

**Owensville Community School  
Student Handbook  
2025 - 2026**

## 2025-2026

AUGUST - 2025							SEPTEMBER - 2025							OCTOBER - 2025								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2		1	2	3	4	5	6				1	2	3	4	Aug. 5	Teacher Work Day
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	Aug. 6	First Day of School
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	Sept. 1	Labor Day - No School
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	Sept. 12	Progress Reports
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		Sept. 24	2-hr delay-Prof. Develop.
31					18							21									Oct. 9	End of First 9 Weeks
																					Oct. 10-13	Fall Break - No school

NOVEMBER - 2025							DECEMBER - 2025							JANUARY - 2026								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1		1	2	3	4	5	6					1	2	3	Nov. 14	Progress Reports
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	Nov. 26-28	Thanksgiving - No School
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	Dec. 19	End of Second 9 Wks-92 dys
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		End of First Semester
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	Dec. 22-Jan. 2	Christmas Break -No School
30					17						15										Jan. 5	School Resumes
																					Jan. 19	MLK Day - Snow Day 1 - No School

FEBRUARY - 2026							MARCH - 2026							APRIL - 2026								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4	Feb. 13	Progress Reports
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	Feb. 16	President's Day-Snow Day #2
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	March 3	2-hr delay-Prof. Develop.
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	March 6	End of Third 9 Weeks
						19	29	30	31					26	27	28	29	30			Mar. 23-27	Spring Break-No School
																					April 3	Good Friday-Snow Day #3
																					April 17	Progress Reports
																					April 20	Snow Day #4

MAY - 2026								
S	M	T	W	T	F	S		
					1	2	May 8	Snow Day #5
3	4	5	6	7	8	9	May 20	End of Fourth 9 Wks-88 dys
10	11	12	13	14	15	16		End of Second Semester
17	18	19	20	21	22	23	May 21-22	Potential Snow Days
24	25	26	27	28	29	30		if needed
31						13	May 22	Graduation

### 5 Snow Days

- Holidays

 Christmas Break
- Fall Break

Spring Break
- Snow Make Up Days

# Owensville Community School

## **Board of School Trustees**

Mr. Michael Bengert, President  
Mrs. Rachel Johnson Hileman, Vice President  
Mrs. Robin Angermeier, Secretary  
Mr. Benson Davenport, President-Board of Finance  
Mr. Eric Harper, Secretary-Board of Finance  
Mr. Steve Gruszewski  
Mrs. Stacy McClellan

## **Administrative Staff**

Superintendent - Dr. Bryan Perry  
Assistant Superintendent - Mr. Tim Armstrong  
Principal - Mrs. Tasha Jourdan  
Assistant Principal - Dr. Amanda Phillips  
Guidance Counselor - Mrs. Kelli Alcorn  
Technology Coordinator - Mr. Matt Bilderback  
Social Worker - Ms. Callie Sanders

## **Phone Numbers**

Owensville Community School 812-724-3705 or 812-729-7428  
Owensville FAX Number 812-724-4201  
School Corporation Office 812-753-4230  
Corporation FAX Number 812-753-4081

**Principal Email Address:** [tasha.jourdan@sgibson.k12.in.us](mailto:tasha.jourdan@sgibson.k12.in.us)

**Assistant Principal Email Address:** [amanda.phillips@sgibson.k12.in.us](mailto:amanda.phillips@sgibson.k12.in.us)

## **Websites**

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

## **School Closing and Weather Related Conditions**

In case of bad weather, all school closings will be announced on School Status for school delays, cancellations, and early dismissals.

## **Grading Scale - There are four 9-week grading period for the school year.**

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

## **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. The school has subunits 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, Technology, FACS and computers courses. Special Services provides additional assistance to children experiencing difficulty in the areas of Speech and Hearing or Learning Disabilities.

## **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. to 7:50 a.m. Those students should report directly to the cafeteria. There are no teachers on supervision until 7:45 a.m. so please do not drop your children off until 7:45 a.m. unless they eat breakfast. Students should report to their assigned hallways upon arrival at school unless they would like to eat breakfast.

Car riders should be unloaded at the North circle drive. When students unload from the buses or cars they should report directly 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. and must be signed in at the front office.**

Dismissal time is 3:10 p.m. for car riders and 3:25 p.m. for bus riders.. Bus departure is at 3:30 p.m. Students riding a bus should load immediately upon leaving the building.

