

## **ATTENTION PARENTS OF ALL CASTON ELEMENTARY STUDENTS:**

**Following is the 2021-2022 Student/Parent Handbook. Your signature below acknowledges the following:**

- ☆ You received a copy of this handbook.
- ☆ You will support the teachers, staff, and administration in the enforcement of the policies and procedures outlined herein.
- ☆ You have read the corporation policy on student network and internet acceptable use and agree for your child to have access to all components of the district electronic network, which includes internet access, computer services, computer equipment and related equipment for educational purposes –furthermore, you acknowledge that your child is required to abide by the terms of the policy.
- ☆ You have received and read the Title I letter informing you of your child’s right to a highly qualified teacher AND your parent rights to request information regarding your child’s teacher’s qualifications.
- ☆ You have received and read the Title I Home-School Compact.

PLEASE COMPLETE AND RETURN THIS PAGE TO SCHOOL WITH YOUR CHILD. IT WILL BE REMOVED FROM YOUR CHILD’S HANDBOOK BY YOUR CHILD’S TEACHER AND RETAINED IN THE OFFICE FOR FUTURE REFERENCE AS NEEDED. THANK YOU.

STUDENT NAME:

PARENT NAME (PRINTED):

PARENT SIGNATURE:

DATE OF RECEIPT OF THIS HANDBOOK:

## **ADOPTION OF STUDENT HANDBOOK**

This student-parent handbook and the inclusive policies and procedures have been presented to the Superintendent of Schools and the Board of School Trustees of Caston School Corporation and validly adopted by the Board of School Trustees for use during the 2021—2022 school year; July 2021π.

## **COMPLIANCE OF NONDISCRIMINATION**

Caston School Corporation will not intentionally discriminate on the basis of race, color, religion, sex, national origin, disability, or age in its programs or employment policies required by the Indiana Civil Rights Act (I.C. 1971 22-9-1); Public Law 218 (I.C. 1971 Title 20); Title VI and VII (Civil Rights Act 1964); the Equal pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142; and Public Law 93-112, Section 504. The superintendent of the school corporation acts as the contact person in all matters related to discriminatory treatment. The telephone number is 574-857-2035 for the superintendent's office.

## **CASTON SCHOOL BOARD BYLAWS, POLICIES, AND ADMINISTRATIVE GUIDELINES**

Caston School Corporation's Bylaws, Policies, & Administrative Guidelines, along with forms relating to such are available and can be accessed by the public through the school corporation website ([www.caston.k12.in.us](http://www.caston.k12.in.us)) under the School Board tab located at the left- hand section of the home page.

Hard copies are available for use in the Superintendent's office for non-internet users.

## **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

Parents and students are notified that the school uses video surveillance/electronic monitoring systems on school grounds, on school buses and in the schools in order to protect school property, promote security and protect the health, welfare and safety of students, staff and visitors. Information obtained through video surveillance/ electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

## **VISITORS**

Caston School Corporation will be using the RAPTORS Visitor Management System. All visitors MUST report immediately to the main office and request a visitor's permit. However, no person shall remain in the school building or on the grounds after being asked to leave by any member of the administration, faculty, or maintenance staff. Upon entering a building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the system. The system checks the visitor's name and date of birth

for comparison with a national database of registered sex offenders. The registered sex offender data base is the only official database checked by the system. Once entry is approved, the system will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. Caston School staff reserves the right to deny anyone entry to the building.

**VISITING SCHOOL** – Parents are welcome and encouraged to visit classrooms. Parents are asked not to visit Kindergarten and 1st grade classrooms until after the first six (6) weeks of school, as this is a critical adjustment period for many students at this level. (However, if the need arises a parent/teacher conference can always be scheduled.) Be sure to make arrangements with the teacher prior to visiting. This will help to ensure that you do, in fact, get to observe the activity or class that you are interested in seeing.

**STUDENT VISITORS (AND PRESCHOOLERS)** – occasionally a request is made that a student be allowed to have a cousin or some other child attend school with him or her for a day or so. School practice does not allow for this. Allowing one child to do this makes it necessary to allow every child to bring a guest. Potentially, this could cause a great deal of distraction to the educational process throughout the course of a school year.

## **DROP-OFF, PICK-UP, AND DISMISSAL PROCEDURES**

**SCHOOL HOURS** – Students enter their classrooms at 8:25 a.m. with the tardy bell sounding at 8:35 a.m. and are dismissed at 3:15 p.m.

**BEFORE SCHOOL ROOM/DROP OFF**- The Before School Room will be available to elementary students beginning at 7:20 a.m. Students being dropped off at school between 7:20 a.m. and 8:20 a.m. should enter door one at the front of the building, and report to the Synergy Center.

**BREAKFAST**- Students may choose to eat breakfast at school. Students arriving between 8:00 a.m. and 8:25 a.m. that want to eat breakfast should report to the cafeteria, when they arrive. Students in the Before School Room that wish to eat breakfast will be released to go to breakfast at 8:00 a.m.

**LATE ARRIVAL/EARLY DISMISSAL** – Students arriving at school after the tardy bell (8:35 a.m.) must report to the Office upon arrival (the one exception would be a late bus arrival) and sign in. Students leaving prior to regular dismissal time (3:15 p.m.) must report to the Office immediately prior to leaving the school building. Parents are to enter the front entrance Door 1 and report to the office and sign their student out. This is reflected on a student's attendance record.

**DISMISSAL PROCEDURE**- Students will be dismissed in a manner that best ensures their safety. Students may be dismissed at varying times depending on their grade level and means of transportation. Please notify your child's teacher of their dismissal routine (ie: pick up, bus, or

ride with an older sibling). Students who will be car pick ups should fill out a form and obtain a “pick up” pass and number which will be administered by the office. The pick up pass should be displayed in the vehicle’s windshield area to be seen by staff. Parents picking up students should enter gate 4 and drive around the back of the building to get in line. Students will be dismissed from door number one.

**IRREGULAR DISMISSAL PROCEDURE** – If a child is not going to follow his/her regular dismissal procedure it is expected that a parent/guardian send a note or call the school. Please make every effort to notify the school by 2:00 p.m. of any changes to ensure that your child gets to their proper destination.

It is assumed that you and your child will follow the above procedure. if the school is not contacted your child will follow his/her regular dismissal procedure.

## **ATTENDANCE**

Indiana Law governs school attendance. Caston School Corporation’s attendance policies are in accord with Indiana Code 20-33-2, which establishes the guidelines for a student enrolled in a public school in the state of Indiana. Good attendance by all students is not only important to the overall success of the child, but is important for the smooth functioning of each classroom and the entire school. For this reason, students enrolled at Caston Elementary are expected to be in attendance each school day unless the absence falls under one of the following:

Excused Absences: Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- ☆ Illness verified by note from parent/guardian
- ☆ Illness verified by note from Physician
- ☆ Family funeral
- ☆ Military Connected Families (e.g. absences related to deployment and return)

Exempt Absences: Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14 ); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15); when subpoenaed to testify in court (IC 20-33-2-16); serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2), the student is approved for an educationally related non-classroom activity (I.C. 20-33-2-17.5); the student or a member of the student’s household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. Such other good cause as may be acceptable to the principal or permitted by law.

