**Owensville Community School**

**Student Handbook**

**2012-2013**

**This Agenda Belongs To:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Homeroom Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeroom #\_\_\_\_\_\_\_\_\_**

**Owensville Community School**

**Board of School Trustees Administrative Staff**

Mr. David Lewis, President Superintendent ………….. Dr. Stacey Humbaugh

Mrs. Liz Hirsch, Vice President Assistant Superintendent....Mr. Tim Armstrong

Mr. Steve Gruszewski, Secretary Principal…………………..Mr. Mike Woods

Mrs. Janet McBee Guidance Counselor……...Mrs. Carla Jochim

Mr. Larry Johnson Technology Coordinator….Mr. Mark Parker

Mr. Michael Bengert

Mr. Timothy Nurrenbern

## Phone Numbers

 Owensville Community School……….….812-724-3705 or 812-729-7428

FAX Number……………………………………..………….812-724-4201

School Corporation Office…………………………………..812-753-4230

Corporation FAX…………………………………………….812-753-4081

**E-mail Address**

Mr. Woods e-mail address……....……….. mike.woods@sgibson.k12.in.us

## Websites

South Gibson School Corporation …..……………….………… [www.sgibson.k12.in.us](http://www.sgibson.k12.in.us)

 Owensville Community School Website……[www.sgibson.k12.in.us/OCS/ocs\_index.htm](http://www.sgibson.k12.in.us/OCS/ocs_index.htm)

 **School Closing**

In cases of bad weather etc., all school closings will be announced on WRAY Radio (FM 98.1 – Princeton)

## Grading Scale

|  |  |  |
| --- | --- | --- |
| 97—100=A**+** |  | 77—79=C+ |
| 93—96=A |  | 73—76=C |
| 90—92=A- |  | 70—72=C- |
| 87—89=B+ |  | 67—69=D+ |
| 83—86=B |  | 63—66=D |
| 80—82=B- |  | 60—62=D- |
|  |  | 59 and Below=F |

The South Gibson School Corporation is on four 9 week grading periods for the school.

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**SCHOOL PLANNER (GRADES K-8)**

In an effort to keep everyone informed and to insure items sent home from school, we will use the school planner for important communication from school. Report cards will be sent home in their planner. Students will receive a planner the first week of school.

Please take a few minutes to look at the contents of the planner. It is only through your help that we continue to vital two way communication which is so important to your child’s education. If a student loses their planner they will be charged $4.50 to replace it.

**We would like to stress to parents to please read the rules and information in the folder/planner and discuss them with your child. You will find a great amount of information not given to you at pre-enrollment.**

**Welcome To Owensville Community School**

 Owensville Community School is the product of consolidation of Wabash and Montgomery Township. The attendance center for the elementary children of these two townships is located in Owensville. There are 25 regular teachers, one principal, and special teachers in Remedial Reading, Speech and Hearing, Learning Disabilities, and Library aide. In addition, the school employs a school secretary-treasurer, a clerk, and three custodians. The cafeteria is composed of a Head Cook and full-time co-workers. The children are transported to school under the direction of nine school bus drivers. The health services are directed by the school nurse.

 The Owensville Community School has sub-units of school within: Lower Elementary (K-2), Upper Elementary (3-5), and Middle School (6-8). The curriculum is enhanced with Music, Art, Physical Education, ITE, and FACS. Special Services provide additional assistance to children experiencing difficulty in the areas of Speech and Hearing, Learning Disabilities, and Remedial Reading.

**NOTE FROM THE PRINCIPAL**

 Attending Owensville Community School will be one of the memorable events in your life. We sincerely hope that each of you will find it to be an exciting, profitable, and enjoyable experience.

 The faculty and I hope that you will accept the responsibilities which go along with your being a student. It is our hope that you help our student body to develop fine traditions and standards by attending school regularly, studying well, and participating in school activities. Let's all work together to make our school one in which we can all be proud.

**MISSION STATEMENT**

 The mission of Owensville Community School is for the entire staff, parents, and community to provide for all students an appropriate education by a variety of teaching activities, a challenging environment, and a usable set of values so that he/she may function in our society as a physically, mentally, and socially adjusted individual, and that he/she may have a continual desire for learning throughout their lifetime.

**SCHOOL ARRIVAL**

 No children should arrive at school before 7:45 a.m., unless they will be eating breakfast, which is served from 7:30 a.m. – 7:50 a.m. Those students should report directly to the cafeteria. Students in grades 3-5 will report to the cafetorium, grades 6-8 in the front lobby, and K-2 in the hallway on the north side of the office when arriving.

 Car riders should be unloaded at the North circle drive. Afternoon pickup of students should be made at the North circle drive. When students unload from the buses, they should report immediately to their designated area.

 We encourage parents to bring or pick up students in cars only in case of emergency such as illness, doctor appointments, etc.

 **Class begins at 7:55 a.m. Students are tardy after 7:55 a.m.**

 Dismissal time is 3:20 p.m. for elementary students and 3:27 p.m. for middle school students. Bus departure is 3:30 p.m. Students riding a bus should load immediately upon leaving the building.

**ATTENDANCE**

 Students at Owensville Community School are expected to demonstrate punctuality and dependability in meeting assigned responsibilities. These are fundamental characteristics to be developed in one's school experience. Students with good attendance records generally achieve higher grades and enjoy school more. Regular attendance is essential in order to derive the maximum benefits of the educational program. The responsibility for attendance is that of the student and the parent/guardian. The responsibility for accurate attendance accounting and reporting is that of the school. Owensville Community School insists on punctual and regular school attendance.