Bicycles are not allowed to be ridden to or from school.

## **Traffic Control**

We are asking for your help and cooperation when bringing your children to school and picking them up. The circle drive is for drop off and pick up only. If you would like to walk your child into the building or need to come into the building for any reason, we ask that you park in the parking lot and not along the curb. Parking along the curb and coming into the building causes a backup of traffic in the circle drive.

When picking up or dropping off your child please pull forward to the last pole with a sign attached to it (at the end of the canopy). This allows more cars to drop off or pick up students in a safe manner. If your student is not outside waiting for you during pick up, please make another loop so you do not hold up traffic.

The circle drive is one way. Please do not park in a handicap parking spot unless you have a handicap tag.

## Attendance

Regular and punctual school attendance is vital to deriving maximum benefit from the instructional program and to developing habits of responsibility, punctuality, and self-discipline. Consistent daily attendance of students is not an option; it is a requirement under the laws of Indiana as expressed in the Compulsory Attendance Statute (IC 20-33-2). Ensuring students consistently attend class on a daily basis is a responsibility which is shared, and rightly so, by students, school officials, parents/guardians, and the general community at large. Unless a student is legally emancipated, parents are considered by South Gibson School Corporation to have educational rights until graduation even if the student is eighteen. Therefore, the parent is responsible for attendance and will receive grade reports. Students who are in violation of school attendance regulations may be reported to the judicial system and/or expelled. A parent/guardian must also recognize that time away from school for vacations, health-care appointments or other events or occasions not directly related to the student's educational program should be kept to an absolute minimum, and when unavoidable, scheduled at times that would result in the least interference with the school day, and thus, the educational process. Attendance is recorded each day and is reported on the student's report card. Consequently, the Board of School Trustees of the South Gibson School Corporation has determined attendance shall be reflected in the individual student's records, and those students who are avoidably absent shall be subject to academic and disciplinary penalty. Any student leaving school prior to 11:45am is considered absent. Upon arrival at school, all students should immediately enter the building. Students may not leave school at any time during the day without the consent of the parent/guardian and the principal/designee. Students are expected to be present in school before or after appointments whenever possible. Any students who are leaving and/or returning during the school day must be signed in/out in the main office. **(Please note that Indiana Statute on attendance has changed and we are awaiting final guidelines from the IDOE)**

## Attendance Guidelines

More than five countable, excused or unexcused absences from any class in one semester are considered excessive. The parent/guardian will be notified when the student reaches absences 5 and 8 via email notification. If the student reaches (10) absences a meeting will occur between the school and parent/guardian. The parent/guardian will be advised of the serious consequences that will follow when a student accumulates more absences from school. Exceptions to these restrictions will be reviewed by the administration

## 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 responsibility to complete missed classroom assignment(s) after excused absences, as directed by the classroom teacher.

## Truancy

Truancy is an absence without the parent's approval and/or school's knowledge in which case the Attendance Officer is notified and will investigate the matter. The school can impose further disciplinary measures in truancy cases.

The compulsory attendance laws of the State of Indiana requires 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 courts. 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.

## Rules and Regulations Reporting an Absence

1. 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:
  - a. Telephone call to the school.
  - b. By email - [ocsattendance@sgibson.k12.in.us/OCS/ocs\\_index.htm](mailto:ocsattendance@sgibson.k12.in.us/OCS/ocs_index.htm)
  - c. Note signed by the parent/guardian in advance informing the office of the absence
  - d. Skyward - click on the attendance tab then on "absence request" and click the green + button in the top right corner.
2. The student's absence will be considered unexcused until the school is contacted by the parent.
3. Every effort should be made to schedule 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 special absences.
5. No student may leave school property after arriving at school without permission from the principal. Students returning after being 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.
7. In order to obtain early dismissal during the school day, a written statement from your parent or guardian must be presented to the office.
8. Parents/Guardians should read the South Gibson School Corp. Attendance Policy in this planner and go over it with his/her child.

## **Early Release**

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 will be honored only if legal status is established and on file at the school.
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 preferred.
8. School authorities weigh each individual case, because the school is obligated to protect the health and safety of all the 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.