Unexcused Absences: An unexcused absence is any absence not covered under the definition of excused or exempt.

Pre-Arranged Absences: If you know ahead of time that your child/children will be absent from school please obtain and fill out a pre-arranged absence form from the elementary office.

Habitual Truancy: IC 20-20-8-8 defines habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for **any reason**.

IC 20-33-2-25: Habitual absence from school; report to juvenile intake officer or department of child services. Sec. 25. The superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 31-40.

When a child is absent from school, it is the expectation that the parents call into the school prior to 9:00 a.m. to report the child's absence. A message may be left on the school's voice mail system. If the school does not receive a call, the child will be considered unexcused until the parent produces verification regarding the absence, which is expected no later than the time the child returns to school. The child's absence will remain unexcused if it does not meet the criteria for an excused or exempt absence. In the event that an absence is known in advance, parents are asked to fill out a pre-arranged absence form which can be obtained in the office.

**MAKE-UP WORK** - Students are expected to make up all schoolwork missed during an absence. Work given ahead of time for pre-arranged absences is per teacher discretion. Teachers will work with children regarding a reasonable timeline for make-up work, but once that timeline has been established students are expected to get the work completed and turned in. Parents should refer to Canvas for students assignments on the day of an absence.

**CHILD SENT HOME ILL** – When a child is sent home ill by the school nurse during the day a note is expected upon the child's return. Information such as whether or not a doctor was seen, medication prescribed, and what any continuing symptoms may be, help the school nurse monitor your child's situation. If a child is sent home with a fever, he or she is not allowed to come back to school until the student has been fever-free for 72 hours without medication to reduce a fever; or 24 hours without fever and medical documentation allowing a student to return.

## **ACADEMICS**

**SCHOOL ACCREDITATION** – Caston is fully accredited by the Indiana Department of Education. This process assures that Caston Elementary is meeting all state and regional standards in areas such as curriculum, school climate, administrative leadership, staff development, and certification standards for the teaching and administrative staff.

**ACADEMIC STANDARDS** - Caston Elementary School teaches each core academic subject in alignment with the recommended Indiana College and Career Readiness Standards for grades

K-5. This includes the subject areas of math, English/language arts, science/health, and social studies. Students also receive formal instruction in the fine/performing arts through music and/or art, and physical education. The standards in all of these areas can be viewed through the Indiana Department of Education; a link is provided on our school web page.

**ASSESSMENT** - We assess our students' progress through different means, including standardized testing, textbook and teacher-made tests, and performance assessments. In addition to the state-mandated assessment (ILEARN for grades 3-5 and IREAD3 for 3rd grade), we also utilize additional in-house testing for grades K-5 in the areas of math, reading and language. Parents will be provided with assessment results annually so that they are aware of their child's measured academic progress.

**REMEDATION** – Remediation is provided to students who qualify through the federally mandated Response to Intervention (RTI) program.

**HIGH ABILITY** – Instruction for identified High Ability students is provided in reading, math, or both during RTI time.

**COMPUTER-BASED LEARNING** - Instruction and content presented to students is individualized through computer-based learning opportunities. Such programs allow for skills to be presented to students on a mastery-learning model based upon individual performance. Student instruction and practice is frequently delivered through use of technology involving iPads.

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY** – Caston School Corporation has established administrative guidelines for student use of the school network and the Internet while at school and using school technology. The guidelines are included as an appendix to the student handbook, and parent signatures are required to verify that students and parents have received the information.

**TEXTBOOKS** - Corporation textbooks are utilized for most subjects at most grade-levels. Parents are assessed fees for the use of the textbooks and corresponding supplemental materials according to the state guidelines. It is the student's responsibility to see that textbooks are returned in the same condition they were at the beginning of the year, taking into account normal wear and tear. If textbooks are returned in a condition warranting repair or replacement due to excessive abuse, students/parents will be billed for the cost. If students lose a workbook or supplemental learning resource, they will be required to purchase another copy from the bookstore.

**FIELD TRIPS** – Field trips are planned as an extension of the daily curricular activities taking place at school. Students are expected to attend field trips just as they would be expected to attend a regular day of school. Information sent home informs parents that the child will be away from the school and returning the slip assures the school the information has been received. Some field trips must extend the time of a regular school day; in these cases it is greatly appreciated when parents make the needed provisions to see that the children have the necessary transportation to allow them to participate in the field trip.

**REPORT CARD INFORMATION** – Each grade level has a report card tailored to the grading procedures at that particular grade level. Report cards are sent home four times a year; parents will receive an email notification for grades 2-5 that their student's report card is available in Harmony. K-1 students have standards based report cards that are paper format. Parents should sign verifying receipt of report cards per request of the teacher; and return report card if applicable. Final marks are recorded in the child's Permanent Record File (PRF) and final report cards will be mailed or emailed home at the end of the school year.

**HONOR ROLL** – Students in grades 2-5 have the opportunity to earn membership on the honor roll each grading period. At the end of each year a student earning all A's will receive special recognition for his achievement. In order to be eligible for the certificate a student must have enrolled by the beginning of the second semester and when available, records from the previous school must reflect the above level of performance.

**PROMOTION, PLACEMENT, AND RETENTION** - The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student progress in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. A student will be promoted to the succeeding grade level when s/he has:

- ☆ Completed the course requirements at the presently assigned grade.
- ☆ In the opinion of the professional staff, achieved the instructional objectives/standards set for the present grade.
- ☆ Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.
- ☆ Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the decision of the Case Conference and the student's individualized educational plan (IEP). A student who has completed a grade successfully shall not be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs. Following sound principles of child guidance, the Board discourages the skipping of grades. If a student fails to meet one or more of the criteria listed above, and reasonable efforts have been made to remediate the student:

- ☆ Parents will be informed of the decision to retain in a timely manner and given opportunities to conference with the teacher and staff members working with the student.
- ☆ Although parent input and opinions are strongly valued and considered in making final decisions the Principal will make the final decision regarding the promotion, placement, or retention of each student.

## **CO-CURRICULAR, EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS**

Caston Elementary School provides extra-curricular opportunities for students and encourages students to participate in those activities available. The privilege of participation is open to all students in the appropriate grade levels. The following rules and regulations are part of the privilege of participation:

- ☆ Practices and games are scheduled by the H.S. Athletic Director and based upon availability of gymnasium space. Parents have the responsibility of transportation for practices (both ways when not scheduled right after school), as well as transportation home after games. Parents are expected to be at the school when the bus arrives back at the school from away events to pick up their child.

- ☆ Unless practice and/or leave time for a game is scheduled at/before 4:45 p.m. students are expected to leave after school and return to school at the time of practice or the game. No supervision is regularly provided after school for student athletes waiting for the event. If there is a hardship, arrangements should be made in advance with the coach and/or Principal.