**Types of Absences**

Owensville Community School categorizes absences into two types:

1. Excused.

2 Unexcused. (No make- up of classroom assignments)

**Acceptable Excused Absences**

1. Personal illness.

2. Death in the family.

3. Service as a page in the General Assembly.

4. Presentation of a project in the State Fair.

 5. Serving on the precinct election board on the date of each general, city or town, special, and primary elections.

It is the student's privilege and responsibility to complete missed classroom assignment(s) after excused absences, as directed by the classroom teacher.

**Unexcused (No Make-up) Absences:** All absences other than those listed above will be considered unexcused in which no make-up of classroom assignment(s) for credit is allowed. A test given during the student's unexcused absence will receive an automatic letter grade of “F." If the unexcused absences are considered truancies (absences without the parent’s approval and/or the school's knowledge) additional corrective action may be taken.

## Rules and Regulations Reporting an Absence

1. A note written and signed by a parent or guardian must be brought to the principal’s office upon return to school after an absence by a middle school student.

2. A parent or guardian should contact the office by 9:00 a.m. to report any absence. The absence can be reported in the following ways:

* **Telephone call to the school.**

**Call the school at 724-3705 between 7:30 a.m. and 9:00 a.m.**

* **By email – ocsattendance@sgibson.k12.in.us or by clicking on the OCS Attendance link on the school website** [**http://www.sgibson.k12.in.us/OCS/ocs\_index.htm**](http://www.sgibson.k12.in.us/OCS/ocs_index.htm)
* **Note signed by the parent/guardian in advance informing the office of the planned absence.**

 **The student’s absence will be considered unexcused until the school is contacted by the parent.**

3. Every effort should be made to make doctor and dental appointments on non-school time.

4. A student absent from school is also unable to work, participate in athletics, or participate in social events the same day, except on special absences.

5. No student may leave school property after arriving at school without permission from the principal. Students returning after permitted to leave must report to the office.

6. Absence from a class period or part of a class period without proper authorization will be considered truancy, and the student will be subject to disciplinary action for truancy.

7. The school will require a student to bring a doctor's statement if persistent illness lasts for five or more consecutive school days.

8. In order to obtain early dismissal during the school day, a written statement from your parent or guardian must be presented to the office and the proper procedure followed.

9. Parent/Guardian should read the South Gibson School Corp. Attendance Policy in this planner and go over it with his/her child.

## Policy for Excessive Absences

1. At ten (10) absences, the parent/guardian will be notified in writing that the child has excessive absences.
2. At fifteen (15) absences, a second letter will be sent with a request for a parent(s)/guardian(s), principal conference.
3. If a student has accumulated twenty-one (21) absences during the year that are not medically verifiable, the student will be retained for one year.
4. The parent/guardian may request an appeal of the school’s decision to retain the student within ten (10) calendar days of the twenty-first (21st) absence. The parent/guardian must contact the building principal within ten (10) days of the 21st absence to request the appeal and schedule a conference. The appeal board will consist of the principal and two (2) faculty members. The two faculty members shall be appointed by the principal, with the appointees’ approval.
5. All correspondence will be by mail.

**HALL PASS**

 Hall passes are issued by the office and by teachers whenever students are out of their designated classrooms in the corridors of the building. No students should be in the halls without a pass. Passes issued by the office are the means of moving students from the office area to their designated area.

**TARDINESS**

 Students who are not in their designated rooms at the time the bell rings to start a classroom period are marked tardy. When a student is tardy to school, the parent must come in and sign the student in or send a note stating why he/she was tardy. Students who are tardy three or more times a semester will be referred to the office with the possibility of further disciplinary action taken.

**TRUANCY**

Truancy is an absence without the parent's approval and/or school's knowledge in which case the Attendance Office is notified and will investigate the matter.

In truancy situations, the student has no privilege to make up any classroom assignment(s). A test given during the truancy absence will receive an automatic letter grade “F." Also, the school will impose further disciplinary measures in truancy cases.

The compulsory attendance laws of the State of Indiana require each child who is more than seven years of age, and not more than sixteen years of age, to be in school each day that school is in session.

 If other corrective measures fail, habitual truants will be subject to the provisions of Section 31 of Public Law 218-Student Due Process which states: Confirmed truant on petition of recommendation of the attendance office and superintendent having jurisdiction, a child who habitually absents himself/herself from school in violation of the compulsory laws may be tried by the judge of any juvenile, circuit, or superior court. If the judge finds that the child is a confirmed truant, he/she may (a) commit the child to the Indiana Boy's School or the Indiana Girl's School, as appropriate, or (b) commit the child to another custodial institution in this state, or (c) place the child in the care of a probation officer.

**WITHDRAWAL/STUDENT TRANSFER**

Students who find it necessary to withdraw or transfer need to report to the office to complete this procedure, return their rental textbooks, and pay any fees that may be outstanding.

**DISCIPLINE/ SCHOOL BEHAVIOR**

 The philosophy of education of the South Gibson School Corporation centers on the conviction that the public schools exist for the welfare of the individual as a member of an ever-changing society. Working with the home, the church, and other institutions, it is a responsibility of the school to develop useful citizens. The school should help each child to discover his/her own aptitudes, challenge him/her to reach the limit of his/her ability in developing them, and inspire him/her to feel pride in his/her achievements at every stage of his/her growth.

**SCHOOL RULES AND REGULATIONS**

 Building principals may make written rules and establish written standards governing student conduct. Building principals may take any action which is reasonably necessary to carry out or prevent an interference with carrying out any educational function. Although it is impossible to list all kinds of disruptive behavior, the following are examples that will not be tolerated and could result in disciplinary action:

1. The use of vulgar, obscene, or indecent language, writing, or acts.

2. Failure to follow directions of school personnel.

3. Gambling in any form.

4. Smoking or use of tobacco or possession thereof.

5. Fighting, pushing, shoving, or scuffling of any type.

6. Boy-girl physical contact.

7. Forged notes, passes, excuses, and/or signatures.

8. Headwear, except for spirit activities.

9. Setting off fireworks on school premises.

10. Students must also refrain from loud and/or boisterous activity while in the school building.

11. Throwing objects on school premises.

12. For reasons of safety, students are prohibited from running in the building.

13. Student dress which fails to emphasize neatness and appropriateness. Courts have ruled that any appearance that (1) creates a disturbance, (2) causes amusement or laughter, or (3) provokes looks and stares, shall not be allowed in public schools.