## **Hall Pass**

Hall passes are issued by the office and the 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 is tardy. Students who are tardy three or more times in a semester will be referred to the office for further disciplinary action.

## **Withdraw/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.

## **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.

## **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 and other institutions, it is the 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 the directions of school personnel.
3. Gambling in any form.
4. Smoking, Vaping or use of tobacco or possession thereof.
5. Fighting, pushing, shoving, or scuffling of any type.
6. Intimate physical contact such as holding hands, etc.
7. Forged notes, passes, excuses, and/or signatures.
8. Students must refrain from loud and/or boisterous activity while in the school building.
9. Throwing objects on school premises.
10. For reasons of safety, students are prohibited from running in the building.
11. 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. Refer to the school dress code for specifics.
12. Any behavior as outlined in the Student Due Process Law.
13. Bullying as defined by Senate Act 285.

## **Bullying**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network als is prohibited. This policy applies when a student is 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; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:



- A. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. The bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. Has a substantially detrimental effect on the targeted student's physical or mental health;
- C. Has the effect of substantially interfering with the targeted student's academic performance; or
- D. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment of the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

## **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 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 purposes, 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 school work, rearranging class schedules, requiring the student to serve detention, 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 beverages, 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 a 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.
11. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.

### **Detention**

Middle School and upper elementary students may be required to serve noon detention for disruptive behavior, failing to do work, etc. The quantity of detentions will be determined by administration.

### **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.

## **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 bus 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.

School bus drivers are to have control of all 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 on 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.

## **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:

- A. 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.

- B. 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 week 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 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 the 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 Loan**

Students using school 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 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.

## **Cafeteria**

Cafeteria facilities are available to students in all elementary schools. Type A lunches are provided and are based on the nutritional values set up by the U.S. Department of Agriculture. In addition to meeting 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 foods which are 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 meal program. Children are charged on a weekly basis.

In order to comply with Federal USDA guidelines for the National School Lunch Program, SGSC asks that parents not bring in fast food for lunches. If a parent does bring in fast food, they may only bring it in for their child. While the child of the parents who brought in the fast food would be allowed to eat it, other students will not be allowed to share it.

### **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 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.

## **Cafeteria 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 accompanied by the student's name and amount paid. If there is more than one student in a family in school, one student may make deposits to their sibling's account as long as you give the names of each student and indicate the amounts to deposit to each account. Parents will not be able to use their student's account to purchase a meal. They can pay cash or check when eating with their child.

This money will be deposited into their meal account(s). At breakfast/lunch the student will pick up their meal and punch in their ID numbers on the keypad. The cost of the meal 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 in 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 for \$0.50 per carton.
- Students will be allowed to purchase extras, if they do not have a negative balance, when they have paid for a full meal. They need to tell their homeroom teacher if they are planning to do so.
- Regular Lunch Cost K - 8 is \$2.50 per day
- Afternoon milk (Grades K - 1) is available for \$0.50 per carton
- Reduced lunch for grades K - 8 is \$0.40 per day

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

- Grades K - 8 regular breakfast is \$1.60 per day
- Grades K - 8 reduced breakfast is \$0.30 per day

**NutriKids/mySchoolBucks**

Go to the South Gibson home page ([www.sgibson.k12.in.us](http://www.sgibson.k12.in.us)) then click on the "P" in the top right corner of the page. Click on the mySchoolBucks logo then click on: Register for a free account. Change the State/Province to Indiana. Select "South Gibson School Corporation" as the School District. Then fill in your information.

**School Pictures**

A photographer will visit the school to take pictures of the students for the yearbook. Pictures will be available for purchase.

**Emergency**

At the time of enrollment, please provide the school with two (2) names and telephone numbers of persons who can be reached if needed. 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 and progress reports will not be distributed moving forward. Skyward is accessible at all times to view your students' progress as the school year progresses.

**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. Administration possesses the authority to examine the condition and contents of any locker in the building when he/she 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 or school
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. Those 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 cafeteria 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.

## Medication Policy

All prescription medications 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 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 the school in its original container by the parent.** A written note from the parent must accompany the non-prescription medication giving the school personnel permission to administer the medication. Parents or guardians may come to school and administer medications themselves.