- ☆ Under no circumstances are younger siblings to stay after school with older siblings participating in an extra-curricular event – the coaches and sponsors cannot be responsible for supervising younger students while conducting their extra-curricular activities. Likewise, elementary students are not allowed to stay after school with their older siblings in Jr./Sr. High for their practices and activities; they are expected to go home and return with parents for these events.

- ☆ Acceptable school behavior; which means that a student does not spend any part of the day of practice or competition in detention. If a student's behavior warrants this level of discipline, the student will be sent home after school and will not participate in the after-school event.

- ☆ Student grades are monitored at midterm and at the end of each nine-week grading period. Midterm grades become effective the day midterms go out, and report card grades the day report cards are distributed. If a student has a D- or an F on either a midterm or a report card this prevents a student from practicing for and participating in athletic and/or other extra curricular contests until the next midterm or report card. This differs from the Jr./Sr. High Policy, but has been determined to be most appropriate for elementary students.

- ☆ Students who are not in school during the day for nonacademic reasons or who go home sick may not participate that evening in an athletic contest with exceptions to this rule being determined by the Principal in the events of extenuating circumstances. (i.e. death in family, etc.)



☆ School athletics and extra-curricular activities are not meant to interfere with the priority of academic success, but are available to enhance the total school experience.

**Following is a list of extra-curricular/co-curricular activities typically available to Caston Elementary Students:**

☆ Boys' Basketball	Grade 5
☆ Girls' Basketball	Grade 5
☆ Girls' Volleyball	Grade 5
☆ Battle of the Books	Grade 5
☆ Announcements Crew	Grade 5
☆ Robotics	Grades 4-5
☆ Spell Bowl	Grades 4-5
☆ Math Bowl	Grades 4-5
☆ Elementary National Honor Society	Grades 4-5
☆ Elementary Student Council	Grades 3-5

Throughout the school year and during the summer months, short clinics may be offered to students in grades K-5 for sports & cheerleading. Typically the varsity coaches offer sporting clinics, and there is usually a fee involved for student participation.

**OUTSIDE ORGANIZATIONS UTILIZING SCHOOL GROUNDS-** Many Caston students participate in the Cass County Youth Football League and/or the Logansport Youth Soccer League. These organizations practice and sometimes play games on school grounds with teams that are primarily Caston students. Although these organizations utilize the school facilities, they are independent leagues and are not directly sponsored/endorsed by Caston School Corporation. Parents with students participating with these organizations should communicate through the coaches and/or the leagues for questions and/or concerns regarding your child's participation. While the school will attempt to get information to students from these organizations if we are provided with that information, we are not always informed regarding members of teams, schedule changes, etc. Other organizations that frequently meet at the school include the Girl Scouts and Boy Scouts. As stated above, parents should direct questions and/or concerns directly to the troop leaders regarding meeting times, pick-up arrangements, etc.

## **HOMEWORK POLICY**

The Caston School Corporation views homework as a part of the instructional process. Purposeful homework assignments may provide an extension of the classroom, enhance study habits, and practical application of lessons, which may enrich the learning environment. Teachers provide the most influence regarding the instructional program and may ask students to perform specific tasks outside of classroom time. Guidelines have been formulated to assist the instructional staff in making meaningful homework assignments.

- ☆ Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience, or to complete work not completed in class.
- ☆ Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- ☆ Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgement.
- ☆ The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities that make a legitimate claim on the student's time.
- ☆ As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- ☆ The school should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- ☆ Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

## **EMERGENCY PROCEDURES**

Caston Elementary School has an Emergency Preparedness & Crisis Intervention Plan, The plan is readily accessible to each teacher in the classroom. This outlines procedures for a variety of emergencies, both natural and man-made, which could potentially happen in a school setting. Routine drills, as required by law, are conducted to prepare the students and staff for emergencies. In all circumstances, the safety of the students and staff is the highest priority. Entrances to the building during the school day are locked. A buzzer system at the front of the building allows for the monitoring of those entering the office throughout the day. We ask for the patience and understanding of parents as they enter the building in the event that they need to wait for a short period of time to gain entrance. The school secretary and/or office helpers can sometimes get pulled away from the front desk for short periods of time. This is for the safety of your child, as well as all the other children and staff in the building.

**EMERGENCY SCHOOL CLOSING** – In instances of emergency school closings and/or delays, we will first attempt to utilize the school-wide calling system. Parents should regularly update the numbers they wish to be called for this purpose: each family is limited to (6) phone numbers – thus, you may list one or more home phones, cell phones, and/or work phone numbers to be reached. School cancellations and delays during the school year are also announced on local radio and television stations. As well, parents can log onto the school website at [www.caston.k12.in.us](http://www.caston.k12.in.us), for postings regarding delays or cancellations. When circumstances permit this information is supplied by 6:30 a.m. If it becomes necessary to close school during the day, this information will be supplied to the radio stations at least 45 minutes prior to students being dismissed when possible, and the emergency calling system will be utilized as soon as possible. The school has little control over the circumstances dictating an emergency closure during the school day. Parents are asked to make emergency arrangements, in advance, with friends, family or neighbors in case it is necessary to send students home during the day on very short notice. Discussing this procedure with your child is **extremely** important. Please be sure to communicate to your child what they are to do in the event of an early dismissal and state such arrangements on the enrollment form. As well, communicating this

clearly to the classroom teacher is one more level of assurance that the child will end up where you wish should we need to have an emergency closure.

## **STUDENT DISCIPLINE POLICY**

As teachers and students are brought together so that learning may take place in our school, an environment permitting an orderly and efficient operation of the school must be maintained. This environment is enhanced through consideration for others and self-discipline so that individuals do not infringe upon the rights of others as they seek just and legal privileges as members of the school society. The responsibility of the maintenance of discipline becomes a combined effort of students, parents, teachers, and administrators along with our community at-large when establishing the value system we accept. When self-discipline fails, regulations for management of school behavior must be outlined by those responsible for the operation of the school. Caston School Corporation has the legal responsibility for the school in which your children are enrolled. A breach of discipline may result in reprimand, loss of privileges, approved classroom disciplinary program consequences, referral to special personnel in the school, parent conferences, suspension, expulsion, or even referral to law enforcement in some cases. The Principal and the teachers are expected to maintain order and discipline during the school day. Observance of rules, good citizenship, and leadership shall be required and encouraged of all students throughout the school environment. Below are some examples of such:

- ☆ Be Kind and Courteous
- ☆ Be Respectful
  - to adults, other students, and property
- ☆ Be responsible
  - for yourself, and your property
- ☆ Practice the 7- Habits
- ☆ Do your best everyday

**COMET CASH** - As part of our Positive Behavioral Interventions and Support (PBIS), Caston students earn Comet Cash when they are caught doing something positive that sets them apart from their peers and/or are exhibiting leadership. The cash is placed into grade level boxes in the office, and students are chosen from each grade level at the end of each nine weeks. These students will be screened for discipline write ups and be recognized for their Exceptional Leadership.