14. Students are to walk on sidewalks - not grassed areas.

15. Any behavior as outlined in the Student Due Process Law.

16. Bullying as defined by Senate Act 285.

**Bullying**

1. This rule applies when a student is:
2. On School grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
3. Off school grounds at a school activity, function, or event;
4. Traveling to or from school or a school activity, function, or event;
5. Using property or equipment provided by the school; **or**
6. **Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.**
7. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
8. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
9. 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 violation.
10. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
11. 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.

**TEACHER SUSPENSION OF STUDENTS**

 Each teacher shall, when students are under his/her charge, have the right to take any action reasonably necessary to carry out or to prevent an interference with the educational function of which he/she is in charge. Teacher suspension is interpreted as the teacher's right to suspend from class and send to the office for one period any student who interferes with the educational function for which the teacher is responsible.

**SHORT-TERM SUSPENSION**

 Any principal may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days. Such suspension may take place after the principal has conducted a thorough investigation and determined that suspension is necessary in order to help the student, to further school purpose, or to prevent an interference with school purposes. Suspension may also be imposed for violation of any of the regulations constituting grounds for expulsion.

**IC 20-33-8-14**

 IC 20-33-8-14 outlines the procedures to be followed by school personnel in the disciplining of a student. IC 20-33-8-14 provides for the following:

 The principal, other administrative personnel and teachers are authorized by the Board of School Trustees of South Gibson School Corporation to take disciplinary action in connection with ensuring appropriate student behavior. Such action will be supervised by the building principals and could include counseling with the student, parent conferences, and the assignment of additional schoolwork, rearranging class schedules, requiring the student to serve detention, or suspension or expulsion from school.

**Possible Grounds for Expulsion/Removal of the Student from School for the**

**Balance of the Current Semester or Year:**

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any comparable conduct constituting any interference with school purposes, or urging other students to engage in such conduct.

2. Damage to or theft of school property.

3. Intentionally damaging or stealing private property.

4. Intentionally causing or attempting to cause physical injury to a school employee.

5. Intentionally doing bodily injury to any student.

6. Threatening or intimidating any student for the purpose of obtaining money or anything of value.

7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, alcoholic beverage, or intoxicant of any kind.

8. Engaging in the unlawful selling of narcotics.

9. Failing, in a number of instances, to comply with directions of teacher where such failure constitutes an interference with school purposes.

10. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes.

**DETENTION**

 Middle School students may be required to serve noon detention for disruptive behavior, failing to do work, etc. The detention may range from one (1) day to three (3) days. Parents will be notified each time a detention is given. The parent or guardian should read the detention policy in this planner and go over it with his/her child.

**SCHOOL FUNCTIONS**

 Students are to abide by all regulations they would normally follow during the school day while in attendance at after-school functions or school-sponsored activities.

**SCHOOL BUS RULES AND REGULATIONS**

 School rules take effect when students board buses to school in the morning. There is to be absolutely no smoking, profanity, or horseplay on the buses at any time.

**Students are reminded that the bus driver has the same authority as a teacher or parent when discipline is required.** The privilege of riding a bus will be suspended if a student is a persistent troublemaker.

**RULES FOR PUPILS**

 School bus drivers are to have control of all school children conveyed between the homes of the children and the school house and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

1. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.

2. No pupils shall stand or move from place to place during the trip.

3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.

4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable

 manner.

5. No windows or doors are to be opened or closed except by permission of the bus driver.

6. No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.

7. The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his/her station, the school bus driver will be required to wait no longer than three (3) minutes after the scheduled time for arrival at the pupil station. If the school bus driver is already three (3) minutes late, he/she need not wait at all.

8. When a student boards a bus in the morning, he/she WILL NOT be allowed to get off before the bus arrives at school. He/She will not be allowed to disembark and walk part of the way to school. In the evening, a student WILL NOT be allowed to get off the bus until he/she reaches his/her assigned stop. He/She will not be allowed to get off at the home of a friend or relative unless the driver has a note from the parent giving permission to the student to get off at a specified place other than his/her own home.

9. Students are assigned to buses. The driver is directed to refuse to transport children assigned to another bus.

10. Upon recommendation of the bus driver, school authorities will deny the privilege of riding the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or ladylike manner on the bus.

**STUDENT RECORDS**

 Parents have a right to inspect and review their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.

 **Eligibility Rules for Athletes, Cheerleaders, and Extracurricular Activities**

 Students must remain academically eligible to participate in extracurricular activities (ECAs).

 A student’s grades will be looked at in two parts to determine eligibility.

1. A student must pass four (4) of the five (5) core subjects to be eligible. The core classes consist of math, English, science, literature, and social studies.
2. A student must pass a total of six (6) classes to be eligible.

If a student does not pass four of the five core subjects and/or does not pass a total of six classes in a grading period, the student will be placed on **Academic Probation** for the upcoming grading period.

**Academic Probation** means that a student may try-out and practice, but they are not allowed to participate in any contest while on probation. Grades and eligibility will be checked during the grading period as described below:

1. If the sport’s season begins during the upcoming grading period, eligibility will be checked four (4) weeks from the first official practice. If they are not eligible at this time, they will remain ineligible for the remainder of the grading period.
2. If the sport’s season is already in progress at the change of grading periods, eligibility will be checked when progress reports become a matter of record in the principal’s office. If they are not eligible at this time, they will remain ineligible for the remainder of the grading period.