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. Any student taking medication outside of the supervision of school personnel will immediately be sent to the principal's office and parents will be notified.

## Steps to Prevent Illness in School

Illnesses can easily spread from person to person. We want to keep students healthy and free of illnesses throughout the school year. We need your help to do this.

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.
- 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 and sneezes with the elbow, arm or sleeve instead of their hand when a tissue is unavailable.
- Know the signs and symptoms of the flu. Symptoms of the flu include fever (100 degrees Fahrenheit or greater), cough, sore throat, runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.
- Know the signs and symptoms of covid. Symptoms of covid include fever, cough, sore throat, congestion, headache, body aches, fatigue, loss of taste or smell, vomiting or diarrhea. For further guidance contact the school nurse.
- Keep sick children at home for at least 24 hours after they no longer have a fever or do not have signs of fever, without using fever-reducing drugs.
- Any children who are determined to be sick while at school will be sent home.
- For more information, visit [www.flu.gov](http://www.flu.gov), [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus) or call 1-800-CDC-INFO for the current information about the covid/flu.

SGSC follows the Indiana Department of Education sick guidelines.  
These guidelines are designed to be used as a general guidance for parents.

SYMPTOM	SEND TO SCHOOL	STAY AT HOME
Asthma	Symptoms are well controlled.  The student knows when to alert school staff for assistance.  <b>Asthma Action Plan</b> is on file and followed.	Symptoms are <b>not</b> well controlled.  The student <b>doesn't</b> know when to alert school staff for assistance.  No Asthma Action Plan is on file.
Cough/ Runny Nose	Slight cough/runny nose that doesn't affect the student's ability to learn.  The student has <b>no</b> fever.  The student is able to cover coughs, blow nose and wash hands.	Symptoms are severe enough that the student is unable to learn.  The student has a fever.  The student is <b>unable</b> to cover coughs, blow nose or wash hands.
Diarrhea	In the past <b>24hrs</b> , the student has not had more than <b>1</b> watery stool.	In the past <b>24hrs</b> , the student has had <b>more than 1</b> watery stool.
Eye Irritation	Eyes may be itchy, but cannot be: <b>pink, red, crusty or draining</b>	If the student's eyes are: <b>pink, red, crusty, draining, painful, sensitive to light or vision changes.</b>
Fever	In the past <b>24hrs</b> , the student's temperature has been <b>below 100.4</b> degrees (without fever-reducing medicine)	In the past <b>24hrs</b> , the student's temperature has been <b>greater than 100.4 degrees.</b>
Rash	The rash is itching but not affecting the student's ability to learn.  The rash is <b>not</b> spreading or draining  The student has no fever.	The rash is itching severe enough that the student is <b>unable</b> to learn.  The rash is <b>spreading or draining.</b>  The student has a fever.
Vomiting	In the past <b>24hrs</b> , the student has not vomited.	In the past <b>24hrs</b> , the student has vomited.

\*Please understand that symptoms or sickness outside of these guidelines will be at the discretion of the school nurse.\*

## Meningococcal Disease Information

Q: What is meningococcal disease?

A: Meningococcal disease is caused by bacteria. It can cause an infection of the covering of the brain and spinal cord 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 the germ spread?

A: The bacteria is 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 crowded 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 people 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.
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 aged 2-10 years and over 55 years. People at high risk need vaccination every 3-5 years.

## **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 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 1 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 grades K and 1. 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 June 1.

If you do not wish your child to have a particular service provided by the school nurse, please call for an appointment with the 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 evaluating 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 conducive to study.
4. The principal shall coordinate the implementation of the policy.

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

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

A - Excellent	B - Above Average	C - Average	D - Below Average	F - Failure
I - Incomplete	S - Satisfactory	N - Needs Improvement	U - Unsatisfactory	

Grade 1 and 2 - Students will receive A,B,C,D or F in Reading, Language Arts, Spelling and Math. The grades of S, N or U will be used for Science, Social Studies, Art, Music, and P.E.

Grade 3, 4 and 5 - Students will receive A,B,C,D or F in Reading, Language Arts, Spelling, Math Social Studies, Science and Health. The grades of S, N or U will be given for Art, Music, and P.E.

Grades 6, 7, and 8 - Students will receive A,B,C,D or F in all subject areas.