**DISCIPLINE TICKETS**- are issued to students who choose to ignore the above noted school rules. When a student receives a discipline ticket, homeroom teachers should document the discipline issue in Harmony. In the event a student receives four discipline tickets in a nine-week grading period, the student will conference with the Principal with the possibility of further consequences at the discretion of the Principal.

**OTHER CONSEQUENCES FOR MISBEHAVIOR**- When negative consequences become necessary, every effort will be made to consider each incident and student individually, keeping

in mind students' best interest. Some of the negative consequences for inappropriate behavior will include:

☆ **Warning and discussion** – students have the right to a clear understanding of what rule is being broken and what alternative behavior is acceptable.

☆ **Loss of privileges** (including recess time) – the student will spend a privilege time or recess time in a supervised location. The amount of time will be at the discretion of the teacher, supervisor, or administration.

☆ **Parental Contact** – We know parents want to be informed of their child's behavior so that we can work together to help the child develop appropriate behavior. Most discipline offenses, unless very minor, are documented in Harmony. If a parent has an email on file, these notices can be directly e-mailed to the parent. Parents have access to their child's Harmony documentation, as well. Additionally, notes are sent home with students and/or phone calls are made to parents when appropriate.

☆ **Exclusion from special activities** – this could include but is not limited to field trips, convocations, classroom parties; particularly if the child's behavior has deteriorated to the point that it will diminish the positive experience for the other children.

☆ **Writing alternatives** – The student will put down in writing the alternative behaviors that could have been chosen and share this with his/her parents with a required parent signature to be returned to school.

☆ **Removal from the classroom** - If behavior of a student becomes so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from school. In this event and in accordance with the provisions of IC 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions: REMOVAL FROM CLASS OR ACTIVITY – Teacher: 1) An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. This could be an isolated place or another teacher's classroom.

☆ **Referral to the Principal** – In order to provide every child with a safe environment conducive to learning, in all but the most severe cases, referral to the principal will be made after a warning/discussion and parental contact have occurred. It may be necessary for the Principal to implement one or more of the following: In-School Detention, After-School Detention, Saturday School, Out-of School Suspension, Expulsion, Referral to Law Enforcement, Referral to Child Protective Services or other appropriate social agencies.

☆ **Suspension From School**- A school Principal may temporarily remove a student from the corporation's program for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.

☆ **Expulsion-** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester (unless a full calendar year is recommended by law.)

**GROUNDINGS FOR SUSPENSION OR EXPULSION-** Disciplinary procedures will be in accordance with the Student Discipline Act in Indiana Code 20-8.1-5.1-9. Certain acts of misconduct would subject a student to disciplinary actions including suspension or expulsion. Some of the acts listed in Indiana Code include:

- ☆ Disruption of school (violence, force, noise, etc.)
- ☆ Unethical actions such as lying or cheating
- ☆ Damage or destruction to school property
- ☆ Physical and/or verbal abuse of a student
- ☆ Physical aggression, threats or intimidation of a student
- ☆ Physical aggression, threats or intimidation of a school employee
- ☆ Extortion or coercion
- ☆ Illegal acts interfering with school purposes
- ☆ Disrespect or disobedience
- ☆ Possession or use of any tobacco (including electronic cigarettes), alcohol, or other illegal substance
- ☆ Possession, distribution or use of illegal drugs, look-alike drugs or over-the-counter drugs
- ☆ Theft or possession of stolen property
- ☆ Truancy
- ☆ Possession of any kind of weapon
- ☆ Unlawful activity that interferes with school purposes
- ☆ Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct

The grounds for suspension or expulsion listed above apply when a student is;

- ☆ On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school
- ☆ Off school grounds at a school activity, function, or event or traveling to or from school or a school activity, function, or event.

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - A. A written or oral statement of the charges
  - B. If the student denies the charges, a summary of the evidence against the student will be presented; and
  - C. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the

suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

**EXPULSION PROCEDURES** - should a student be suspended pending expulsion, parents will be provided with a written explanation of the procedures for expulsion and their due process rights by law at the time of the suspension.

**STUDENT DRESS CODE** – Students are expected to wear appropriate clothing complying with health and safety requirements. The weather is a major consideration in determining such appropriateness. Clothing which calls undue attention to a student and serves to disrupt the educational function and process of the school is considered inappropriate.

☆ Jeans, slacks, and appropriate sweats (leggings or tight yoga pants are not to be worn as slacks without a longer top that comes to mid thigh) are permitted with no rips or holes above the knees. Jeans, slacks, shorts and skirts should be of proper waist size and be worn at the waist. Cuff length can touch the floor but not be such that they are walked on. Extreme baggy/sagging jeans, slacks and shorts are not acceptable.

☆ Shorts, skirts, and dresses shall fall at mid thigh (approximately 5 inches above the knee). Students are advised that although lengths may meet criteria, they may be deemed inappropriate if when sitting they reveal underclothing.

☆ Shirts must be able to be tucked in or else they are too short. No midriff or cropped tops are allowed at school.

☆ Shirts with sleeves are preferred. If an elementary student wears a shirt without sleeves it must have straps across shoulders of at least two inches in width and the cut under the arm should be close to the armpit, no undergarments should show. "Spaghetti Tops", and "halter tops," are not allowed.

☆ All students must wear soled footwear appropriate for school activities. Teachers may ask a student to change into gym shoes if he/ she determines that the shoes the child is wearing are not conducive to the day's activities.

☆ A student's clothing, person, and hair must be neat, clean, and appropriate at all times. Face painting is not allowed at school, unless it is a designated "Spirit day". Parents are asked to partner with us in helping keep education the focus with as few distractions as possible.

☆ Students should be dressed in accordance with the community standard. Students who wear unacceptable clothing will change clothes and will turn in the offensive clothing to the supervising teacher and/or Principal. Clothing items may be picked up at the end of the day and the expectation is that they will not return to school. If a student is sent home to change clothes, it is considered an unexcused absence.

The following **will not** be allowed:

☆ Any headwear (hats, sock caps, bandannas, etc.) unless for a designated "Spirit Day".

☆ Students may wear headbands & barrettes for purposes of holding hair away from the face.

☆ Clothing with unacceptable writing or pictures (advertising tobacco, alcohol,

- obscene language, sexual innuendos, or drug use, etc.)
- ☆ No type of cloth, such as a handkerchief or other material wrapped around the head, legs, or arms.
- ☆ Wearing sunglasses, unless for a designated "Spirit Day".
- ☆ Students should have no other piercing visible besides earrings worn in the ears and/or nose studs.
- ☆ Pajamas or slippers unless for a designated "Spirit Day."