Semester grades shall take precedence over nine weeks grades at the end of a semester. This means that semester grades from December and May will be used to determine eligibility in January and August, respectively.

A student’s academic eligibility will be determined at the time when grades have been made a matter of record in the principal’s office. This generally happens during the week following the last day of the grading period.

A student must attend school for **ALL** classes after lunch to be allowed to participate in contests the same evening. They must be at school by the **START** of the first period after lunch. A student who is not at school for **ALL** classes after lunch will not be allowed to participate in any extracurricular activities that same evening. **This does not include doctor’s or dentist’s appointments, funerals, or any other absence the principal considers acceptable.**

**STUDENT CONDUCT**

If an athlete, club member, or cheerleader receives two “U’s” in conduct grades, from two different teachers, or from a teacher and an administrator, at the end of a nine-week grading period, the athlete, club member, or cheerleader shall be placed on probation for a period of four (4) weeks. During this time, the athlete will not participate in any athletic contests, and the cheerleader will be suspended from the squad for four (4) weeks. At the end of the four-week period, the Principal shall check with the teachers involved, and if the student's conduct is still unsatisfactory he or she shall not be allowed to participate further in any athletic contests or cheerleader activities during the nine-week period. Athletes and cheerleaders may practice with their teams or squads, but only for the purpose of keeping up their proficiency. If, however, the student's conduct is found to be satisfactory at the end of four (4) weeks, his/her probation will end.

 Students who violate school policy and are placed on suspension will receive a “U” in conduct which will show up on their report card.

**GENERAL INFORMATION**

**PROMOTION AND RETENTION OF STUDENTS**

 It is best to promote students with their own age group, but each case will be considered separately with retention being a possibility. After a conference between the parents, teacher, and the school principal, the final decision concerning the student's retention rests with the school officials.

**BOOK RENTAL**

 Textbooks are on a rental basis. The rental price is estimated on usual wear and replacement. Students using rental books should exercise great care so that the least possible damage and loss may occur. The student is held responsible for unnecessary marking, damage, and loss of rental books. Only ordinary wear is expected. When a book becomes torn or in need of repair, it should be brought to the attention of the teacher. Workbooks and other consumable books are sold at the same time textbook rental is collected. Book fees not paid when agreed upon will be considered delinquent and will be turned over to the school attorney for collection.

 During the time that a child is confined to his/her home with a major contagious disease, he/she should not request rental books to be taken home unless he/she is prepared to pay for them and destroy them after the illness.

 The textbook rental collection schedule for late enrollment and refund schedule for withdrawal is as follows:

Aug. through Oct. 15. . . . . …. .100% Charge. . . . . . . .75% Refunds

Oct 16. through Dec. 31 . . . . ….75% Charge. . . . . . . .50% Refunds

Jan.1throughMar.15. . . . . . . …..50% Charge. . . . . . .. .25%Refunds

Mar. 16 through End of School...25% Charge. . . . . . . ....0% Refunds

Applications for township assistance with book fees are available in the school office.

**CAFETERIA**

Cafeteria facilities are available to students in all elementary schools. Type A lunches are provided and are based on the nutritional values as set up by the U.S. Department of Agriculture. In addition to giving daily nutritional needs, the plan is based on teaching correct eating habits and introducing new foods.

Offer vs. serve is used in the cafeteria. This means students can select some of the food which is available. Everyone must take the meat portion of the meal and at least two of the other four choices.

 All elementary schools participate in a daily school milk program. Children are charged on a weekly basis.

**Cafeteria Guidelines**

1. There is no need for running or pushing.

2. Observe rules for self-control while eating.

3. Refrain from coughing and sneezing on others while eating.

4. Remember to use good manners.

5. Do not leave any trash on the table or floor.

6. Students will refer to supervisors on duty as either Ms., Miss, Mrs., or Mr.

7. Loud, noisy voices or disorderly conduct will not be tolerated. Students guilty of disobedience of any of the above guidelines will endanger their privilege of making use of the facilities.

8. Soft drinks are not allowed at lunch time.

## Cafeteria Meal ID System

 **Our school meal service has transitioned to an electronic meal ID system.**

Elementary and middle school students will follow the same procedure as always when turning in their breakfast/lunch money in the morning. The money will be deposited into their private school meal account. Deposits must be placed in an envelope (same as always) accompanied by the **student’s name, grade, homeroom teacher, amount paid, and method of payment, either check or cash.**  Your child’s ID number should be written inside their envelope to help keep this number confidential! If there is more than one student in a family in school, one student may make deposits to their sibling account as long as you give us the ID numbers of each student and indicate the amounts to deposit to each account.

***Example:***

**Student’s Name** Billy Doe **Grade** 4 **Homeroom Teacher** Mrs. Day **Amount paid** $10.00 **Paid** w/check

**Student’s Name** Judy Doe **Grade** 6 **Homeroom Teacher** Mrs. Night **Amount paid** $12.00 **Paid** w/check

**$22.00 check enclosed (please record your child(s) ID number on the check)**

This money will be deposited into their meal account(s). At breakfast/lunch the student will simply pick up their meal, punch in their ID number on the keypad. The money will be subtracted from their account. The amount of the prepayment deposit is entirely up to you; it can range from one day to a month, or even a year. Money is the student’s meal account at the end of the school year will be carried over to the next school year.

**LUNCH (Grades K-8)**

* + - Students who bring their lunch may purchase a carton of milk, in the cafeteria, for $.40 per carton*.*
		- Students will be allowed to purchase extras, ***if they do not have a negative balance***, such as pizza, hamburger, etc., when they have paid for a full meal. They need to tell their homeroom teacher if they are planning to do so.
		- ***Students are not allowed to bring soft drinks to school to have with their lunch***.