Current grades can be seen at any time by using the Skyward program. Skyward 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.

Honor Rolls are based on the student grade average. The “Distinguished Honor Roll” will include students who have a nine-week average GPA of 3.75 or higher for grades 1 - 5 or a GPA of 3.8 or higher for grade 6 - 8. The “Honor Roll” will include students who have a nine-week average GPA of 3.0 or higher. Honor Rolls are based on all subjects that give letter grades. GPA will not be rounded up for honor rolls.

Academic Excellence is a program used to encourage, promote, recognize and reward citizenship qualities and leadership abilities. The criteria for Distinguished Honor Roll are a 3.75 or higher GPA for grades 1 - 5 or a 3.8 or higher GPA for grades 6 - 8 in the first three grading periods.

### **Courses for High School Credit**

Eighth grade students will be earning high school credit for PE and Algebra I (if they enroll in this course). Eighth graders who take Algebra I during their 8th grade year and take Geometry or Geometry Honors in grade 9 will receive in their 9th grade year on their high school transcript their first semester Algebra I grade and credit at the end of first semester and their second semester Algebra grade and credit at the end of the second semester. These grades will become part of the student’s high school grade point average (GPA).

### **South Gibson School Corporation Dress Code**

Students should dress for “school business” in a clean, neat and safe manner. Although the school recognizes that fads come and go, and styles of dress are ever changing, certain standards of reasonable dress are expected. The following are specifically prohibited but school staff may determine other violations at their discretion:

1. Hats and sunglasses are not to be worn in the building.
2. Clothing or jewelry that states, implies or displays any reference to drugs, profanity, alcohol, tobacco products, hate messages or nudity is prohibited.
3. All clothing covering the upper body must have sleeves, may not expose any cleavage, bare midriff front or back, underarms or undergarments.
4. Sagging pants that expose undergarments are not allowed.
5. Flip-flops and slides are not to be worn by students in grades K - 5. Shoes for K-5 must latch around the heel.
6. Jewelry in any pierced body part, other than the ear that is distracting to the educational process will not be allowed.
7. Wallet chains or any jewelry that is considered unsafe.
8. Skirts, shorts, dresses or skorts must be of modest length. Students cannot wear short shorts and short skirts that cause a distraction to the educational process.

Any student not dressed properly in the opinion of a South Gibson staff member will be referred to the school office. **The school personnel shall be the final judge as to the appropriateness of student dress.** 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.

## **Cell Phones, AirPods and Electronic Devices**

Cell phones or any wireless listening device are not to be used during school hours. Upon entering the building all cell phones must be turned off and put away in their backpacks or lockers. Students may use their cell phone if given permission by the office or a teacher. If a student is found to be using one of these devices during school hours without permission, the device will be confiscated and turned into the office. The student will need to pick up the item from the office at the end of the day. Students with repeated offenses may be given consequences including detention, loss of privileges, and possible school suspension. The unauthorized recording of students or staff members is strictly prohibited.

## **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, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to 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, digitized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by 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 Registrations Statute at 1.C.11-8-8-7 and the Sex Offender Registry Offense Statute at 1.C.35-42-4-11, as of May 2009, require persons convicted of an adjudicated as a juvenile delinquent for violation of 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.

## **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 limited to , employment practices and participation in educational offerings as required by the Indiana Civil Rights Law (I.C. 22-9-1) Title IV (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments, and Section 504 (Rehabilitation Act of 1973).

## **Seclusion and Restraint Policy**

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

## **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 the 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.

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 advance notice
- Provide notice of all pesticide applications to school nurses.
- Maintain a 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 corporation. The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

## **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 handbook, 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 he/she 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.

## **Wireless Communication Devices and Cameras**

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Distracting behavior that creates an unsafe environment will not be tolerated. WCDs shall be powered completely off during school activities when directed by the administrator or sponsor.

A “camera still or video” is a device that captures on film or digital media, still or video images.

Except as provided hereinafter, students are prohibited from using WCDs or cameras to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without the express prior notice and written consent of the capture, recording or transmission of such words or images. Using a WCD or camera to take or transmit audio and/or stills/video images of an individual without his/her consent is considered an invasion of privacy and is not permitted. A building principal or a classroom teacher in a class involving the use of such WCD or camera as part of the curriculum or an authorized extracurricular activity may authorize the capture, recording or transmission of such words and/or images. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD or camera confiscated and disciplinary action taken.