The staff has final discretion about the Dress Code. It is to be understood that there is a vast difference in the physical maturity level of students within a K-5 setting; thus something that might be deemed appropriate for a young child may not be appropriate for a 5th grade student. Teachers should monitor student dress and seek the assistance of the Principal if students are not following the dress code. It is our regular procedure that students will be asked to change clothes if it is deemed necessary by the staff. The school has clothing available (typically a clean T-shirt and a pair of jeans or sweats) if the student does not have appropriate clothing available to change into. Parents are not routinely notified when this occurs unless the student is uncooperative. Should a student habitually abuse the dress code guidelines, a more severe punishment may be deemed necessary. Parents and school personnel do not always agree with dress code decisions, but it is important to remember that the school has an important job of maintaining a positive educational environment where learning is the focus, and student dress at school lends to this environment. We appreciate parental support when trying to enforce the school dress code.

**BULLYING (IC 20-33-0.2)** - "Bullying" means overt, repeated acts or gestures, including: verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. School policy prohibits bullying on school grounds immediately before or during school hours, immediately after school hours or at any time the school is being used by a school group, off school grounds at a school function or event, traveling to/from school or a school activity, function or event or using property or equipment provided by the school. Bullying via the Internet by use of any personal electronic device while at school is also prohibited. *NOTICE REGARDING SOCIAL NETWORKING OF STUDENTS: Students do not have approved access to social networking on school computers while at school. Parents of elementary-age students should monitor social networking (i.e. Facebook, Twitter, Instagram activity, etc.) if they choose to allow their children access to it at home, and take appropriate action if use becomes abusive. Should a parent become aware of a valid threat to a child at school through social networking, parents should contact the school authorities so that it can be monitored and/or dealt with as deemed necessary. Routine abuses of social networking, however, cannot be monitored/controlled by school authorities, and parents need to work together to establish guidelines for their children addressing these types of concerns and/ or prohibit their child from accessing the social networks.*

**HARASSMENT AND INTIMIDATION** - Caston Elementary School shall maintain an environment in the school for all students, teachers, and staff free from discriminatory and/or sexual insult, intimidation, or harassment. Persons who feel they have been offended under this policy should report it immediately to a Counselor, Principal, or Superintendent. Behavior including, but not limited to the following, shall be grounds for disciplinary action:

- ☆ Sex-oriented verbal teasing or kidding (slang terminology or jokes)
- ☆ Subtle or overt pressure for sexual activity (Unwelcome conversation about sexual prowess).
- ☆ Unwelcome physical contact (patting, pinching, hugging, etc.)
- ☆ Wearing any clothing that depicts sexual reference.
- ☆ The threat or suggestion that a student's educational career and/or advancement depends on whether or not the student submits to sexual demands or tolerates such improper behavior.
- ☆ Retaliation against any student for complaining about harassment or intimidation.

Policy 5517 in the Caston School Board Policy outlines the policy for sexual harassment. Board policy may be requested at the Superintendent's Office or may be accessed on-line through the Caston Web Page.

**ALCOHOL** - A student is in violation of the school's alcohol beverage rule when he is in possession or under the influence whether during school, after school or away from school at a school function. A strong odor on the breath deemed to be alcohol and/or observation of behavior indicating being under the influence as observed by a staff member will be considered evidence of under the influence. Whenever possible, the staff member should substantiate the evidence by a second staff member.

PENALTY: the student will be suspended out of school up to ten days with possible expulsion from school recommended; or at the discretion of the Principal or Administrative Team.

**CONTROLLED SUBSTANCES** - are to include, but not limited to, marijuana, amphetamines, barbiturates, narcotic drugs, stimulants, intoxicants, or depressants. The discipline will be the same whether in school or at a school function.

PENALTY – the student will be suspended out of school for ten days and expulsion from school will be recommended.

**TOBACCO** - The use or possession of tobacco of any form (including electronic cigarettes) in the school is prohibited. A student is in violation of the use of the tobacco rule when he has tobacco in his possession.

PENALTY – First violation = 3 day out-of-school suspension. Second violation = 5 day out-of-school suspension. Third violation = 10 day out-of-school suspension and expulsion recommended.

**LOCKER RULES** – Any and all lockers on the school premises remain the property of the school corporation. These lockers are made available for student use. The school corporation adopts the following rules and regulations:

- ☆ LOCKS – students may not use their own locks. Any unauthorized locks may be removed without notice and destroyed.
- ☆ LOCKER USE – Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband." These are items that cause, or can reasonably be foreseen to cause an interference with school purposes, an educational function, or which are forbidden by State Law or school rules. Students are expected to keep their lockers clean and orderly.



**SEARCHES OF SCHOOL PROPERTY** - School facilities such as lockers and desks are school property provided for student use. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of lock or other device.

**SEARCHES OF STUDENT PERSON AND POSSESSION** - Prior to a search of a student's person and personal items in the student's immediate possession the consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted only upon the administrator's individualized reasonable suspicion to believe that a search will produce evidence of a violation of law, school rule or condition endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four hours if possible.

**USE OF DOGS** - The Board authorizes the use of specially trained dogs to detect the presence of drugs or devices such as bombs on school property.

## **SCHOOL BUS - TRANSPORTATION**

**BUS BEHAVIOR** – Our philosophy: We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation. Providing transportation for students in the state of Indiana is not mandated. Therefore, it is to be considered by the student and his or her parents to be a privilege. Students who cause disruptions on the school bus will be removed and the transportation of that student becomes the sole responsibility of the parent/guardian. Typically, a security camera is monitoring a student's behavior on the school bus.

**Bus Drivers have both Comet Cash and Discipline Tickets available to them and are encouraged to use them.** If a student's behavior on the school bus is deemed inappropriate, the following is the procedure for the student to be removed from the school bus:

**1st incident:** Warning by driver.

**2nd incident:** Student sits in special/designated seat.

**3rd incident:** Student is referred to the Principal.

Upon referral to the Office when efforts by the driver to correct the behavior have been unsuccessful:

- ☆ 1st Referral to Office: the student will conference with the principal and receive a written warning.
- ☆ 2nd Referral to Office: The student may be removed from the bus for a short period of time (up to five days depending on the severity of the incident). Student will conference with the principal, be written up, and parents will be contacted.
- ☆ 3rd Referral to Office: The student may be removed from the bus for the remainder of the school year.
- ☆ The principal will work with the bus driver and transportation director to ensure the safety of the students on the bus and deal with discipline issues as they arise.

**SEVERE BUS MISBEHAVIOR** – Certain behaviors by students cannot be tolerated nor accepted by the school corporation. Behavior threatening the health and safety of other students riding the bus would be examples of this type of severe misbehavior. Students can be removed from the bus for the remainder of the school year due to severe misbehavior without receiving the consequences stated in the 1st and 2nd referral if the situation warrants such action and this is determined by the Principal.

