BRIGHT ELEMENTARY SCHOOL

Student Handbook
2026 – 2027

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BRIGHT PANTHERS SMART & STRONG

Our Mission: Bright Elementary provides opportunities for quality education. Staff and parents cooperate to maintain a secure learning environment and instill the desire to become kind, responsible lifelong learners.

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SUNMAN-DEARBORN COMMUNITY SCHOOLS
#WatchSunmanDearborn

2026-2027 School Calendar

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Teacher Days
Student Days
2-Hour Early Dismissal

August 2026

3 - 4 Teacher Days
5 First Student Day
19 2-Hour Early Dismissal

September 2026

7 Labor Day - No School
10 - 11 Parent/Teacher Conferences
16 2-Hour Early Dismissal

October 2026

2 End of 1st 9 weeks (41 days)
5 - 9 Fall break
14 2-Hour Early Dismissal

November 2026

11 2-Hour Early Dismissal
25 - 27 Thanksgiving Break

December 2026

9 2-Hour Early Dismissal
18 End of 2nd 9 weeks (47 days)
18 End of 1st Semester (88 days)
Dec 21-Jan 1 Winter Break

January 2027

4 Teachers' Records Day
5 Beginning of 2nd Semester
13 2-Hour Early Dismissal
18 Martin Luther King Day - No School

February 2027

10 2-Hour Early Dismissal
15 President's Day - No School

March 2027

12 End of 3rd 9 weeks (47 days)
18 - 26 Spring Break

April 2027

7 2-Hour Early Dismissal

May 2027

25 End of 4th 9 weeks (45 days)
25 End of 2nd Semester (92 days)
26 Teachers' Records Day

June 2027

6 Graduation

SNOW MAKE-UP DAYS

Jan. 18 Martin Luther King Day
Feb. 15 President's Day

Sunman-Dearborn will use the following sequence for snow make-up days:
In-person learning on dates listed above (2 days)
Asychronous e-learning (3 days)
Synchronous e-learning (as needed)

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Break Days
No School-Holidays

Board Approved September 11, 2025
Board Revised February 12, 2026

SCHOOL CORPORATION CORE BELIEFS AND VALUES

CORE VALUES
Stewardship
Data Driven
Collaboration
Safe Environment
Commitment

CORE VALUE STATEMENTS
Stewardship
We serve students by being good stewards of the public resources and making all decisions in an honest, ethical, and transparent manner.

Data Driven
We serve students by using data and research to set high goals, maintain high expectations, make informed decisions, and strive for continuous improvement.

Collaboration
We serve students by collaborating to develop learning opportunities that coordinate activities K-12, home to school, between and across all programs.

Safe Environment
We serve students by continuously seeking ways to provide a safe, inclusive, and equitable environment.

Commitment
We serve students by our commitment to provide the most relevant, innovative, safe, and challenging climate that prepares students for their future goals.

CORPORATION VISION
Reflecting on our core values of stewardship, data driven, collaboration, shared leadership, and commitment, the vision of Sunman—Dearborn Community Schools is:

Inspiring confidence and success in Every Student, Every Day

CORPORATION MISSION

Our mission is to educate and to facilitate growth in all students, preparing them for productive and responsible citizenship.

Goals

Core Instruction

Deliver quality instruction through consistent implementation of research-based best practices.

Resources

Provide state-of-the-art facilities, equipment, and technology to develop and strengthen students'
abilities, preparing them for their future goals and aspirations.

Financial

Balance financial responsibility with providing diverse and effective programming for our students, competitive wages and benefits to attract and retain quality employees, and continuing to invest in our facilities.

Culture/Climate/Safety

Maintain a strong culture of respect and appreciation of all students and staff by providing a safe and inclusive learning community in which all students can achieve.

Leadership/Service

Empower all students and staff to develop servant leadership skills to positively impact local, regional, and global communities.

BRIGHT ELEMENTARY SCHOOL'S MISSION STATEMENT

Bright Elementary provides opportunities for quality education. Staff and parents cooperate to maintain a secure learning environment and instill the desire to become kind, responsible lifelong learners.

SCHOOL HOURS (7:15-3:30)
7:15 Doors Open / Car Rider Drop-Off Begins
7:30 Bus Riders Enter the Building
7:50 Warning Bell
8:00 Classes Begin
3:00 First Dismissal Begins
3:30 Final Bus Dismissal Begins

Office Closes at 4:00. Students cannot access their classrooms after 4:00 p.m.

ADMINISTRATION OF MEDICATIONS AT SCHOOL

Medications Prescribed by a Physician

Students are able to take physician prescribed medications while at school. Whenever possible, with the counsel of the child's physician, the schedule of medication should be adjusted to avoid administration at school. If the schedule cannot be adjusted to administer medications during non school hours, the following steps must take place.

1. Parents must complete the Medication Request and Authorization form.
2. Medications must be registered with the office.
3. Medications must be transported by the parent and may not come to school with the student in their backpack, lunch box, pocket, etc.
4. Medications must be brought to school in the pharmacy container with the pharmacy label with the following information
    a. Student's name
    b. Physician's name
    c. Date
    d. Pharmacy name and phone number
    e. Name of medication
    f. Prescribed dosage and frequency
    g. Special handling/storage instructions
5. At no time will a dosage be given that exceeds that listed in the Physician's Desk Reference.
6. Any unused medications must be claimed by the parent. Any unclaimed medications will be destroyed by administrative personnel.

Over the Counter Medications

Over the counter medications such as acetaminophen (children's Tylenol) and antacids (Tums) are available in the nurse's office and may be administered to students if parental permission has been given through the PowerSchool registration process. These over the counter medications will not be administered before 10:00 AM or after 1:30 PM unless parent contact can be made to verify that the student has not taken medication before coming to school or to confirm that medication will not be given immediately upon arriving at home.

ACCIDENTS AND HEALTH

Please inform the school nurse of any health problems concerning your child. All injuries should be reported to the school nurse or classroom teacher. Every possible effort will be made to contact the family. If the family cannot be contacted, the family doctor will be called. Any student needing crutches or a wheelchair must have a note from a physician to use them at school.

ILLNESS AT SCHOOL

If your child becomes ill during school hours, the school will contact you as quickly as possible. You are asked to fill out the emergency contact information in PowerSchool so we know who to contact should the parents not be reached. Students may not return to school unless they have been fever-free (under 100°F) for 24 hours without medication.

AT HOME HEALTH GUIDELINES

Symptom/Illness	Response
Fever (greater than 100°)	Stay home from school. Return to school when fever free for 24 hours without fever reducing medication.
Vomiting	Stay home from school until symptoms have improved and 24 hours have passed since last episode.
Diarrhea	If there is no documented medical diagnosis causing the symptom, stay home from school until symptoms have improved and 24 hours have passed since the last episode.
Chicken Pox (Varicella)	Stay home from school until lesions are dry and crusted over and no new eruptions occur.
Pink Eye (Conjunctivitis)	Stay home from school until examined by a physician and reapproved to come back to school.
Strep Throat	Stay home from school. May return to school 24 hours after initiation of antibiotics.

AT SCHOOL HEALTH GUIDELINES

Symptom/Illness	Response
Fever (greater than 100°)	The school nurse will call home to have student picked up from school. The student may return after being fever free for 24 hours without fever reducing medications.
Vomiting	The nurse will call home to have student picked up from school. The student may return to school 24 hours after last episode.
Diarrhea	If there is no documented medical diagnosis causing the symptom the nurse will call home to have student picked up from school. The student may return to school 24 hours after last episode.
Pink Eye (Conjunctivitis)	If your child has exudate (pus) coming from the eye(s) and either/both eyes are matted, the nurse will call home to have student picked up from school

HOMEWORK

Homework is a necessary part of a student's educational program and an extension of the classroom experience. Homework assignments should be specific. Written homework should receive the same attention as work at school.
It is the child's responsibility to be familiar with the assignments and have the appropriate materials needed to fulfill the assignments. Teachers will provide students an opportunity to ask questions about any assignment to be taken home.
Generally, you can expect your child to have nightly homework. Most of the time it would be 10 minutes times the grade level your child is in. For example, if your child is in the second grade, you could expect 20 minutes of homework. However, some students work more slowly and may take longer than the average time suggested. If your child is spending too long on homework every night, you need to contact the teacher and discuss ways to address this concern.

ATTENDANCE POLICY

Dearborn and Ohio County Elementary Schools Attendance Expectations - Next to student effort in the classroom, regular attendance is the most important thing students can do to assure optimum academic achievement. Parent/Guardian must assume primary responsibility for student attendance. Parent/Guardian must communicate a high level of expectation regarding attendance and notify the school whenever the child is absent. Business and industry both require regular attendance and punctuality from employees, so it shall be the expectations of Dearborn and Ohio County Elementary Schools to train students to those same high standards.

All students are expected to attend school and be on time for class in order to receive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility. The goal of the attendance expectations is to encourage good attendance and develop good work habits.