***A Student will only be allowed to charge his/her lunch for 2 weeks. A student will then be given an alternate meal consisting of a Peanut Butter Sandwich and Milk.  This meets all state requirements.***

**Regular Lunch Cost**

Grades K-5 Regular School lunch cost is $1.75 daily / $ 8.75 weekly.

Grades 6-8 Regular School lunch cost is $1.90 daily / $ 9.50 weekly.

**Extra Morning Milk (Grades K-4)**  available for $.40 per carton.

Grades K-4 Regular School lunch *with morning milk* cost $2.15 daily / $10.75 weekly.

**Reduced Lunch Cost**

Grades K-8 Reduced school lunch cost is $.40 daily / $2.00 weekly.

Grades K-4 Reduced school lunch *with morning milk* cost $.80 daily / $4.00 weekly

**BREAKFAST** (Starts at 7:30 and ends at 7:50)

Grades K-8 Regular Breakfast $1.00 daily / $5.00 weekly.

Grades K-8 Reduced Breakfast $.30 daily / $1.50 weekly.

**EARLY RELEASE**

 If your child needs to remain in school during recess, please send a note to his/her teacher stating this.

 Requests to release children from school present a serious problem to school administrators and teachers. Such requests are made for many and varied reasons and careful discrimination in each individual case becomes more and more justified.

 The general attitude of the school is that the school is responsible for the child, and responsible to his/her parents, and that the brief hours in school are of such importance to the growth and development of the child that they should be guarded from interruption.

 The following general rules of procedure offer appropriate safeguards in the interest of the health and safety of children during the time the school is responsible for them:

1. Children are released from school only to their parents or to persons authorized by their parents. All students must be signed out by the adult picking them up. Students will be released from the office only.

2. Children are released to police officers only after proper clearance by the building principal.

3. In case of family dissension (divorce, step-parents, grandparents of separated parents, etc.) the request occasionally comes to prohibit one party of the conflict from taking the child from school. Such requests are honored only if legal status is established.

4. Children are released for days of religious observance upon requests of their parents. A note signed by the parent must be brought prior to the day of observance.

5. Teachers are not to admit unauthorized visitors to the classroom without a note from the office.

6. In case of emergency, a child is sent home only with the parent or another authorized and reliable adult if the parent is not available.

7. Requests for released time for dental and medical appointments are honored. Appointments after school and on non-school days are desirable. Circumstances may make that impossible. "What is best for the child" is the determining factor.

8. School authorities weigh each individual case, because the school is obligated to protect the health and safety of all its students.

9. In the absence of the principal, the classroom teacher is responsible for making decisions. The teacher notifies the principal (as soon as possible) of any decision he/she has made.

**SCHOOL CLOSING**

 In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be sent out by the automated calling system, *School Messenger,* and announced over radio station WRAY 98.1, Princeton. If no report is heard, it can be assumed that school will be in session. Please do not call the school or school officials. Telephone lines must be kept open for emergencies.

**BICYCLES**

Bicycles are not allowed to be ridden to school.

**GUM CHEWING**

 Careless disposal of gum in drinking fountains and on furniture and floors presents sanitation and cleaning problems and costly repair. Therefore, gum chewing is not permitted.

**SCHOOL PICTURES**

 A photographer will visit the school to take pictures of the students. Those wishing to purchase pictures must pay for them at the time of the setting. No pictures will be sent out until paid for.

**EMERGENCY**

 At the time of enrollment, please provide the school with two (2) names and telephone numbers of persons who can be reached if need be.

If at any time during the school year a student moves to a different address or changes telephone numbers, the change should be reported to the office.

**TELEPHONE CALLS**

 Messages of importance will be relayed to your children if necessary. Only in extreme emergencies will a child be called to the telephone. Students are not allowed to make phone calls except for emergencies.

**REPORT CARDS**

 Report cards will be distributed on Friday following the end of the nine weeks. Cards for grades 1-5 must be signed and returned. Cards for grades 6-8 are not to be returned. Be sure you receive your children's cards. No duplicates will be issued.

**LOCKERS**

 The use of the locker is a privilege granted to students by the school. Each 3-8 grade student will be assigned a locker. The school will not be responsible for any contents within the locker. A charge will be assessed to persons damaging lockers.

 The principal possesses the authority to examine the condition and contents of any locker in the building when he has reason to believe that the locker is not being properly maintained or being used to house items:

1. Which present an immediate threat to the health, safety, and welfare of the student body or school building.

2. Which are illegal to possess

3. Which would contribute to the disruption of the normal educational program

4. Which have been reported lost or stolen

**Gym Shoes**

All students in grades 1-8 will need to have an extra pair of gym shoes for P.E. These shoes do not have to be new, but they need to be clean and worn only for P.E. This greatly helps us keep our gym floor cleaner and in better condition for school activities.

**LOST AND FOUND**

 A lost and found department is maintained in the school office and the cafetorium so that articles may be returned to their rightful owners. Students are urged to make an early effort to locate lost articles, as unclaimed articles are eventually given away to someone who can use them or are destroyed.

**Traffic Control**

The north circle drive should be used when parents are dropping off or picking up students. Parents should not park along the curb between 7:45 a.m. and 8:15 a.m. All visitors should park in the parking lot.

The south circle drive is for busses only. When students unload from the buses, they should report immediately to their designated area.

**Dismissal Times**

**Early car rider dismissal** (**elementary students only)** ………3:10 p.m.

**Regular dismissal time** (elementary students only)……… … 3:20 p.m.

**Regular dismissal time** (middle school students) ………….. 3:27 p.m.

Bus departure is 3:30 p.m. Students riding a bus should load immediately upon leaving the building.

**Early Car Rider Dismissal**

 We encourage parents to bring or pick up students in cars only in case of emergency such as illness, doctor appointments, etc. Early car rider dismissal for **elementary students only** is at 3:10. There is no early dismissal for middle school students. Please do not get into the dismissal line if you are picking up a middle school student. Middle school students will not be dismissed until 3:27.