**THE FOLLOWING RULES MUST BE OBSERVED ON THE BUS**

- ☆ Each student shall seat himself or herself immediately upon entering the bus in the seat assigned by the driver.
- ☆ Students shall not stand or move from place to place while the bus is moving.
- ☆ Students are not to open or close windows without permission from the driver.
- ☆ Students are to keep arms, hands, feet, and head inside the bus. They're not to stick anything out of the windows or throw anything out of the bus.
- ☆ Students are to observe school conduct (except for ordinary conversation) while loading and unloading and while riding in the bus. Loud, boisterous, or profane language or indecent conduct while on the bus will not be tolerated.
- ☆ Students should not tease, scuffle, hold, hit or use their hands, feet, or body in any objectionable manner.
- ☆ There is to be no talking by students while the bus is preparing to cross a railroad crossing.
- ☆ There shall be no smoking, vaping, eating, or drinking on the school bus. (Exceptions may be made at the discretion of the driver as to eating and drinking on the bus for extra-curricular trips.)
- ☆ Students are not to tamper with any safety device or other equipment.
- ☆ Students may transport projects, musical instruments, or school-related items on the bus if they do not create a danger to other passengers. Books or other items being transported should be kept out of the aisles.
- ☆ Students are not allowed to transport to or from school animals, insects, reptiles, or birds on the bus.
- ☆ Students are to obey the driver and report promptly to the school principal if instructed to do so by the driver.
- ☆ All students are to have assigned seats with a copy of the seat assignments available for substitute drivers.
- ☆ Rules applying at the school are to continue on the buses until the students reach home or their destination.

Repeated violations of the above rules will be reported to the building Principal. Following a conference with the student the Principal shall administer consequences in accordance with the handbook.

**Bus Routes: Listed below are the regular bus routes, the drivers, and their contact numbers**

<b>Route</b>	<b>Driver</b>	<b><u>Phone Number</u></b>
1	Joyce Zartman	574-360-2924
2	Randy Zartman	574-382-2304
3	Dave Emery	574-382-2295
4	Jennifer Richter	574-727- 4450
5	Greg DuVall	574-721-5858
6	Terry Ulerick	574-727-0563
7	Tanyna Hubenthal	574-727-1283
8	Peggy Dague	574-653-2877
9	Tricia Martin	574-817-0158
10	Jerry Baker	574-857-5515
11	Darla Powlen	574-817-0583
12	Missy Zartman	574-205-2732
13	Marla DuVall	574-721-2313

## **SCHOOL NURSE/HEALTH POLICIES**

☆ **Some policies and procedures fall under the COVID-19 addendum as approved by the School Board.**

**HEALTHFUL SCHOOL LIVING FOR YOUR CHILD** – Our school is interested in protecting and promoting the health of your child. In fact, as you know his/her health greatly influences his/her work at school. We want you to feel this is your child's home away from home. Listed below are some factors to help our home run more smoothly:

☆ Do not send your child to school if he/she has fever, excessive cold symptoms, diarrhea, vomiting, running sores, red swollen eyes with matter, or active/untreated head lice.

☆ Your child shall be sent home if found too ill to be here. Specific problems may make it necessary for your child to see a physician before returning to school.

☆ A good night's rest is essential to health and conducive to good schoolwork.

☆ If your child is entering kindergarten or first grade we recommend that he/she be checked by his/her doctor, dentist, and eye doctor. These three areas help in finding those with remedial problems and help in the classroom to make adjustments for the student with a problem that cannot be corrected immediately.

☆ A note is asked for upon returning to school after absence stating the symptom, disease, or reason for being absent. Please let us know of serious illness or extended absence. This notification is helpful in determining which classes are experiencing certain symptoms and illness.

☆ Breakfast of some type should be encouraged. Dinnertime until lunch the next day is about 17 hours. Breakfast is available for elementary students to purchase.

☆ If your child has a special health problem, please make sure it is noted by the school nurse or your child's teacher. Your school nurse is available for consultation on any health problem concerning your child at any time. Please feel free to ask or confer with your child's teacher if you have a question.

☆ Help us promote daily health habits of brushing teeth, washing hands before eating and after going to the bathroom, bathing daily and wearing clean clothes.

**COMMUNICABLE DISEASE** - Please notify your school nurse or your child's teacher when there is a question of a contagious disease. This helps us to alert other parents of possible disease symptoms in their children. Upon returning to school your child shall be checked by the nurse before returning to his/her classroom. If the nurse feels he/she is not ready to return to the classroom she will send the child back home. Securing a doctor's release shall only be necessary for limitations or serious illness.

**IMMUNIZATIONS** – are a shield against disease. A report must be made to the Indiana State Board of Health by our school as to immunizations. Students who fail to receive proper immunizations will be excluded from school and reported to the proper authorities. No Kindergarten student will be allowed to begin the school year without proper verification or immunization or an acceptable exemption on file.

**MEDICAL EMERGENCY INFORMATION** – must be on each child's enrollment form. This includes working phone, home phone and neighbor or relative who will assume responsibility for care of injury. Make necessary changes throughout the year as necessary.

**STUDENT MEDICATION** – No medication shall be given to a student by anyone other than the nurse, building secretary or Principal. For the protection of your child, ALL medication sent to school must be in the original container bearing the original pharmacy label which shows the prescription number, date filled, physician's name, directions for use, and name of student. Additionally, written authorization from the parent must also be on file prior to the school administering the medication. All medication is to be given to the nurse immediately upon arrival at school. Medication sent for an elementary student which is no longer needed at school will only be released to a parent or individual 18 years of age or older who has been designated, in writing, by the student's parent to receive the medication. Any medication that is beyond the

expiration date on the original container and is not picked up within a reasonable period of time will be properly disposed of.

**GUIDELINES FOR HEARING CONSERVATION PROGRAM** – Indiana Law states that every school corporation shall annually conduct hearing tests as follows:

- ☆ All students in grades 1, 4, 7, and 10 are screened.
- ☆ Students new to the corporation are screened.
- ☆ Students with known hearing losses and/or with history of ear problems are monitored and tested during the year.
- ☆ Any student will be tested upon request by parents and/or school staff.

The school Speech/Language Pathologist will also screen all 5 year olds in kindergarten in addition to the above requirements by law. Two types of tests are given: Audiometer (Audiogram) a pure tone test which tells how well a person hears various sounds, and a Tympanometry (Tympanogram) gives information relative to a possible medical problem involving the middle ear. Parents will be notified of test results and any recommendations needing to be made.

## **ADDITIONAL ELEMENTARY SCHOOL POLICIES**

**CELL PHONES/ELECTRONIC DEVICES** – During school hours, all electronic devices not being utilized for classroom learning activities should remain OFF and in the student's backpack, and/or locker (not on the student's person). Examples of these may include, but are not limited to: electronic games, electronic music devices, and cell phones. School personnel may give permission for students to remove and use these items under their supervision as deemed appropriate. Students are expected to have all items turned off upon entering school property. Any violation of this policy may result in the device(s) being kept in the office and only returned to the student's parent/guardian. Repeated violations will be subject to progressive disciplinary actions; which could include suspension from school.

**GYM SHOES** – All students are expected to have gym shoes. These are used during physical education classes and during recess held in the gym due to inclement weather. These shoes should not be used for anything else and students are encouraged to mark their shoes with their names.