Attendance: Procedures for Reporting Absences

When a student is absent from school, a parent/guardian must call the attendance line at the school during the morning of the student's absence. The phone number is (812) 637-4600, Select Option 1. If we do not get a call from the parent/guardian by 9:00 AM, you will get an automated call from School Messenger. If calling in is not possible, a written excuse from the parent(s)/ guardian(s) must be presented to the principal or designee within one (1) school day of the student's return.

Excused absences are defined as missing class or school for one of the following reasons:

- State excused absences (excused by state law). Personal injury or illnesses that leave a student mentally or physically unfit for school attendance. This provision includes absences due to medical, dental, or eye appointments. You must provide written documentation. (Appointments should be scheduled before or after school.)
- Children are released for days of religious observance upon request of their parents. A note signed by the parent/guardian must be presented prior to the day of observance and must be approved by the principal or her designee.
- If a student is sent home with a communicable disease/ head lice – the day the school sent the student home is excused.
- Bereavement Leave. The school will allow five (5) calendar days for a member of the immediate family. Immediate family is mother, father, brother, or sister. Two (2) days will be allowed for other family members. If more days are needed, a parent/guardian must contact the school principal or designee.
- Court, Division of Family and Children, and mental health appointments. Written documentation must be provided to the school to be considered an excused absence.
- The school will allow a parent/guardian to call a student in ill or send a note six (6) times a school year. After the six (6) parent calls or notes have been used up for the school year, the parent/guardian must provide a doctor's excuse or other legal documentation as to why

the student was absent. If no legal documentation is provided within 2 days, the absence will be unexcused.

Unexcused absences are defined as missing school under the following circumstances:
- Without an excused reason (see above list).
- Any absence which has not been verified.
- Absences which require approval and prior approval had not been obtained.
- Every 3 unexcused tardies or early dismissals, or combination of tardies and early dismissals, will count as one unexcused absence.

Attendance: Make-Up Work
- Students who have been absent shall be required to make up any missed learning experiences. If a child has missed classes, assignments should be obtained from the teacher and given to the child. It is the responsibility of the student/parent/guardian to secure the assignments with the classroom teacher and complete the make-up work. Parents may call the school to request homework. Requests need to be made before noon.
- Make-up work is due within the same number of days for which the student was absent. For example, if the student is absent two days, the work is due two days after the child returns to school.

Attendance: Notification to Parents/Contract
Dearborn and Ohio County School Corporations have adopted the following attendance expectations. In order to keep parent(s), guardian(s) informed as to their child's absence, if a student has three (3) unexcused absences, a parent letter will be sent home from the school office. If a student has six (6) unexcused absences, parent contact will be made by the Dearborn County Juvenile Probation Department. If a student has nine (9) unexcused absences, the Dearborn County Juvenile Probation Department will be notified and an Ireland Home Base Service Referral will be initiated. If a student has twelve (12) unexcused absences, the Dearborn County Juvenile Probation Department will be notified and a DCS case will be initiated. Once attendance has been referred to the probation department, all other absences must have a doctor's excuse or the absence is unexcused. Severe cases of poor attendance will be prosecuted under Indiana's compulsory school attendance laws.

Number of Unexcused Absences	**Action**
3 Unexcused	Parent Letter
6 Unexcused	Dearborn County Probation Notified and Parent Contact Made by Dearborn County court liaison
9 Unexcused	Dearborn County Probation Notified and Ireland Home Base Service Referral Initiated by Dearborn County court liaison
12 Unexcused	Dearborn County Probation Notified and DCS Case Initiated by Dearborn County court liaison

ARRIVAL AND DEPARTURE
Bus transportation is provided for all students. If a student does not ride the bus, he/she should not arrive at school earlier than 7:15 a.m. Upon arriving, students should report to the node at the front entrance. After school, they are expected to go immediately home unless they have been given special permission by a teacher to stay after school, and then that specific teacher

should supervise them. Parents are asked not to park on the lot on the side of the building. All visitors should park in the main visitor parking lot in front of the building.
Personal cars: You may stop along the sidewalk near the gym to drop your child off or pick them up. You must stay with your vehicle if parked along the sidewalk. No child will be permitted to cross the parking lot to get into or out of the car without a parent's escort. Parents need to sign out their child in the office when being picked up before regular dismissal time. (3:00 p.m.)
See Appendix B.

PUNCTUALITY
A student is considered to be an unexcused tardy if signed in between 8:00-8:30 or signed out between 2:30-3:00, unless they provide an official medical verification of illness or appointment. If proper verification is provided the unexcused tardy will be considered an excused absence. If a student becomes ill or must leave school for any reason, the student must be picked up in the school office. The parent, or an adult designated by the parent, must sign the student out in the office. The school office must be notified before 2:00 p.m for changes in afternoon transportation (bus passes, parental pick-up, etc.) Phone calls or emails to the secretary are accepted as a transportation change. In recent years, the number of students arriving tardy to school and/or signing out early has steadily increased. This is having a detrimental effect upon the student's academic growth. Tardy sign-ins or early sign-outs that are medically excused will be marked as medical.

ENTRANCE REQUIREMENTS
Every child must meet the following requirements when entering school: Child must be five (5) years of age before or on August 1st of the current school year to enter Kindergarten; birth certificate (issued from county courthouse). If we do not receive a copy of the birth certificate, we will not assign the student to a classroom; health and dental appraisal. Written record of immunizations and diseases your child has had. ALL IMMUNIZATIONS MUST be current according to state requirements; and custody papers, if applicable.

PERFECT ATTENDANCE
Students will not be eligible for perfect attendance awards if they are absent from school for any reason, including funeral, doctor and dental appointments. This would include being tardy in the morning or leaving school in the afternoon prior to dismissal.

HOME SCHOOL STUDENT PLACEMENT
As a school, we reserve the right to determine appropriate grade level placement of new enrollees. In order to make an appropriate grade level placement without relying on age as determining factor, new students will complete one or more of the assessments. The school counselor, a teacher, and/or the building principal will assess the scores and other pertinent information to make an appropriate placement. This assessment will take place as soon as possible relative to the student being enrolled. It must be noted that initial grade placement may change after reviewing the assessments and other pertinent data.

INCLEMENT WEATHER
The announcement concerning school closings and delays will be posted on the corporation's social media accounts (Facebook and X), on each school's website and will be sent to WSCH 99.3 Aurora, and WRBI 103.9 Batesville. Also, the Superintendent will attempt to reach a school-closing network in Cincinnati that in turn will place our announcement on participating radio and TV stations. The School Messenger phone call system will also be utilized to inform parents of closings, delays and early dismissals. If you are in doubt about school, listen to the radio. PLEASE REFRAIN FROM CALLING SCHOOL as the phones will be needed to contact bus drivers and communicate with the central office. If conditions are such that might result in an emergency closing or delay, it will be announced as SUNMAN-DEARBORN closing or two-hour delay. A two-hour delay means school will begin at 10:00 AM rather than 8:00 AM. Parents

should also have contingency plans for students should school be dismissed early. All parents are asked to complete Emergency Contact information in the PowerSchool portal at the beginning of the year. This information will be followed unless specific communication is received in writing from the parent. **See Appendix A**

FIELD TRIPS

Occasionally field trips will be utilized by teachers as a teaching tool. Permission slips will be required for each child's participation in these trips. A fee will be charged to cover transportation and any other cost that may be incurred during the trip. If a child is absent simply because they do not want to go on the field trip, it is counted as an unexcused absence. It is considered a day of instructional significance by the school. If parents do not wish to send their children on the field trip, please talk this over with your child's teacher and then with the principal. If the reasons are significant, an alternate plan may be developed for your child while he is at school during the day the class takes the trip. Due to liability coverage, younger siblings may not accompany students on field trips. The parent and child should be aware of the child's acceptance of responsibility to be a good citizen and maintain contact with the person in charge. The right of students to attend the field trip will be determined by the principal based on the student's behavior. **See Appendix D.** To protect student confidentiality and still allow you to capture memories, please refrain from posting pictures containing other children to social media sites.

CHAPERONES AND VOLUNTEERS/CRIMINAL BACKGROUND CHECKS

Any adult working with our students or involved with classroom parties needs to have one of the following criminal background checks completed and on file with the school prior to interacting with any students. These checks do take time, so please check with the school secretary regarding any deadlines for obtaining your background check prior to your intended activity.

Limited Criminal Background Check: This is free and can be completed by our school secretary. You will need a limited criminal background check if you are a volunteer or chaperone who will be under constant supervision of a school employee while working with students. This includes activities such as conducting a classroom party or helping in the classroom with a teacher present.