Please make sure you communicate with your child so that she/he knows if she/he is a car rider for the day. It slows the exiting process if the child is not ready for early dismissal. We need to have all cars loaded and gone as soon as possible so we can have the regular car riders’ ready for pick up at 3:20.

If your child is not outside and ready to leave, we ask that you pull your car around to the front of the awning so that we can keep traffic moving.

We ask that parents do not park in the student loading area and then walk up to get their child (ren) or have their child (ren) walk through the cars to get to them. This is done mainly for safety reasons. We do not want children walking between the cars if possible. The other reason is that it disrupts the traffic flow and causes the exiting process to take longer for everyone. Please remind your child (ren) to wait on the sidewalk until the car has stopped before trying to load. This is for their safety.

Our goal is to have as many cars loaded at one time as possible. Once the whole group is loaded, they will exit and another group will pull forward to the front of the awning to be loaded.

**\*\*\*\*Safety of the students is our number one goal. \*\*\*\***

**Medication Policy *(PARENTS PLEASE READ CAREFULLY)***

THE SOUTH GIBSON POLICY FOR MEDICATION

IN THE SOUTH GIBSON SCHOOLS IS AS FOLLOWS:

 All prescriptions medication given in the schools must be brought to school in the original container **by the parent.** The prescription label on the original container will suffice for the physician’s directions to the parent and/or school personnel (secretary, nurse, or principal) dispensing the medicine.

 The parent’s written permission must also accompany the original labeled container and must include the time the medication is to be given by school personnel.

 All non-prescription medication must be brought to school in its originalcontainer **by the parent!** A written note from the parent must accompany the non-prescription medication giving the school personnel (secretary, nurse, or principal) permission to administer the medication. Parents or guardians may come to the school and administer medications themselves.

 Any student caught taking medication in school will immediately be sent to the principal’s office and parents will be notified. **The last week of school, a memo will be sent home with your child as a reminder to parents to pick up their child’s medication. Any medication not picked up by the end of the last day of school will be disposed of accordingly.**

 Please do not ask school personnel to administer medication without the necessary paperwork. If you have any questions, please contact the school nurse.

## Meningococcal Disease Information

**Q. What is meningococcal disease?**

A. Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria pass to the blood, causing either a serious infection of the blood or meningitis.

**Q. How is this germ spread?**

A. The bacteria are spread from person to person by direct contact with an infected person’s nose or throat secretions.

**Q. What are the signs of being sick with this germ?**

A. Illness often starts with a sudden fever, headache, stiff neck, a rash, and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately.

**Q. Who is at highest risk for getting the disease?**

A. Babies, children and young adults are most likely to get the disease. People living in crowed places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings.

**Q. Can meningococcal disease be prevented?**

A. Yes, the disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away and wash hands often.

**Q. What vaccines may prevent a child from getting this germ?**

A. Two vaccines are available to prevent this infection:

**1.) Meningococcal Conjugate Vaccine (MCV4), which is Menactra**

This vaccine is licensed in the U.S. for persons 11-55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended for:

* young adolescents at the pre-adolescent visit (11-12 years old)
* adolescents at high school entry (about 15 years old)
* groups that have a higher risk of meningococcal disease, such as students that will be college freshmen living in dormitories.

**2.) Meningococcal Polysaccharide Vaccine (MPSV4), which is Menomune**

This vaccine is recommended for people who have an increased risk of disease due to certain medical conditions who are age 2-10 years and over 55 years. People at high risk need revaccination every 3-5 years.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department.

## Immunizations and Medical Screenings

The nurses of the South Gibson School Corporation wish to provide information to parents about Health Services available in the South Gibson School Corporation. Each school building, FBCS, GSHS, HCS, and OCS has a health suite available for sick or injured students staffed with a registered nurse.

A state law requires that a record of the immunization status of each student be kept on file. All students must have required immunizations before school begins. The nurses review all health records and gather and record new student immunizations as soon as school starts. A summary report must be submitted to the State By November l of the current school year.

Growth and development progress is monitored by weight and height checks in the spring to grades K-8. The State of Indiana mandates that vision screenings be conducted on children in grades K, 1, 3, and 8. It states that we must arrange for an eye care professional to conduct a vision screening of students in Kindergarten or first grade. A referral for further vision evaluation is made by the school nurse and sent to parents if the child does not pass the vision screening criteria. A summary report must be submitted to the State by June1.

If you do not wish your child to have a particular service provided by the school nurses, please call for an appointment with your child’s building principal and arrange to sign a release form.

**Homework Policy**

The South Gibson School Corporation recognizes the integral role of homework in the total educational process. Homework fulfills the following purposes:

1. To review, reinforce, or extend classroom learning by providing practice and application of knowledge gained;
2. To teach students responsibility and organizational skills;
3. To promote wise and orderly use of time;
4. To encourage a carry-over of worthwhile school activities into permanent career and leisure interest;
5. To provide opportunities for broad enrichment activities;

All homework should be related to the objectives of the curriculum studied. Homework should be given for educational purposes. The quantity of homework should vary with the grade, age, and needs of the student and the class.

Homework is a cooperative process. Students, parents, teachers, and administrators share responsibilities regarding homework assignments.

1. The TEACHER has the professional responsibility to assign homework when needed. Each teacher shall establish methods for assigning, recording, and evaluation homework. These procedures will be clearly explained to the students.
2. The STUDENT, with guidance from teachers and parents, should develop good work and study habits. The student should be responsible for completing the homework assigned.
3. PARENTS should encourage their children by showing interest and exhibiting helpful attitudes toward homework. They should provide an environment conductive to study.
4. The principal shall coordinate implementation of the policy.