**CAFETERIA POLICY** – The cost for a school lunch/breakfast for elementary students is reviewed annually and adjusted if necessary based upon federal guidelines – prices will be communicated at the start of each school year. Lunch and breakfast money will be collected on the first day of each school week, or parents may send in payment in advance in any amount that they wish to have credited to their child's account. If your child is absent you may send the lunch money upon his/her return, and lunch money can be paid in the school office. When lunch payments are sent in, they should be placed in an envelope with the child's name, homeroom teacher, cafeteria account code, and the amount of money written on the envelope. Money left in the account at the end of the year will be carried over to the next school year unless the parent requests a refund. Any student that is to receive a substitution to a menu item due to an

allergy to a food substance (i.e. juice substituted for milk) is required to have a doctor's statement indicating the child's name and the food substance for which there is an allergy. We are sorry, but substitutions cannot be made based upon personal preference for a certain food or drink.

The State Board of Accounts mandates our food service program must be self-supporting and must not operate with a deficit. Therefore, a maximum of 3 days credit at any one time will be allowed for an elementary student. Phone calls trying to collect lunch money will not be made. Notices of payment due are e-mailed out to those families who register their correct email address in Harmony and/or sent home with students when their account goes into a negative balance. Parents are encouraged to utilize the on-line cafeteria program and regularly monitor your child's cafeteria balance, keeping it at a positive balance at all times.

**BIRTHDAY/HOLIDAY CELEBRATIONS** – Elementary students may celebrate their birthdays by sharing a small treat with their classmates. Teachers should be notified in advance. Students may bring their own treat or their parents may leave it in the Office. Treats for students in grades 1-5 should be in the Office by 1:00 p.m. All treats should be pre-packaged and individually wrapped. The school setting should not be used to pass out invitations unless all members of the class are being invited; otherwise feelings are unnecessarily hurt. CELEBRATING BIRTHDAYS, VALENTINE'S DAY, AND SUCH WITH BALLOONS, etc., is considered disruptive and is not allowed. **Do not have such items delivered to the school**, as the school will not accept delivery for students. Gum is not allowed and is not to be brought to school for even special occasions such as birthdays or parties. Candy is allowed on special occasions and is to be eaten in the classroom or taken home still in the wrapper and not eaten on the school bus. Moderation is encouraged regarding the type, size and quantity of treats sent to school since they must be eaten in a short period of time and should not cause a great mess.

**COMMUNICATION/CONFERENCING WITH THE PRINCIPAL** – Communication between home and school is an important part of a strong functioning educational environment. Caston Elementary has various means of communication that may be utilized on a daily basis, to create a strong home-school relationship. Harmony and Canvas are two of these tools that help provide insight to your child's school day. It is highly recommended that parents and guardians establish routines to monitor each of these as they will provide information on objectives and lessons taught each week, attendance, discipline records, grades, and cafeteria balances. Email is a commonly used tool and oftentimes is the best means of communication; however there are times when an in person conference is best. For your convenience, it is recommended that when a conference is sought that an appointment be made to ensure that the Principal is available. Communication is encouraged and welcomed.

**COMMUNICATION/CONFERENCING WITH A TEACHER** – Communication between parents/guardians and teachers is a cornerstone of a positive home-school relationship. Teachers commonly use email, newsletters, Remind, and phone calls to communicate with home on a regular basis. There are times throughout a school year when a conference may be appropriate and necessary based on a student's progress or individual needs. In the event that a teacher deems it necessary to set up a conference all efforts will be made to accommodate the parents/guardians schedules. Conferences may occur in various formats such as in-person, via phone, or virtually. Parents/Guardians are encouraged to initiate a conference if they feel it would be helpful to them or their child. Parents/Guardians are encouraged to set up an

appointment with the teacher directly to ensure availability; as teachers have several responsibilities throughout the day; which may not allow them to be available for a conference on the spot. Student participation in conferences is highly encouraged, when appropriate.

**PTO – PARENT/TEACHER ORGANIZATION** – Caston has an active PTO striving to provide support to the school in a variety of ways. All parents, teachers, and community members are invited and encouraged to become a member of this group. There is no membership fee and the meetings last for approximately 1 hour and are held throughout the school year. Look for information regarding PTO activities on the school webpage, on Facebook, and in communications sent home with your child, to determine how you can get involved!

**RECESS** – Exercise outdoors is healthy and is strongly encouraged; students who have a regularly scheduled recess time are expected to take part. Recess time can revitalize children and prepare them for more academic learning. For various reasons, a teacher, parent, or guardian may request a student not participate in recess. Children with special health conditions may need special accommodations; parents/guardians in conjunction with the school nurse should create a workable system for determining when other arrangements are necessary and the child's supervision. Recess times may vary on a day-by-day basis due to the following weather conditions that will be considered:

- ☆ Temperature
- ☆ Wind Chill
- ☆ Humidity
- ☆ Grade level
- ☆ Length of time outdoors
- ☆ Condition of the playground

**CHILD CUSTODY** – If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody agreement stipulating any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student, or student information, may be released to either parent. – (Board policy 5230)

**RELEASE OF INFORMATION (CONFIDENTIALITY)** – Notice to Parents and Students of Their Rights Concerning Education Records: Education records are governed by federal law and regulation. Records are confidential and may be disclosed only as provided in the policy.

- ☆ The policy concerns both elementary and secondary student education records.
- ☆ Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue code.
- ☆ Students have a right to examine their records at reasonable times.
- ☆ Before education records are disclosed to third-parties, the school requires a signed and dated written consent of a parent of a student less than 18 years of age and not attending a post-secondary educational institution, or a student who is at least 18 years of age or attending

a post-secondary institution.

☆ Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.

☆ Directory information will be released to media organizations (including photos, radio, newspapers and television), colleges, civic or school-related organizations, and state and local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, address, photograph, e-mail address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, hair and eye color, race, sex, date of birth, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age may object to disclosure of any of the categories of directory information by filing the (Denial of Permission to Release Certain Directory Information without Prior Written Consent) form to the Principal's office not later than 14 calendar days from the beginning of the school year. This form is available from the school office if requested.

**VOLUNTEER BACKGROUND CHECKS** – Caston School Corporation requires volunteers in the school to submit to a background check. The school will do this free of charge, but the volunteer must sign a release form allowing this to occur prior to serving as a school volunteer. Forms and information for school volunteers are available in the Office.

**ASSIGNING ELEMENTARY STUDENTS TO TEACHERS FOR NEXT SCHOOL YEAR** – What considerations are made in determining class lists for each school year? No two teachers in this or any other school are identical in philosophy, classroom management style, attitudes, temperament and personality. They each possess unique qualities that over a child's career ensure a broad, rich and varied experience. For this reason parents are encouraged to communicate and cooperate with their child's teacher(s), whomever he or she might be. The following points are relative to development of class lists:

☆ Many of the students are assigned at random. In such cases there is typically a 50/50 chance that a child will get a certain teacher.

☆ Regardless which teacher a child is assigned to for homeroom he/she will encounter other teachers during the course of the day. This includes other teachers supervising recess and lunch as well as special subject teachers or special needs teachers.