Expanded Criminal Background Check: You may apply for this background check on-line and there is a fee involved. Please see our corporation's main web page to apply. You will need an expanded criminal background check already on file if you are a field trip chaperone or a volunteer who is not under constant supervision of a school employee while working with students. **No background checks will be conducted after April 1 due to time constraints in obtaining them.** This includes activities such as chaperoning a field trip with small groups or working with small groups of students in the hallway. These background checks are required by law per Indiana Code 10-13-3-27 (10) has volunteered services at a public school (as defined in IC 20-18-2-15) or nonpublic school (as defined in IC 20-18-2-12) that involve contact with, care of, or supervision over a student enrolled in the school. The school principal will make the final decision concerning the admittance of any parent, visitor, volunteer or others into the school by following the law per Indiana Code 20-26-5-11 Use of information; notice of conviction of certain offenses: (b) A school corporation or entity may use information obtained under section 10 of this chapter concerning an individual's conviction for one (1) of the following offenses….. (See IN state law).

REPORTING SUSPECTED CHILD ABUSE

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. The school will report suspected child neglect as well.

OFFICE OF THE PRINCIPAL

The principal has the responsibility to see that the school runs smoothly and efficiently. The principal is in charge of the instructional program, the physical facilities, business affairs, and the general welfare of the students and teachers. Students and parents are encouraged to call upon the principal for assistance in school-related matters.

COUNSELOR

The counselor's primary responsibility is to the unique nature of the students and their needs while attending school. Students are encouraged to visit the counselors for assistance whenever the need arises. The elementary counselors' duties include:

- Dissemination of test scores to students, parents, and teachers.
- Counseling students when necessary.
- Consulting with staff concerning student needs.
- Consulting with parents.
- Serving as a resource person to faculty, parents, and students.
- Acting as liaison among families and the school.
- Chairs intervention meetings and coordinates and facilitates special education testing and referrals.
- Group counseling.

CLASSROOM TEACHERS

Teachers are responsible for creating engaging, standards-based lessons that meet the needs of all learners. They use a variety of instructional strategies, assess student progress, and provide feedback to support growth. Teachers adapt instruction for different learning styles, maintain a positive and organized classroom environment, and track student data such as attendance and grades. They also collaborate with colleagues, participate in professional development, and help supervise students during school hours. Many teachers lead extracurricular activities and integrate technology to enhance learning. Most importantly, teachers serve as mentors and support students' academic and personal development.

SPECIAL EDUCATION

Federal Law 94-142 was implemented in all public schools in 1978 and has transformed education. This law stipulates that children with educational, emotional and/or physical disabilities are guaranteed a public education. Special Education teachers are certified to teach children with a wide range of disabilities. Parent permission must be obtained prior to an educational evaluation for potential services. The Sunman-Dearborn Special Education Department will coordinate special education services for our students. A school psychologist will administer the test. The psychologist, in addition to other members of a case conference committee, will explain the evaluation results to parents of the referred individual.

SCHOOL NURSE

Our nurse provides numerous services. Among these are: vision screening, hearing screening, health appraisals, immunization records, and appraisal of individual health problems.

SPEECH & HEARING

The speech and hearing teachers meet regularly with students who have been identified as needing speech and/or language therapy. They also conduct hearing screenings and report the results to the school nurse. The therapist works with students in preschool through fifth grade.

INSTRUCTIONAL ASSISTANTS

The instructional assistants are assigned to aid the students by facilitating classroom instruction. Their main duty is to work with students in small groups or one-on-one. The special education assistants are assigned to facilitate the learning of a particular student or class by shadowing, interpreting, and facilitating the instruction.

ADMINISTRATIVE ASSISTANTS

Our Administrative Assistants manage the front office and are often the first point of contact for students, families, and visitors. They answer incoming calls, greet guests, and help keep daily operations running smoothly. One serves as the bookkeeper and treasurer, handling questions related to financial matters. The other oversees office operations, including report cards, student records, and state reporting requirements.

CUSTODIANS

Our custodians are responsible for maintaining the cleanliness, safety, and overall upkeep of the school buildings and grounds. Working in shifts, they operate as a team to ensure that the learning environment is clean, well-maintained, and ready for daily use throughout the school year.

PHYSICAL EDUCATION

All students need to wear gym shoes on the days they have PE. Elementary children are expected to participate in physical education. In order for a child to be excused from this activity, he/she must present a written excuse from a physician.

FOOD & NUTRITION SERVICES

The Food and Nutrition Services Department participates in the National School Breakfast Program and the National School Lunch Program. Breakfast and lunch are served daily. Menus are posted on the website monthly.

Please note:

- Breakfast will NOT be offered when school operates on a two-hour delay.
- Students are not permitted to bring pop, energy drinks, or caffeinated beverages with their lunch.
- Students and Parents, eating with their child(ren), are not permitted to bring in food from a restaurant.

MEAL ASSISTANCE

Meal assistance is available to households each year. Households are encouraged to complete a free and reduced meal application before the start of the school year to avoid unpaid meal charges. Meal assistance does not carry over so a new application must be submitted each year. Only one application needs to be submitted per household. Applications will be processed within 10 days of receiving the application. Once the application is processed households will receive an email notice with their eligibility status for the school year. Students who are not approved for free or reduced-price meal benefits before the start of the school year will be classified as paid status. Meal charges accrued before the approval of a free and reduced meal application will be the responsibility of the household. The Food and Nutrition Services Department will directly certify students who receive SNAP, TANF, and some Medicaid as well as those students who are certified as homeless, migrant, or a ward of the state (foster children). Households who are directly certified will be notified via email before the start of the school year and do not need to complete an application. Applications may be submitted online or you may obtain a paper application by contacting the school or visiting our website.

STUDENT MEAL ACCOUNTS

Each student has a meal account set up with their Student ID Number. Student ID numbers can be obtained by contacting the School or the Food and Nutrition Services Department. Households with multiple students may request for meal accounts to be linked to shared funds on the account. You must deposit money into the account with a credit card through EZ School Pay (www.ezschoolpay.com), check, or cash. Checks should be made payable to Sunman-Dearborn Community Schools (SDCS) Cafeteria. You must have the student's full

name and ID on the check or envelope. Any check that is returned for non-sufficient funds will incur a $20.00 service fee. All students will be enrolled to use Identimetrics Biometric Finger Scanning Technology to purchase their lunch. Parents may request for their student to opt out of using the Biometric Finger Scanning Technology by completing an Opt-Out Request Form and turning it in in the cafeteria. Forms are available in the office, cafeteria, or online. If a student opts out, they will be required to utilize an ID card or give their name at the point of sale.

STUDENT ACCOUNT BALANCES

The School Messenger System provides weekly phone calls and emails for all low (less than $10.00) and negative account balances. Cashiers may also notify students of their account balance when they purchase their meals. If necessary, the Director of Food and Nutrition Services or Food and Nutrition Service Manager will make a courtesy phone call, email, or mail negative balance reminders to the household. Parents may also receive low-balance reminders through EZ School Pay (www.ezschoolpay.com). Payments for meal accounts do not need to be made through EZ School Pay to utilize this service.

COLLECTION OF UNPAID DEBT

At the end of the school year, all meal accounts (including inactive students who have withdrawn or graduated) with a negative balance and no attempt to satisfy the debt may be sent to small claims court once the balance reaches $40.00. Debts taken to court are totaled with outstanding debts across the corporation (i.e. athletics, Chromebook fees, etc.). Outstanding debt not filed with small claims is accrued from one school year to the next. At any point, all outstanding debts (totaling across the corporation) may be filed with small claims.

INACTIVE STUDENTS

Inactive student accounts with a positive balance will be transferred to a sibling, if applicable, or refunded if greater than $5.00. You must contact the Director of Food and Nutrition Services for refunds of less than $5.00.

END OF SCHOOL YEAR MEAL ACCOUNT BALANCES

Funds in active student meal accounts (including negative balances) will roll over to the next school year. Accounts ending the school year with a negative balance will have until September 30th of the next school year to add money and avoid possible collection.

CAFETERIA EXPECTATIONS

1. Students sitting at a table are responsible for keeping the table and floor area clean.
2. Students are to return their tray and silverware to the dish room window.
3. Throwing food or touching someone else's food is strictly forbidden.

SPECIAL DIETARY NEEDS AND FOOD ALLERGIES

Parents are responsible for communicating any special dietary needs for their child, including food allergies. Substitutions will be made for students that have special dietary needs or food allergies, only when proper physician documentation and recommendations have been submitted to the school. Please contact the Director of Food and Nutrition Services regarding accommodations for your student's food allergy.

Questions regarding the Food and Nutrition Services Policy should be directed to the Manager at 812-576-1900 ext. 16910 or the Director at 812-623-2291 ext. 13809.This institution is an equal opportunity provider.

