LIFE EDUCATION: PARTICIPATION RESPONSE FORM FOR GRADES 4-6**

An approved curriculum for *Family Life Education* is presented to students as a part of the regular health education classes. Before teaching the *Family Life Education* Curriculum in grades 4 through 12, teachers must have parental consent forms properly completed. Teachers will have an appropriate alternative program for those students choosing not to participate. The alternate programs will not exceed the amount of work required by teaching students in the regular classroom. Parents may wish to discuss this program with the teacher and/or principal before agreeing to student participation. Please complete the form below to indicate your choice regarding your child's participation in the Family Life Education curriculum.

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As a teacher for your child, I would like to share with you the decision-making process relative to the Warrick County School Board Policy by including a unit on *Family Life Education*.

The purpose of this class is not to infringe upon the rights and responsibilities of the parent to instruct the child. But rather, we feel this class can be used as an excellent resource to open discussion in the home as well as the improvement of personal and social relationships with their parents and peers.

We feel that you, the parents, should be allowed the right to approve or disapprove of any such education for your child. If you choose not to allow your child to participate, a suitable alternative would be structured with no penalty to your child.

If at any time you would like to preview the material, please contact the school office for an appointment.

_____	<b>4 5 6</b>
<b>STUDENT'S NAME</b>	GRADE (Circle)
_____	_____
<b>SCHOOL</b>	<b>TEACHER</b>

\_\_\_\_\_ My child **can** participate in the approved *Family Life Education* Curriculum program.

\_\_\_\_\_ My child **cannot** participate in the approved *Family Life Education* Curriculum program.

_____	_____
<b>PARENT'S SIGNATURE</b>	<b>DATE</b>

## **PESTICIDE APPLICATION**

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

The corporation will:

1. Inform, annually, parents and staff members of the corporation's pest control policy at the time of student registration (beginning of the school year or semester) by separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Inform all staff members in advance by an announcement and a posted notice.
4. Establish a registry of parents who want to receive advance notice of all pesticide use and provide such notice.
5. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
6. Provide notice of all pesticide applications to school nurses.
7. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two (school) days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.

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

## ***FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Parents and eligible students may request that the school not disclose directory information.

A student's likeness, work, or other information may be reproduced and distributed to other media. If you do not want your student's likeness or work reproduced and distributed, please complete a "Denial of Permission to Release Media Information and Directory Information Without Prior or Written Consent" form at the school.

## **STUDENT WELLNESS**

The Warrick County Board of School Trustees supports increased emphasis on nutrition as well as physical activity at all levels to enhance the well-being of the school corporation's students. Therefore, it is the policy of the Board to:

- Promote student wellness through health, nutrition, and physical education;
- Provide students access to nutritious foods and beverages;
- Provide opportunities for physical activity and developmentally appropriate exercise;
- Require that all reimbursable meals served by the school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture;
- Require that all policy and regulations adhere to Indiana Code; and
- Encourage school affiliated organizations to offer healthy alternatives during all school sponsored events and celebrations.

The Superintendent or designee shall share the responsibility for ensuring that the provisions of this policy and its regulations are met.

**ALL WARRICK COUNTY PROPERTIES ARE TOBACCO FREE.**