## Current Grades, Progress Reports, Report Cards and Honor Roll

In an effort to standardize grade reporting throughout South Gibson School Corporation, the following grades will appear on the report cards:

A Excellent D Below Average S Satisfactory

B Above Average F Failure N Needs Improvement

C Average I Incomplete U Unsatisfactory

Grade 1……………Students will receive A,B,C,D, or F in the following subjects:

Reading, Language Arts, Spelling, and Math. The grades of S, N, or U will be used for Science /Social Studies, Art, Music, and Physical Education.

Grade 2…………….Students will receive an A,B,C,D, or F in Reading, Language Arts,

Spelling, and Math. The grades of S, N, or U will be used for Art, Music, Physical Education, and Science/Social Studies.

Grade 3,4, & 5………….Students will receive an A,B,C,D, or F in Reading, Language Arts, Spelling, and math, Social Studies, Science, and Health. The grades of S, N, or U will be given for Art, Music, and Physical Education.

Grades 6, 7, & 8…....Students will receive A, B, C, D, or F in all subjects.

**Both the letter grade (A, B, etc.) and the numerical grade (94, 85, etc.) will be on the nine week grade reports.**

**Conduct grades will be S, S-, N, or U for all grades 1-8.**

**Current grades** can be seen at any time by using the *InformationNOW* program. The *InformationNOW* can be accessed by going to the OCS website. Parents can call the OCS office to get their login information if they do not have it.

**Progress reports** will be sent home during the middle of each grading period, if requested, to notify parents of current grades and missing assignments.

**Report cards** are distributed on Friday following the end of the nine weeks grading period. Elementary report card envelopes must be signed by a parent or guardian and returned to school.

**Honor rolls** are based on the student grade average. The “Distinguished Honor Roll” will include students who have a nine-week average of 93-100 percent. The “Honor Roll” will include students who have a nine-week average of 83-92.999 percent. Honor Rolls are based on all subjects that give letter grades. *Please notice that it takes 93% for the Distinguished Honor Roll. The 92.999 % will NOT round up for the honor rolls.*

**Academic Excellence** is a program used to encourage, promote, recognize, and reward good citizenship qualities and leadership abilities. The criteria for Distinguished Honor Roll are (93+ %) for the first three grading periods and no “U’s” for a conduct grade.

## South Gibson School Corporation Dress Code

The manner in which a person dresses often reflects that person’s self-perception. We feel that high levels of self-esteem are important to the educational process. Therefore, we encourage students to dress in a clean and neat manner. While the school recognized that styles of dress come and go, certain standards of reasonable dress should be expected. Some guidelines (but not limited to) are as follows:

1. Any headgear (hats, bandannas, etc) and sunglasses are not allowed.
2. Skirts, shorts, dresses, or shorts must be one hand width from the middle of the knee. (arm length shorts may be worn by students in grades K-5 only.)
3. Clothing or jewelry that states, implies, or displays any reference to drugs, profanity, alcohol, tobacco products, hate messages, or nudity is prohibited.
4. Jeans and pants may not have holes or slits in them nor be oversized
5. All clothing covering the upper body must have sleeves and not expose any cleavage, bare midriff front or back, underarm areas, or undergarments.
6. Sagging pants that expose undergarments are not allowed.
7. Safe and appropriate footwear must be worn. **Flip-flops are not appropriate.**
8. Jewelry in any pierced body part, other than the ear, is prohibited. Jewelry includes CLEAR PLUGS.
9. Wallet chains and spiked jewelry are prohibited.
10. Clothing or grooming styles which are disruptive to the educational environment or are a safety hazard are prohibited.

Any student not dressed properly in the opinion of a South Gibson staff member will be referred to the school office. The student will remain in the office until such time that proper clothing can be delivered to the school by that student’s parent or temporary replacement clothing can be provided by the school. Repeated violations could result in disciplinary action, including detention and/or suspension of the student.

\*No Flip-Flops. (K-8) Footwear that has material that goes between the toes *must have a strap that goes around the back.* If this type of footwear does not have strap it is considered a flip-flop.

## Cell Phones and Electronic Devices

Cell phones are not to be used during school hours (7:55 to 3:30.) During school hours students are to have their cell phones turned off and in their lockers. Consequences for violating this rule are as follows:

* *First offense* – One detention and the cell phone is given to the Principal. At the end of the day the phone will be returned.
* *Second offense* – One detention and the cell phone is given to the Principal. The Principal will keep it until the parents or guardians come to pick it up.
* *Third offense* – The student will be put in in-school suspension and the cell phone privilege is taken away for a time period to be determined by the Principal.

**Students will not send, share, view, or possess pictures, text messages, e-mails, or any other form, including the contents of a cell phone or other electronic devices.**

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

* The Child Abuse/ Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or child pornography” as defined by Indiana Criminal Statutes.
* It is “child exploitation,” a class C felony under 1.C. 35-42-4-4(b) for any person/student (1) to exhibit, photograp0h or create a digitalized 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 1.C. 35-42-4-4(c), for any person student to possess a photograph, motion picture, digitalized 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 1.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 1.C. 11-8-8-7 and the Sex Offender Re3gistry Offense Statute at 1.C. 35-42-4-11, as of May 2009, require persons convicted of a adjudicated as a juvenile delinquent for violation the Child Exploitation Statute at 1.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.

**E-Reader Usage**

Several technological devices called e-readers are being introduced this year which open up the world of reading to our students.  Education journals are encouraging schools to adopt a “bring your own device” policy due to budgetary restraints.  We welcome these new devices because this is the future of education for our children.  Students will only be able to use these devices for educational purposes, and may not play games or watch movies on them.  Students will be responsible for their own devices, and if they demonstrate a lack of responsibility, teachers will be permitted to confiscate these devices and turn them into the office for parents to come and get.  We will continue to keep our policy toward cell phones even though some of these have capabilities to be an e-reader.  Examples of approved e-readers are electronic devices which are advertised specifically for this purpose.