PARENT-TEACHER COMMUNICATION

Reports on your child will be made through conferences or written evaluations every nine (9) weeks. If a special problem with your child should arise, you may be contacted by note or phone call from the teacher. Please feel free to contact your child's teacher if you feel the need. Parent/Teacher conferences are scheduled for September 11 and 12. Conferences are a very valuable tool and helpful for all involved. Staff members encourage all parents to be involved in

their child's education. Conferences are not only reserved to the designated days in September. Conferences are welcome throughout the school year. If you feel that a conference is needed please feel free to contact the teacher and schedule a time that will be convenient to both parties. Most teachers are very open to meeting prior to school, during their preparation time, or after school hours. We ask that you call in advance to ensure that the teacher is available to you. Teachers are unavailable during instructional time without a prior appointment. Instructional assistants are not permitted to discuss student progress or behavior with parents. All questions regarding these issues must be directed to classroom teachers.

MIDTERM AND REPORT CARDS

Grade cards (also known as report cards) will be issued each nine weeks. Our schools utilize a computer generated management system for our grade cards. Letter grades and percentages will be given in grades 2 through 5. Grades are given to inform parents and students of the quality of progress that the student is attaining.

POWERSCHOOL PARENT PORTAL

The Powerschool parent portal allows you the ability to view your student's school information over the Internet. Please visit the school website at:
https://powerschool.sunmandearborn.k12.in.us/public/

GRADING SCALE

The following represents the grading scale for all graded subjects:

GRADE A+	97-100	O = Outstanding
GRADE A	93-96	S = Satisfactory
GRADE A-	90-92	N = Needs Improvement
GRADE B+	87-89	
GRADE B	83-86	
GRADE B-	80-82	
GRADE C+	77-79	
GRADE C	73-76	
GRADE C-	70-72	
GRADE D+	67-69	
GRADE D	63-66	
GRADE D-	60-62	
GRADE F	0-59	

CRITERIA FOR HONOR ROLL

1. Students in grades 2- 5 are eligible for honor roll.
2. Students who maintain a 3.17 average or better are on the honor roll.
3. If students receive an "N" or "F" in any subject, except handwriting or citizenship, they are disqualified from honor roll recognition.

DISCIPLINE

Each staff member at our school accepts responsibility for maintaining discipline and promoting a program for developing wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teacher.
The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

The entire foundation and success of public school education depends on the basic concept of self-discipline – a self-discipline which will allow all individuals to exist in the world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their

own individual rights do not, at the same time, infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community. A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the School Corporation. The purpose of discipline control is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process. An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources to help each student gain acceptable self-discipline standards. However, in the absence of self-discipline, the superintendent, principal, administrative personnel, or any teacher, is authorized to take certain actions reasonably desirable or necessary to help any student to further school purposes or to prevent an interference with the education process.

SCHOOL-WIDE RULES

All school rules apply upon arrival at the bus stop, on the bus to and from school, and anytime the student is on school grounds or at a school sponsored event, or in a synchronous e-learning session. Any event in the community or neighborhood, which can be judged by the administration to threaten the educational process at school may also result in consequences, as related in this document, to the student(s) involved. Students are expected to follow established procedures as outlined in the School PBIS Plan.

General

Treat everyone with respect
Be honest
Follow directions
Respect school and personal property
Keep all of your body and objects to yourself
No gum
Follow Classroom rules
Roller skates (Heelies), skateboards, and electronic devices (games) are NOT to be brought to school.
Personal Communication Devices must remain powered off and in backpacks during school hours.

Consequences

Severe Clause—The administration is responsible for taking prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff. In the case of certain incidents, any discipline step may be waived.

If it is determined that an assigned discipline penalty will not be served, the school administration may assign a different higher penalty such as In School Suspension or Out of School Suspension.

The following is a table of consequences that may be used.

Verbal Reprimand	Essay/Writing Assignment	Loss of Recess or Other Privileges
Parent Contact	Noon Detention	Time Out
Removal from Class	After-School Detention	Summer Detention

Service Hours	Contacting and Requesting Local Law Enforcement Official
In-School Suspension - The student is not allowed to attend classes or other activities, but must be in attendance at school and will be required to complete the regular academic assignments. The student will be provided with the work and will earn credit for work completed.	
Out of School Suspension - The principal may suspend a student for a period of no more than ten (10) school days. The suspension shall be made only after the principal has made an investigation thereof and determined that such suspension is necessary to prevent interference with the educational functions of the school. Suspension will be used only as a last resort. A student suspended from school may not, under any circumstances attend any school function and may not be on any Sunman Dearborn School Corporation grounds. A suspension longer than ten (10) days must have the approval of the superintendent. Most students who are suspended for ten (10) days are expelled from school for the remainder of the semester or in certain instances for two semesters. The student will be provided with the work and will earn credit for work completed. The student will not have the opportunity to make up missed tests or quizzes.	
Expulsion - Expulsion is a disciplinary action whereby a student: 1. is separated from school attendance for a period in excess of ten (10) days, or 2. is separated from school attendance for the balance of the current semester/school year/calendar year.	

Depending on the number of occurrences, severity, or duration of the infraction, any one of the preceding consequences may be used when dealing with the following list of violations:

Possession of alcohol, drugs, tobacco, or paraphernalia	Possession of weapons (firearms, knives, explosive devices)	Fighting
Battery	Intimidation	Use of profanity or verbal aggression
Defiance/Insubordination	Destruction of property or vandalism	Theft
Sexual misconduct	Technology misconduct	Physical, verbal or relational bullying (including technology)
Attendance	Disruption of student learning	Breaking any school-wide or classroom rule.
Cheating	Lying	Bus misconduct
Any other infraction which is significant enough to warrant the decision of suspension by the administrators in charge including the principal and his or her designee, the superintendent and the assistant superintendent.		

BULLYING
This rule 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 (including summer school).
Off school grounds at a school activity, function or event; or using property or equipment provided by the school.
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.
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.
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.
Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
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 the school.

Artificial Intelligence

Sunman-Dearborn has a specific board policy addressing the use of Artificial Intelligence (AI). AI is not permitted except when a student receives prior permission/consent from their teacher, so long as they use the AI tools ethically and responsibly. Here are some examples of when a teacher would approve the use of AI.

- Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying unseen aspects, and suggesting other perspectives.
- Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.
- Writing assistance: AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools, and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion.

DRESS CODES

We strongly encourage guardians to play an active role in determining how their children dress for school. Students should dress according to the weather and in clothes that are comfortable, clean, and appropriate for learning and play.

Clothing bearing patches, drawings, or sayings (stated or implied) which refer to drugs, alcohol, tobacco products, sex, violence, or death will not be permitted to be worn. Obscenities (stated or implied) will not be permitted. Any items that encourage fighting are not permitted.

Hats: Hats and/or handkerchiefs (dew-rag) are not to be worn inside the school. Under certain circumstances, the administration may declare a “hat day” or an appropriately named day that will provide the opportunity to wear hats or appropriate apparel on the head in the building.

Shirts: Bare midsections, tube tops, tank tops, spaghetti straps, baggy or alternative-style dress is not permitted. Sleeveless tops or shirts are not permitted.

Pants/Shorts: Pants may not be longer than shoes. **Students may wear shorts in appropriate weather**. The principal and staff’s guideline for length is to have the student stand with their arms hanging limp at their sides. If they can touch the hem of their shorts without curling their fingers back toward their wrist then the shorts are of appropriate length. NO torn or ripped shorts or pants are permitted. The appropriate length of skirts for girls is determined in the same fashion as the appropriate length of shorts.

Shoes/Footwear: We do not allow open toed shoes or sandals because of the possibility of injury during play at school. All footwear should completely enclose the foot to prevent injury on the playground. High heels over 1 inch should never be worn.

Makeup: Makeup is not permitted. Elementary school children should not have to worry about their makeup throughout the day. If a child comes to school wearing makeup, the child will be asked to go to the restroom to wash off the makeup. The administration may, under certain circumstances allow students to wear makeup on special occasions. Makeup includes powders, rouge, eyelash and/or eyebrow coloring or enhancers, eyeliner, lipstick and creams. Other items also fit under the term “make-up” and may not be worn by students. No colored lipstick or lip-gloss is permitted. Chapstick or lip balms are permitted if they are clear and not glossy.

Earrings: Dangling earrings are not permitted as they create a distraction to the educational process and pose a threat to the safety of the wearer.

Additional dress issues:

No body piercings except for earrings
No tattoos (including temporary)
No chains or heavy ornaments should be worn
Hair color/styles which are disruptive to the learning environment are not permitted
Long artificial fingernails are not permitted. They interfere with keyboarding on the computers.
No item will be tolerated that interferes with the learning process.

Students may keep a sweater, sweatshirt, or light jacket at school due to variations in temperature throughout the building. Students should always dress for the current and predicted weather conditions. Students should bring a coat when the current or predicted daytime temperature is 50 degrees or lower. Please keep in mind that during the winter we may send children outside for recess when the temperature and wind chill is equal to or above 32 degrees Fahrenheit. The principal will utilize the Board’s Cold Weather guidelines to account for wind chill, when making the decision. We encourage our students to enjoy the fresh outdoors as much as possible during recess. This activity helps students expel energy in a way that indoor recess does not provide. Parents will be called about dress code violations.