☆ Some grade levels switch students for grouping practices at various times for various activities. In these cases your child may have a different teacher.

☆ Effort is made to have approximately the same number of boys and girls in a classroom.

☆ Generally, siblings or 1st cousins are not put in the same room. If exceptions are made to this rule, it is only with consultation by previous teachers.

☆ Effort is made to distribute equally among the sections, students who demonstrate academic, social, behavioral or work habit difficulty.

☆ A student's ability to interact effectively with other students is reviewed.



☆ Retained students may or may not be placed with the same teacher based upon parent and teacher input.

The assignment of students to classes is a decision made by the school. Later this school year the teachers will be recommending to the Principal class rosters for next year. Parents who have concerns they feel should bear on this decision should meet with the Principal prior to the end of the school year. It should be emphasized that the sharing of these concerns is not to be considered the same as designating your child's teacher. Ultimately the decision for class lists must be one that is in the overall best interest of the school, and we do not allow parents to pick their child's teacher nor designate classmates.

☆ **Some policies and procedures may differ as they fall under the COVID-19 addendum as approved by the School Board.**

\*\*\*\*\*

## **APPENDIX**

- ☆ Student Network and Internet Acceptable Use and Safety Policy
- ☆ Parent's Right to Know Letter
- ☆ Caston Elementary Home-School Compact

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

Students are encouraged to use the Corporation's computers/network and internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Corporation's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

☆ Students are responsible for their behavior and communication on the internet.

☆ Students may only access the internet by using their assigned internet/e-mail account. Use of another person's account/address/password is prohibited. Students may

not allow other users to utilize their passwords.

☆ Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.

☆ Students may not use the Internet to engage in “hacking” or other unlawful activities.

☆ Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

☆ Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

☆ Students are expected to abide by the following generally accepted rules of network etiquette:

☆ Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation’s computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

☆ Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the internet.

☆ Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

☆ Never agree to get together with someone you “meet” on-line without prior parent approval.

☆ Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

☆ Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation’s computers/network (e.g., viruses) are also prohibited.

☆ Malicious use of the Corporation’s computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Corporation’s computer/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.

☆ All communications and information accessible via the internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

☆ Downloading of information onto the Corporations' hard drives is prohibited; all downloads must be to a personal storage device. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

☆ Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication.

☆ Privacy in communication over the internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Corporation reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

☆ Use of the internet and any information procured from the internet is at the student's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

☆ Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."

☆ Proprietary rights in the design of web sites hosted on the Corporation's servers remains at all times with the Corporation.

H.R. 4577, P.L., 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended,  
18 U.S.C. 2256 18 U.S.C. 1460 18 U.S.C.2246

# Caston Elementary School

“HOME OF THE CASTON COMETS”

[www.caston.k12.in.us](http://www.caston.k12.in.us)

Box 128, Hwy 25 South Fulton, IN 46931

(574) 598-8000 – Phone

August 16, 2021

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Caston School Corporation to every parent of a student at Caston Elementary school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

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

If at any time your student has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the School Principal, at (574) 598-8000 ext. 334.

## **Caston Elementary Home-School Compact**

Caston Elementary School takes responsibility for providing curriculum that is aligned with the standards prescribed by the State of Indiana as well as local guidelines for curriculum. Each child's instruction will be provided by highly qualified teachers and staff members. Staff members will utilize methods that are research-based and consistent with best instructional practice. Each day your child will be welcomed to a school providing a supportive environment conducive to learning. Each child's needs shall be accommodated through a support system involving teachers, support staff, community volunteers and peers. As a parent, you are responsible for providing the needed support at home complimenting your child's schooling and assuring that your child comes to school ready to learn. A child who receives the proper nutrition & sleep is more likely to be an active and productive learner at school. A cooperative partnership with the home and school will assure that your child has every advantage necessary to allow maximum growth and learning potential.

**Ongoing communication** between the school personnel and the parents is of utmost importance in best meeting the needs of a child. Parent-teacher conferences, which may involve the child, are helpful in keeping communication lines open and gives both parties an opportunity to discuss a child's educational needs. A conference should occur at least one time each school year, but may occur much more frequently as a child's needs may warrant. Parents should always feel free to contact their child's teacher or the Principal to set up a conference should there be something to discuss regarding the child. Frequent reports on your child's progress will be sent home to keep parents informed as to how their child is progressing. Parents are always encouraged to contact their child's teacher with questions or concerns after receiving the progress reports. Parents may also visit their child's classroom or serve as a volunteer as per the guidelines of our school volunteer program; the Parent/Student Handbook outlines the procedure for contacting your child's teacher to make arrangements for this.

### **Following are suggestions as to how you can work at home with your child:**

- ☆ Work together with your child in challenging activities.
- ☆ Take your child to the library — Fulton Public Library, Kewanna Public Library, Rochester Public Library, Cass County Public Library.
- ☆ Read and discuss books. Asking your child simple questions about the big ideas in the book enhances your child's comprehension.
- ☆ Support your child in the area of art, music, or drama.
- ☆ Read the newspaper with your child. Point out things of interest to your child & discuss what is interesting to you.
- ☆ Make sure your child has a comfortable work area at home for homework — assist with homework as needed.

- ☆ Encourage your child to experiment and invent with science.
- ☆ Provide art materials for your child to do projects at home.
- ☆ Listen to your child — take an interest in what is happening at school.
- ☆ Play board, word, & strategy games at home and in the car.
- ☆ Talk about and teach the 7 Habits and practice them at home.
- ☆ Check your child's backpack, take-home folder and/or planner daily.

**Following are suggestions as to how you can get involved at school to help your child and others:**

- ☆ Attend PTO meetings.
- ☆ Volunteer in a classroom or at school.
- ☆ Chaperone a field trip.
- ☆ Attend Parent/Teacher conferences.
- ☆ Contact your child's teacher when you have a question or a concern.
- ☆ Take time to review information distributed regarding your child's classroom and curriculum.
- ☆ Visit Harmony school management system to view your child's progress and important information about the school.
- ☆ Visit your child's classroom.
- ☆ Visit the Parent/Teacher Resource Center at Caston.
- ☆ Visit the on-line Parent Information Resource Center that has a link provided on our Caston School Corporation web page.

**Following are suggestions for getting your child positively involved in the community:**

- ☆ Familiarize your child with the small towns that make up our school district — visit festivals and activities held in the small towns.
- ☆ Become involved in either Cass or Fulton County 4-H.
- ☆ Join Cub or Boy Scouts
- ☆ Join Brownies or Girl Scouts
- ☆ Visit the local parks (Fulton, Twelve Mile, Kewanna, Grass Creek).
- ☆ Visit historical sites in the community or near surrounding communities: Fulton County Museum, Cass County Museum, etc.
- ☆ Exercise with your child — walking, bike riding, hiking, swimming, etc.
- ☆ Get involved in one of the local churches — check out the youth programs available.
- ☆ Get involved in the local sports leagues (baseball, soccer, football, etc.)