## Non-Discrimination Policy

The Board of School Trustees for the South Gibson School Corporation shall not discriminate on the basis of race, color, gender, religion, ancestry, veteran status, national origin, limited English proficiency or disability in any programs and/or activities of Owensville Community School, Owensville, IN, including, but not necessarily limited to, employment practices and participation in educational offerings as required by the Indiana Civil Rights Law (I.C. 22-9-1) Title IV and Title VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

## Corporation Pest Policy

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. Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

**This policy does not apply to the use of the following pesticides:**

* when used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals
* personal insect repellents when self-applied
* gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

**The corporation will:**

* 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 a separate memorandum or as a provision in the student handbook.
* Provide the name and phone number of the person to contact for information regarding pest control.
* Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
* Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
* Provide notice of all pesticide applications to school nurses.
* 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.

The corporation may provide for training of school employees to become certified pesticide applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporations.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

**Asbestos Inspection**

On February 17, 1994, Anthony Wilson, P.E., with T.E.C. Consulting Engineers, and on February 18, 1994, Timothy Henning, AIA, with Architecture Plus Corporation, both declared that, tot the best of their knowledge, no asbestos containing materials were specified or installed in the Haubstadt Community School or the Owensville Community School.

**School Board Policy on Drug-Free Schools**

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**Student Use of Telephone**

We have had an ongoing problem with students excessively using the office telephones and being late for class to call home for various reasons. Though we understand that students do need to call home for different types of emergency reasons, the following telephone procedures will be followed.

Middle School Students will be able to call during Home Room, Lunch Time, Study hall, or with teacher’s special permission for various emergency reasons (health or medical, changes in school activities, picking up from school, situations determined by the office staff.)

Students will not be allowed to use the telephone for forgetting books or assignments, lunches, to get permission to go home with another student, forgetting band instruments, etc. Students need to learn to be responsible in these areas and take care of these matters before school or after school.

 Your support and cooperation in this matter is greatly appreciated.

**Steps to prevent illness in school**

As you may know, flu can be easily spread from person to person. Therefore, we are taking steps to reduce the spread of flu in schools throughout the South Gibson School Corporation. We want to keep the schools open to students and functioning in a normal manner during this flu season. **But, we need your help to do this.**

We are working closely with the Gibson County Health Department to monitor flu conditions and make decisions about the best steps to take concerning schools. We will keep you updated with new information as it becomes available.

For now we are doing everything we can to keep our schools functioning as usual. Here are a few things you can do to help.

**Teach your children to wash their hands** often with soap and water or an alcohol-based hand rub. You can set a good example by doing this yourself.

**Teach your children not to share personal items** like drinks, food or un­washed utensils, and to cover their coughs and sneezes with tissues. Students should cover up their coughs or sneezes using the elbow, arm or sleeve instead of the hand when a tissue is unavailable.

**Know the signs and symptoms of the flu.** Symptoms of the flu include fever (100 degrees Fahrenheit, 37.8 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.

**Keep sick children at home** for at least 24 hours after they no longer have fever or do not have signs of fever, without using fever-reducing drugs. Keeping chil­dren with a fever at home will reduce the number of people who may get infected.Any children who are deter­mined to be sick while at school will be sent home.

For more information, visit www.flu.gov, or call 1-800-CDC-INFO for the most current information about the flu. For more information about flu in our community you may contact the Gibson County Health Department at 812-385-3831 or the school your student attends. We will notify you of any additional changes to our school’s strategy to prevent the spread of flu.



**Parent’s Right to Know**

In accordance with the Elementary and Secondary Education Act, Section 111 (h)(6) *Parent’s Right to Know,* thisis a notification from the South Gibson School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications for your student’s classroom teachers. This information regarding the professional qualifications of your student’s classroom teachers shall include the following:

* + If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
	+ If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
	+ The teachers baccalaureate degree major, graduate certification, and field of discipline; and
	+ Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have any questions or concerns, please feel free to contact the school principal at

812-724-3705.

**SOUTH GIBSON SCHOOL CORPORATION**

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain

parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

**Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided**

**for educational purposes only. Unauthorized and inappropriate use will result in a cancellation**

**of this privilege.**

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial.

Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assumes personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Corporation has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

 Teachers and building principals are responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

## For the Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minor. However, I recognize that it is impossible for the Corporation to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet.

Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

 To the extent that proprietary rights in the design of a web site hosted on the Corporation's servers would vest in my child upon creation, I agree to assign those rights to the Corporation.

**Please check each that applies:**

􀀄 I give permission for my child to use and access the Internet at school and for the Corporation to issue an Internet/e-mail account to my child.

􀀄 I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.

􀀄 I give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a web cam.

􀀄 I authorize and license the Corporation to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## For the Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety

Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**This form *must be signed* and *remain in this school planner*.**

**STUDENT HANDBOOK ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have received a copy of the current Owensville Community School student handbook. I have read the handbook upon receiving it and have asked any questions I may have about its contents. I understand that I am responsible for all information contained in this handbook. I have also asked my parents/guardians to read the handbook, discuss it with me and return the Parent/Guardian Acknowledgment form at the bottom of this page.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT/GUARDIAN**

**STUDENT HANDBOOK ACKNOWLEDGMENT FORM**

Indiana law requires that we ask you to acknowledge in writing that you have reviewed a copy of the student handbook, which contains school discipline policies and athletic policies. ***Failure to sign or return the form does not affect the student’s responsibility to act in accordance with policies outlined in this handbook.***

I (We) have reviewed the current Owensville Community School student handbook containing school discipline policies and athletic policies.

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

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

**This form *must be signed* and *remain in this school planner*.**