The use of WCDs that contain built-in-cameras (i.e. devices that take still or video pictures, whether in a digital or other format) or cameras is prohibited in locker rooms, classrooms and bathrooms.

Owensville Community School  
Title I Parent Involvement Policy

Owensville Community School intends to follow the parental policy guidelines in accordance with Every Student Succeeds Act of 2015, as listed below. OCS will distribute this policy to all parents.

**Annual Parent Meeting**

An annual Title I parent meeting will be held in the first quarter of each school year. We will schedule different meeting times and days to provide parents multiple opportunities to attend. At this meeting we will include an overview of the Parents Right to Know Policy, Parent/School Compact, Parent Involvement Policy, explanation of what services will be provided to Title I students and how they qualify for these services along with resources for parents.

**School Parent Compact**

Owensville Community School Title I team works to create an environment that allows for high student performance. The compact between school, student, and parent is developed through involvement from all stakeholders. The stakeholders include the Title I team, Leadership Team, and School Improvement Plan Committee. These stakeholders review and modify the compact yearly.

**Staff Communication with Parents/Guardians**

Information regarding school performance, student assessments, and school curriculum will be provided to parents/guardians. Owensville Community School and the school community as a whole values the role of families participating in the educational process. Parents/Guardians will see communication in many forms. This could include phone calls, conferences, social media, letters, classroom communication tools such as School Status, and home visits as needed. Families are encouraged to contact school staff in order for communication to flow in both directions.

**The School-Wide Planning Committee**

The school and parent planning committee will consist of both school personnel and parents. We will review the services provided to students and parents, the program's ability to work effectively with parents, the effectiveness of the current plan along with reviewing the parent involvement policy and parent/school compact. We will also review and discuss any improvements of programs under Title I, part A. This committee will meet annually but more frequently if necessary.

**School Curriculum**

Parents will be provided with information about Title I, A program in a timely manner. They will receive a description and explanation of the curriculum to be used. The Title I program utilizes the following curricula: small, flexible groups, students reading at their level, students applying decoding, phonemic awareness, fluency and comprehension skills, teacher based lessons based on needs assessments and a whole school leveled library. Programs and manipulatives such as the following will be utilized: Moby Max, Pro Reading, Journey Intervention, Saxon, ABC Mouse, BrainPop, Dibels Reading, fluency and comprehension passages, model clocks, shapes, magnetic letters, play money, fraction tiles, base ten blocks, flashcards, and educational games. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as possible.

### **Assessments and Benchmark**

Students will have at least three benchmark assessments to determine and monitor reading and math levels throughout the school year through the iReady program. Parents will be given the opportunity to discuss possible programs and offer suggestions. Parents will be a part of the Title I program and School Improvement Plan Committee. Parents will also be given an opportunity to participate in case conferences and parent-teacher conferences.

### **Parental Involvement**

OCS will build schools' and parents' capacity for strong parental involvement in order to ensure effective engagement of families. Parents will be notified of the annual Title I meeting via flyers sent home. OCS will advertise Kindergarten registration through social media, local papers, and preschools. We will provide a pamphlet to parents at the time of kindergarten registration to advise the parents what skills would be most beneficial for their child to be best prepared for Kindergarten. An open house will be held before or shortly after school starts for parents and students to tour the building and meet the faculty. At the open house we will have a breakout session for any parent who would like additional information on the Indiana state standards, how to monitor their child's progress and how to work with educators to improve the achievement of their child. Parents will be provided with materials and training to help improve the achievement of their child, such as literacy training and the use of technology. OCS will also coordinate parent involvement programs and activities with Head Start and other preschools in the area to encourage and support parents in more fully participating in the education of their children. All information related to school and parent programs, meetings and other activities will be sent home to parents of participating children in a format and in a language the parents can understand. Administration will also educate the educators in the value of parental contributions and in how to reach out to, communicate with and work alongside parents as equal partners building good rapport and strong ties between the school and home.

## **South Gibson School Corporation Student Network and Internet Acceptable Use and Safety Agreement**

To access email 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.