SCHOOL SAFETY PLAN

Our school has developed and continually updates a Crisis Intervention Plan. It is a work in progress and with the help of our local police, judges, fire persons and community, it will continue to change to become a better way of helping ourselves be ready in the case of any emergency we could encounter. It's impossible to be ready for everything. We can't anticipate every detail and there is a wide range of possible crises. However, if the dialogue among our school staff and community continues as we are faced with the expected challenges of educating our youth as well as responding to crises, we should be in a strong position to keep everyone safe at school.

One of the most important components in any school crisis plan is that parents and the school community have an established means of communication. In the event of an actual emergency such as a fire, tornado, or intruder, it is critical for building level administrators to immediately implement their emergency preparedness plan. As soon as it is safely feasible, the school will send a *School Messenger* notification to parents with details of the emergency and specific directions for parents if any action is required. We will also post notifications to social media as appropriate based on the emergency.

Please read the following Safe School Message carefully and post the telephone number for reporting any threat to Sunman Dearborn Schools near your home telephone, just in case you may need it. Please do not hesitate to call this number if you think there is something we need to know to keep our children safe. In addition, feel free to phone the school with information concerning student safety, as you feel appropriate. We will depend on your involvement.

Our District's Tip Reporting Service
Safety is one of our district's top priorities, that's why we're now using *Stay Safe. Speak Up!*, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration three different ways:

1. Phone: 1-866-547-8362
2. Phone App: Search app store for Stay Safe. Speak Up!
3. Web: https://staysafespeakup.app/site/submitReport
   Code: SDCSC

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the Stay Safe. Speak Up! Terms of Use and Privacy Policy, is available online at https://staysafespeakup.app/. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

VISITOR PROCEDURES AND STUDENT SAFETY

Bus transportation is provided for all students. If a student does not ride the bus, he/she should not arrive at school earlier than 7:15 a.m. Upon arriving, students should report to the node at the front entrance. After school, they are expected to go home immediately unless a teacher has given them special permission to stay after school, and then that specific teacher should supervise them. Parents are asked not to park on the lot on the side of the building. All visitors should park in the main visitor parking lot in front of the building. Personal cars: You may stop along the sidewalk near the gym to drop your child off or pick them up. You must stay with your vehicle if parked along the sidewalk. No child will be permitted to cross the parking lot to get into or out of the car without a parent's escort. Parents need to sign their child out of the office before being picked up before regular dismissal time. (3:00 p.m.) See Appendix B

CUSTODY

It is necessary that the school records are accurate and current regarding custody and visitation privileges in cases where a student's parents are divorced, separated or have never been married. **IT IS THE POSITION OF THE SUPERINTENDENT OF SCHOOLS THAT A SCHOOL BUILDING IS NOT THE APPROPRIATE PLACE FOR VISITATION AND/OR EXCHANGE OF CUSTODY.** Due to the large number of students who live in homes with divorced parents, it is necessary to ensure the safety of the students due to disagreement between/or among some adults. The custodial parent is responsible for bringing a copy of the final divorce decree stating custodial rights. It is also the custodial parent's responsibility to inform the school in writing if there are any restrictions on the non-custodial parent included in the divorce decree. If a non-custodial parent is to pick up a student from school, the custodial parent must contact the classroom teacher with a note or letter. If the non-custodial parent is to pick up the student(s) on a regular basis, the custodial parent may write one letter explaining that the non-custodial parent has their permission to pick the student(s) up from school. That letter should have dates and/or days of the week if necessary. That letter will remain in effect until the end of the current school year or until the custodial parent informs the school in writing of any change.

SCHOOL MESSENGER/ EMERGENCY NOTIFICATION SYSTEM

Sunman-Dearborn Community School Corporation will utilize an electronic notification system to inform parents of important or emergency information. It is the responsibility of parents to contact the school to update contact information in PowerSchool.

RECORDS AND TRANSFERS

Each school keeps confidential records on each child. Confidential items are home addresses and telephone numbers, academic achievement scores, health records, attendance, behavior, and standardized tests results. These records are used as an aid to understanding each child so that he/she is provided a more meaningful education. Parents may view their child's records by calling the school for an appointment. The principal or counselor will review/discuss these records with the parent(s). When transferring to another school, the child's records will be sent as soon as a signed release of records form is received. Early notification of plans to transfer is always appreciated. It is the goal of the school to maintain thorough and current academic, medical and legal records. If your child's medical status or legal status should change; copies of these changes are needed to maintain records. Examples of such changes would be doctor's instructions following surgery, immunizations, divorce decrees, custodial agreements, adoption certifications, etc.

PARENT VISITATION AND CLASSROOM OBSERVATION

The school personnel respect and encourage the parents in their basic responsibilities toward their children and seek to establish friendly and cooperative relationships with the home. Research shows that children achieve higher academic scores when their parents are involved in the children's education. If at any time the parent wishes to visit the classroom, he/she is welcome to do so with prior permission from their teacher(s). Classroom visits of reasonable duration (less than one hour) can be accommodated. Adjustments in the amount of time for the visit can be made where warranted. In this way, the instructional rhythm of the day is preserved. Our primary task is to educate our young people. Parents and friends are welcome to stop for lunch at any time throughout the year. Simply telephone the office to inform them you will be coming in for lunch. Non-custodial parents must make arrangements with the custodial parent in advance. The custodial parent must telephone or send a note to let us know if this visit is okay. In the event of a classroom visit, an appointment should be made with the teacher(s) and then inform the principal. The parent(s) are to contact the teacher and make an appointment if your son and/or daughter experience any problems.

FOR THE SAFETY OF OUR CHILDREN, WE REQUIRE EVERY VISITOR TO STOP IN THE MAIN OFFICE TO SIGN IN WHEN THEY ARRIVE.

INSUFFICIENT FUNDS FOR PERSONAL CHECKS
Sunman Dearborn Schools will charge a fee of $20.00 for any checks returned from the bank for insufficient funds. This is above and beyond any fees charged by your bank to your account.

EXTRA-CURRICULAR ACTIVITIES
S-DCSCS offers a variety of extra and co-curricular opportunities for elementary aged students. The offerings may vary from year to year and from school to school, as advisorship is up for assignment each year. Archery, choir, and robotics are a few of the possible activities offered. Students wanting to participate in extracurricular and co-curricular activities must have parent permission and an agreement from parent to transport. Students must be in good academic standing and must meet attendance expectations. No student who has been absent for a school day may participate in an extra-curricular activity scheduled for the afternoon or evening of that school day without the approval of the principal.

FIRE/TORNADO/SAFETY DRILLS
Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado and man-made occurrence drills are executed to make certain all students learn proper safety procedures and adhere to all safety guidelines.

CHANGE OF ADDRESS AND/OR PHONE NUMBER
Parents are asked to notify the school of any change of address or telephone number.

TELEPHONES
The office telephone is for school business and it may be used by students only in cases of emergency with the permission of the secretary or the principal. Students will not be allowed to make calls from the office for Girl Scouts, sports, or any other after-school activity. Arrangements should be made prior to coming to school.

ROOM PARTIES
Parties will be restricted to Halloween and Christmas. Good behavior is expected at all times. **Younger siblings may not attend room parties**. Individual birthday parties that encumber valuable instructional time will not be permitted. Parents will sign-up to help with the classroom parties. Any parent involved with a classroom party must have a limited criminal background check already on file. Due to the high number of parents wishing to be involved with classroom parties the number of parents will be limited. Those parents attending will actively conduct the party. **No uninvolved observers will be permitted.** Efforts will be made to rotate the selected parents who have completed their criminal background checks and been approved by the school principal, so as to allow access to as many parents as possible.

BIRTHDAY TREATS
Please give your child's teacher one-day's notice of your plans to recognize your child's birthday. Due to the fact that many children have food allergies, **birthday treats must be store bought**. **Treats must follow the Smart Snack guidelines**. This will enable the teacher to check labels for any ingredients that may be harmful to students with food allergies or medical issues. We appreciate your cooperation in this important safety issue. Also, please do not send drinks or games, balloons or flowers as part of the birthday treat. Please see the Sunman Dearborn School Corporation Wellness Policy for further guidance on appropriate foods for school. See Appendix C.

INVITATIONS
If your child is going to bring invitations to school for a party at home, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations in a manner outside of the school setting.

ADVERTISING
Any article for publication first must be approved by the principal. Advertising for nonprofit organizations will be accepted.

LIVE ANIMALS/TOYS/ELECTRONICS
Live animals should not be brought to school without prior permission from the principal. Electronics such as Nintendo systems, iPods, iPads, should not be brought to school.

BICYCLES
Students are not permitted to walk or ride their bicycles to or from school.

BULLETIN BOARDS, WALL SPACE, AND LOCKER FRONTS
All bulletin boards, wall space and locker fronts have been assigned to teachers. Permission to use a bulletin board, wall space or locker front must be granted by the principal.

PERSONAL COMMUNICATION DEVICES
Personal communication devices (PCDs) are defined as any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, include including computers, laptops, tablets, ereaders, cellular or mobile phones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smartglasses (eyewear equipped with computer technology), gaming devices, and/or other web-enabled devices of any type.

PCD Use Prohibited During School Day

Students are prohibited from using a PCD while present on school property for a student instructional day ("school day"), unless an exception applies.

Permitted Exceptions

A. student may use a PCD as directed by a teacher for educational purposes during the school day on a school-supplied PCD
B. a student may use a PCD if necessary for the management of the student's documented medical condition pursuant to an order provided by a licensed health care professional;
C. a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan
D. a student may use a PCD if authorized by the Superintendent or the Superintendent's designee at the appropriate time during an emergency, as determined by the Superintendent or the Superintendent's designee
E. a student may use a PCD if necessary for language translation, using school-supplied PCDs or applications where available

Devices Stored During the School Day

Students may bring PCDs to school. However, unless an exception applies, during the school day all PCDs must be powered off and stored. Students shall not access their PCDs during the school day unless an exception applies. Students may not use PCDs on a Corporation bus or other Corporation vehicle during the school day. Students must follow all instructions regarding proper storage.

The student is responsible for ensuring that their PCD is powered off and stored appropriately. The Corporation is not responsible for any lost, damaged, or stolen PCDs that have been brought to school. When the school day concludes, or when a student leaves the school premises for the day if prior to the conclusion of the school day, the student may retrieve their

PCD. Students may use PCDs while riding to and from school on a Corporation bus or other Corporation vehicle.

Use of PCDs Outside the School Day

Students are permitted to use PCDs:

A. on Corporation property outside the school day
B. during after-school activities (e.g., extra-curricular activities) at the discretion of the sponsor/advisor/coach

C. at school-related functions at the discretion of the sponsor/advisor/coach
D. or on a Corporation bus or other Corporation vehicle during school-sponsored activities outside the school day at the discretion of the bus driver.

Enforcement

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to local law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal, facility administrator, or Superintendent.

Student Responsibility for Personal PCDs

Students are personally and solely responsible for the care and security of their PCDs. The Corporation, Board, administrators, teachers, and agents assume no responsibility for damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Corporation property.

PERSONAL PROPERTY

The school is not responsible for any loss of personal property. Books and articles of clothing should have the student's name written clearly in them. Toys are not to be brought to school unless the principal gives special permission. The school is not responsible for any toys, games, electronic devices, cell phones, etc., brought to school. Do not bring baseball or other collector cards or items to school. Any such item brought to school may be confiscated and held by the principal until such time that a parent can pick up the item.

BOOK FEES AND SUPPLIES

The corporation covers the cost of what was once paid by families for textbooks. There is an optional $25.00 insurance plan to cover accidental damages to the school issued Chromebook. The corporation will supply students with needed school supplies. One pair of headphones will

be issued to students. If these headphones are damaged, the student will need to bring another pair of wired headphones from home.

STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the nurse's office. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

STUDENT TEACHERS

At times, there may be a student teacher in your student's classroom. This will be someone who is not licensed, but will have the responsibility of teaching a class. This person will be supervised by a classroom teacher.

INTERNET USAGE

Students are required to have an electronically signed Internet permission form on file with the school each school year.

CRIMINAL ORGANIZATIONS

Participation in Criminal Organizations is strictly prohibited on school grounds. "Criminal Organization Activity"- a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

The following person is designated to handle inquiries regarding the non-discrimination policies of the Corporation or to address any complaint of discrimination:

Dr. Andrew Jackson
Sunman-Dearborn Community School Corporation
1 Trojan Place, Suite B
St. Leon, IN 47012
812-623-2291

Appendix A

Weather Related Closings

Sunman-Dearborn Community Schools will issue a delay and/or cancel school in case of inclement weather. Delays enable us to have more time to assess weather conditions. Typically, we will delay if road conditions are deemed hazardous or if wind chills are severe. Every effort will be made to inform parents of school delays or closing decisions via designated media and/or C-Notify System by 6:00 a.m... Please monitor local radio and television stations for weather related announcements - do not contact your child's school. Telephone lines need to be kept open for emergency situations.

Please make arrangements in advance for your children in the event that delays and cancellations occur. YOUR CHILD'S SAFETY IS IMPORTANT TO US.

School Closings:
* Schools will not be open to students.
* Practices, games and extra-curricular activities will be canceled.
* School closings are made on a day-by-day basis subject to weather conditions. Please listen to the radio or watch TV each morning during periods of expected bad weather conditions.

Two Hour Delays:
A two hour weather related delay will provide more daylight, allow additional time for road conditions to improve, and will provide school officials with extra time to monitor changing weather conditions. In severe weather, a two-hour delay may be changed to a school closing. Parents should make plans for supervision of their children during a two hour delay and also have an alternative plan in the event a decision is made to close schools. Buses will arrive two hours later than normal schedule at the schools. Bus drivers will contact parents and students on pick-up times because of the delay.

Early Dismissals:
Early dismissals will be issued when weather conditions become so severe. It is in the best interest of student safety to close school before the scheduled end of the school day. Early dismissal decisions will be made as soon as possible in the afternoon to allow bus drivers sufficient time to prepare to run their routes. In periods of severe weather, please monitor radio and television to receive notification of early dismissal. The C-Notify System will also be utilized to inform parents of early dismissals.

Frequently Asked Questions

Q: Who makes the decision about school delays and closings?

A: Except in the case of an emergency, the determination to delay or cancel school will be made by the Superintendent. Decisions to delay or close will be based upon information provided by the Director of Support Services and other school officials who will monitor weather and road conditions in various geographic areas of the school district. Weather conditions and road conditions will be observed beginning as early as 4:30 a.m. in order each to make the best possible decisions regarding student safety. Other sources of information that contribute to the decision-making process are the Indiana State Police, the Dearborn and Ripley County Sheriff Departments, the Dearborn and Ripley County Highway Departments, and the Indiana Highway Department.

Q: How are parents notified of weather-related delays, early dismissals, or school closings?

A: Every effort will be made to make a decision by 5:45 A.M. each school day. Designated media will be contacted as early as possible. If a school delay is announced, parents should continue to monitor news media in the event that weather conditions worsen and a school closing is announced at a later time. Please listen to the media for weather announcements and keep current telephone numbers up-to-date for the C-Notify System. DO NOT CALL YOUR CHILD'S SCHOOL FOR WEATHER RELATED INFORMATION.

Q: If school is closed, will there be athletic practices and extra curricular activities?

A: When schools are officially closed, athletic practices, games or extra curricular activities will be canceled.
(See Appendix A for Weather Related Closings).

Q: In severe weather conditions, may parents make a decision regarding school attendance for their child(ren)?

A: It is ultimately your decision as a parent to determine whether or not your children are safe. If the situation appears to be very dangerous, it is up to you to exercise good judgment and determine whether or not to send your child to school. If you do keep your child at home, please call the school explaining the problem. The absence will be excused (will not count toward parental excuses).

Q: What time must students report to classes on a regular schedule?

A: Building Hours of Operation (Student Attendance)

East Central High School - 8:10 A.M. to 2:54 P.M.
East Central Middle School - 8:10 A.M. to 2:55 P.M.
Bright Elementary School - 8:00 A.M. to 3:00/3:30 P.M.
North Dearborn Elementary School - 8:10 A.M. to 3:10 P.M.
Sunman Elementary School - 8:10 A.M. to 2:55/3:15 P.M

Appendix B

End of Day Transportation

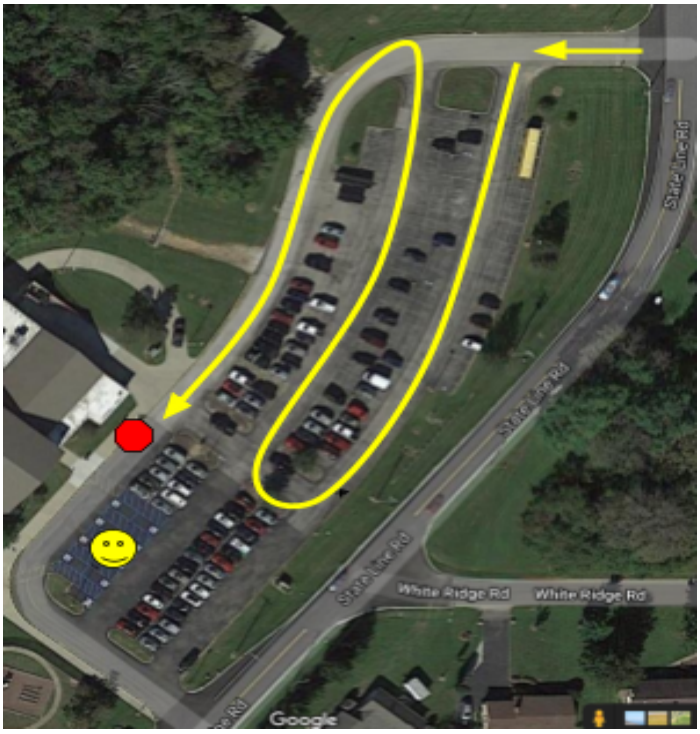
Families are asked to communicate end of day transportation plans with their child's teacher at the beginning of each school year as well as a list of Emergency Contacts that are authorized to pick a child up from school. If any changes occur to the normal pick up schedule (i.e. a student who typically rides the bus will be a parent pick up), please contact the front office prior to 2:00 pm on the day of the change.

Bright Elementary Afternoon Pick-up

In order to maintain a safe and orderly system of picking up children at the end of the school day, each student is given two brightly colored **Student Pick-Up Verification Tickets** for family members to display during pick-up. Please keep these tickets secure and only share them with those authorized to pick up their students from school. Family members without the verification ticket displayed in their vehicle window must visit the front office to verify that they are authorized to pick up students.

During after-school student pick-up (3:10-3:30pm) family members are asked to enter the Bright Elementary Parking Lot from State Line Road and follow the traffic pattern indicated on the below **Student Pick-Up Map** and display the **Student Pick-Up Verification Ticket** in the windshield of their vehicle so that Bright Staff Members can clearly see the student name and radio for their release.

Student Pick-Up Map & Procedures



Family members picking up students after school are asked to enter from State Line Road and snake through the parking lot as directed by the map. Additionally traffic cones will be placed in the parking lot to direct the flow of traffic. Once you reach the pick up zone (as signified by the red stop sign) there will be numbered spots for curbside student pick up. Each student will be given two brightly colored **Car Rider Verification Tickets** for family members to display in their windshield for pick up. Bright Elementary Staff Members will check these tickets as each vehicle arrives and radio to release the student to the appropriate family member.

We ask that family members not exit the vehicle while in the pick up line. If your child requires assistance getting into the vehicle or securing their seat belt, we ask that you pull into a parking spot directly to the left of the pick up area, (as signified by the smiley face)

Appendix C

Nutrition Education Goals

- Nutrition and healthy living skills shall be taught as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to nutrition, health promotion and disease prevention.
- Each school shall provide for an interdisciplinary, sequential skill-based health education program based upon state standards and benchmarks.
- Students shall have access to valid and useful nutrition and health information, and nutrition and health promotion products and services.
- Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day and as part of before or after school programs.
- Students shall be taught communication, goal setting, and decision-making skills that enhance person, family and community nutrition and health.
- Parents, teachers, school administrators, students, foodservice professionals, and community members will be encouraged to serve as role models by practicing healthy eating.
- Physical Activity Goals
- The school district will comply with the Indiana Physical Education standards.
- The promotion of life-long physical activity will be integrated across the curricula and throughout the school day.
- The allotted time for physical activity will be consistent with the state guidelines.
- At the elementary school level, students will engage in physical activity every day.
- The school district will encourage opportunities for physical activity through after-school programs including, but not limited to interscholastic athletics, the implementation and/or the enhancement of intramural athletics, and physical activity clubs.
- The school district will ensure that all recreational facilities are safe, clean and accessible for all students.
- Faculty and parents will be encouraged to engage in physical activities with students.
- Parents, teachers, school administrators, students, foodservice professionals, and community members will be encouraged to serve as role models by practicing healthy physical activity habits.
- Other School Based Activities Goals
- The school district will encourage healthy food choices at activities outside of the school day.
- The school district will encourage the use of healthy snacks or non-food items as a reward in schools.
- Food from restaurants and soda pop will not be permitted to be brought into the school by a parent or student for their student's or their own breakfast or lunch that will be eaten in the cafeteria.
- Dining areas will be clean, safe, and attractive.
- The school district will ensure that drinking fountains are available in all schools.
- The school district will make efforts to keep school or district owned physical activity facilities open for use by students and community members outside school hours when fiscally possible.
- Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment goals of the school.
- Advertising of foods or beverages in the areas accessible to students during meal times must be consistent with established nutrition environment standards.
- Nutrition Guidelines for all Foods and Beverages Served on Campus during the School Day Goals
- Ala Carte, beverage, and vending machine sales will meet the state requirements and nutrition standards set forth under Senate Enrolled Act 111/Public Law 54.
- Ala Carte sales of food to students will not be allowed at the elementary school level.
- At all schools, vending machines containing food or carbonated beverages will not be accessible to students during lunchtime.
- Healthy food and beverage choices will be offered in vending machines and encouraged at concession stands, and at other school functions.
- The school district will encourage parents to provide healthy snacks and treats, or non-food items, when supplying items for classroom celebrations. [Including no soda pop in K-6 grade level and using proper portions on snacks and treats.

- Child Nutrition Program Goals
- Reimbursable school meals will meet the program requirements and nutrition standards set forth under the 7 CFR Part 210 and Part 200.
- All meals served will comply with federal, state, and local Board of Health requirements.
- Breakfast and lunch will be offered at each school.
- The food service department will strive to increase participation in the available federal Child Nutrition programs, such as the National School Lunch and Breakfast Programs.
- The identity of students receiving free or reduced priced meal benefits will be protected.
- Lunch periods are scheduled as near the middle of the school day as possible.
- Monitoring and Compliance Goals
- The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.
- School food service director and staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent. In addition, the school district will report on the most recent USDA School Meals Initiative review findings and any resulting changes.
- The superintendent or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all parent/teacher organizations, school principals, and school health services personnel in the district.
- The Indiana Health Standards will be available to all schools.
- The Wellness Policy Committee will meet in April of each school year or other meetings as needed to evaluate the effectiveness of the Wellness Policy, and propose any necessary changes. A verbal report of findings will be presented to the School Board by the designee.

  The School Board will have the final authority to approve or disapprove any changes made to the Wellness Policy

Appendix D

Bright Elementary School Chaperone Guidelines

We do not guarantee that all volunteers will be chosen to chaperone. Some field trips require no chaperones while other require limited numbers. Teachers will make the final decision on numbers needed and who is chosen.

The safety of your child(ren) is of the utmost importance to the staff at Bright Elementary School. The planned learning experience is a very important part of your child's total educational program. This field trip is part of the curriculum which addresses areas in the Common Core Standards.

If you are a chaperone, please familiarize yourself with the policies below:

1. The children who are assigned to you are your responsibility. They are to be kept together throughout the entire trip. Please stay with your group and make sure you know where each child is at all times. The children are not to separate from the group for any reason!

2. No younger children are permitted to attend field trips.

3. All chaperones are expected to adhere to the field trip schedule/agenda.

4. No chaperone is permitted to purchase extra items for any of the students.

5. All chaperones are expected to follow and enforce school policies and teacher directives during the field trip.

6. We would like all chaperones to bring a cell phone along on the field trip. In the unlikely event that there is an emergency or accident, the chaperone should have a phone to contact the teacher in charge, as well as authorities if needed. If a group is having difficulty getting back to the bus on time, it will be the responsibility of the chaperone to phone the teacher to inform them of the situation.

7. You are trusted with the well-being of our students.
   None of the chaperones should favor any child over another and when conflicts occur. It is extremely important to handle them fairly and firmly. The children look forward to these trips and enjoy the experience. Please make sure that they stay with you and follow the rules. If there is a problem, be sure to inform the teacher in charge immediately so they can handle the situation. Any discipline or consequences will be handled by the teacher and not by the chaperone.

8. An expanded criminal history check must already be on file (see page 10).

9. No child may be taken from the trip to go home with parents/chaperones.

10. No alcohol consumption of any kind is permitted before or during the field trips.

11. No use of any tobacco product is permitted while on the field trip.

12. It is not permissible for anyone to show up on location of the field trip and be part of the school group if they have not been approved as a chaperone. This includes public locations such as the zoo or a museum

Appendix E

ANNUAL AHERA NOTIFICATION
SUNMAN DEARBORN COMMUNITY SCHOOL CORPORATION
SCHOOL YEAR 2016/2017

AHERA Rule 40 CFR 763

The Asbestos Hazard Emergency Response Act (AHERA) of 1986, requires that the employees, participants, and students attending our schools be informed of the presence of any asbestos containing materials in the facilities of the Sunman-Dearborn Community School Corporation. The information provided below is a result of federal, state and local inspections.

The asbestos present in the High School is contained within the fuse hoods in the science labs. The material is in a manageable condition and will not cause a hazard to the occupants of the building.

The asbestos present in the Middle School is contained within the fume hoods in the science rooms. The material is in a manageable condition and will not cause a hazard to the occupants of the building.

The three current elementary schools (Bright, Sunman, and North Dearborn) are free of asbestos materials.

A management plan has been written and approved for the control and elimination of these materials. Each building has such a plan of file. ***As part of this management plan, an inspection of all asbestos-containing materials is conducted by Antesco, Inc. every three years with the last being done on June 7th, 2024. Additional re-inspections are conducted twice each year by the school corporation.***

Should you have questions regarding the management plan or health risks that might be caused by the presence of asbestos, contact the Director of Support Services at the Central Office or your building Principal.

Indoor Air Quality Coordinator

In accordance with 410 IAC 33-1(a), Sunman-Dearborn Community Schools Indoor Air Quality Coordinator is:

The Director of Support Services
812-623-2235

Appendix F

Anti-Harassment (Policy 5517)

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

You may access this entire policy by going to www.sunmandearborn.k12.in.us, click on School Board, click on Board Policies, click on Bylaws & Policies on the left side of the screen, click on 5000, click on 5517. If you would like a hard copy mailed to you please contact the Director of Human Resources at 812-623-2291.

Appendix G

Dear Parents, Guardians and Students,

One type of meningitis is caused by a bacterium called *Neisseria meningitidis.* Infections caused by this bacterium are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs and even death. The bacteria are spread from close person to person contact through the exchange of nose and throat secretions, by activities such as kissing or sharing eating or drinking utensils. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are two vaccines that can help prevent cases of this disease in teens and young adults. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of children with the meningococcal conjugate vaccine (Menactra and Menveo) at 11 or 12 years of age, with a booster dose of the vaccine at 16 years of age. The booster dose at age 16 provides ongoing protection from the disease after high school.

The state of Indiana requires all students in grades 6-12 to have the appropriate number of meningococcal conjugate vaccine doses. One dose of meningococcal conjugate vaccine is required for all students in 6th -11th grade. A second booster dose is required for students entering 12th grade. These vaccines are a legal requirement for school entry (Indiana Administrative Code 410 IAC 1-1-1).

All students in grades 6-12 must have acceptable documentation of required immunizations on record at the school they are currently attending. An acceptable record includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given.

Many local health departments and private healthcare providers offer this vaccine. Please contact your health care provider for specific instructions regarding your child.

More information about meningococcal disease can be found at:

The Centers for Disease Control and Prevention (CDC) website:
http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm

IN State Department of Health website:
http://www.in.gov/isdh/25455.htm

Appendix H

SUNMAN-DEARBORN COMMUNITY SCHOOL CORP

EXPANDED CRIMINAL HISTORY INFORMATION

Go to: www.sunmandearborn.k12.in.us

1. Scroll over Human Resources on the main menu
2. Click on Criminal History Check
3. Complete on-line Application

YOU WILL NEED TO HAVE A CREDIT CARD NUMBER READY. THE COST IS
$18.00 FOR VOLUNTEERS AND
$31.50 FOR EMPLOYEES.

Suggestion: If you are just volunteering, you may consider a $31.50 employment check if you think you will ever be in a paid position by the corporation (this includes subs, concession workers, etc.) because, any person paid by the corporation must complete a $31.50 background check even if you have an $18 volunteer check on file.

ADDITIONAL CHARGES MAY APPLY IF MULTIPLE COUNTY SEARCHES
ARE REQUIRED.

YOU HAVE WITHIN THE FIRST *5 WORKING DAYS* TO COMPLETE THE EXPANDED CRIMINAL HISTORY.
BACKGROUND CHECKS ARE GOOD FOR 5 YEARS.

Appendix I

SUNMAN-DEARBORN COMMUNITY SCHOOL CORPORATION STUDENT TRANSPORTATION BUS BEHAVIOR PLAN

Sunman-Dearborn Community School Corporation expects students to be **safe, orderly** and **respectful** when riding the bus.

Expectations: Bus drivers/attendants will clearly communicate expectations and reinforce these expectations appropriately and often. Expectations should be based on the student transportation principles of what is **safe**, **orderly**, and **respectful**. These expectations are provided to all students as the written rules for bus conduct, and they are found in the student handbook.

Seat Assignments: Bus drivers/attendants will learn the names of each student and their pick up/drop off locations. Students will be assigned seats as part of the prevention step. Assigned seating will help with:

- Ownership of property surrounding the student seat area.
- Knowing who is on board for emergency purposes.
- Emergency evacuation procedures.
- Improved structure, routine and consistency, especially during loading and unloading process.
- Seating assignments should have High School students to the rear of the bus then Middle School students and Elementary students as far forward as practical.
- Bus seating assignments can be changed at any time by the driver or administrator.

School Bus Rules: On the first day of school, students will receive a written copy of the school bus rules. Students will receive ongoing instruction on safe bus riding procedures. **School bus rules will be included in the student handbook, during the registration process all students and parents sign that they have read the handbook. We encourage all parents to review these rules with their children and help instill in their children the importance of safe, orderly and respectful bus behavior.**

- Students should follow the directions of their bus driver/attendant.
- Students should be ready for pick up 10 minutes before the bus arrives, waiting in a **safe** place, clear of traffic and 12 feet from where the bus stops.
- Students will wait for a bus by remaining **safe** on the sidewalk. If there is no sidewalk, students will wait in the driveway and/or next to (but not in) the street. Students must wait until the bus comes to a full stop and door opens (Student Pickup Lights Operating – Red Hazards) before boarding or leaving the bus.
- If students are required to cross the roadway in front of the bus after the bus has stopped, they will have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- Students will go directly to the assigned seat when entering the bus and keep aisles and exits clear.
- Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat (**safely** seated within the compartment,) and keep hands to themselves (**respectful** to others and their personal space.).
- Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
- Students may carry only objects that can be held in their laps.
- Students will refrain from using loud voices, profanity, inappropriate language and/or obscene gestures, and **respect** the rights and safety of others.
- Students will not extend head, arms, or objects out of the bus windows or toss or throw items on the bus.

● Students will be totally silent at railroad crossings.

● Students will stay seated and not block the center aisle until time to get off the bus. The driver/attendant will signal when to get up from the bus seat if you are at your stop. Use classroom voices until the unloading (or loading) process is complete. It is an **orderly** way to unload and increases **safety** by minimizing distractions.

● Students will help keep their bus clean and in good, safe condition . Students will **respect** the school property and shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.

INTERVENTION: Bus drivers/attendants may use the interventions listed below during the intervention step of the process. A minor offense is considered inappropriate or unsafe student behavior that may be improved with minor assistance from the driver/attendant.

Documentation: Bus driver/attendant will fill out a Bus Conduct Report and give it to the school the student attends. Principals are to ensure that the office section of the form is filled out and copies given to appropriate parties i.e. Parents, Transportation, Owners, Drivers and information is put into the student file.

Verbal Reminder: Bus driver/attendant will remind the student of the bus rule(s) not being followed.

Seat Reassignment: A student's assigned seat may be changed by the bus driver/attendant when such change may help the student to demonstrate appropriate riding behaviors and/or allow the bus driver/attendant to more effectively monitor student behavior. (*The assignment of seats at the beginning of school is part of the prevention step.)*

Talk Individually with Student: Bus driver/attendant will talk individually with the student to determine what steps could be taken to help the student demonstrate appropriate and safe riding behaviors.

Parent/Guardian Notified: Bus driver/attendant will complete a Bus Conduct Report Form, which includes written documentation of the student's inappropriate behavior, with all steps taken by the driver/attendant documented on the form. Bus driver **must** also call the parent. This step initiates the formal progressive consequences listed in the table below. As the table shows, repeat offenses can lead to bus riding suspension.

Any or all of the above steps may be bypassed when student actions are illegal or judged by the driver to be unsafe or disrespectful that immediate corrective action is required. Violations that should be considered major offenses include, but are not limited to the following:

• Throwing objects off the bus

• Fighting (trying to intentionally hurt someone, not pushing or shoving)

• Weapons, dangerous instruments, and explosive / implosive devices

• Threats/bullying (verbal and physical threats)

• Drugs (including alcohol, cigare es, lighters, Vaping/E-cigarettes and vaping products)

• Sexual harassment

Such violations should be reported immediately to the Principal and documented. For these types of violations, consequences will be followed per the student handbook, including suspension and possible recommendation for expulsion.

CONSEQUENCES When student behavior escalates beyond a driver/attendant control, the bus driver/attendant will submit a Bus Conduct Report Form to the school administrator.

School administrators will assign appropriate consequences based on a) the severity of the misbehavior and b) number and frequency of the student bus referrals.

	Consequence
1st Referral	Parent notification via telephone by driver
2nd Referral	Parent notification via telephone by school administrator-warning
3rd Referral	1 day bus suspension-parent notification by school administrator
4th Referral	3 day bus suspension-parent notification by school administrator
5th Referral	5 day bus suspension-parent meeting with school administrator
Additional Referrals	Additional bus suspension at the administrator's discretion, up to suspension for the remainder of the school year

The principal may tailor consequences to account for individual circumstances in each situation. The goal of assigning consequences is to bring about the desired student behavior on the school bus and the Sunman-Dearborn Community School Corporation administration supports any consequence that achieves that goal.