

SHELBY EASTERN SCHOOLS ELEMENTARY STUDENT/PARENT HANDBOOK

Mission Statement: *Shape, Empower, and Support the Minds of Tomorrow!*

Welcome to the 2026-2027 school year. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior. Parents are encouraged to take time to review and discuss the information in this handbook with their children.

GENERAL INFORMATION

MORRISTOWN ELEMENTARY SCHOOL
P.O. Box 910, Morristown, IN 46161
(765) 763-6648

Hours: 8:00—Breakfast Begins
8:00-3:05 (M, T, Th, F)
8:20—Tardy Bell
2:35—Wednesday Early Dismissal

WALDRON ELEMENTARY SCHOOL
P.O. Box 38, Waldron, IN 46182
(765) 544-3331

Hours: 7:50—Breakfast Begins
7:55-3:00 (M,T, Th, F)
8:15—Tardy Bell
2:30—Wednesday Early Dismissal

LINE OF COMMUNICATION

The proper line of communication for parents/guardians when making contact with school personnel is listed below. The individuals listed are asked to direct the parents/guardians to the proper person if the line of communication has not been followed. Using this line of communication will help to quickly resolve any questions or concerns you may have.

Academic/Discipline Concerns:

1. Teacher
2. Principal/Counselor
3. Superintendent of Schools
4. School Board

Athletic Concerns:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent of Schools
5. School Board

Bus Concerns:

1. Bus Driver
2. Transportation Director
3. Principal
4. Superintendent of Schools
5. School Board

Every effort will be made to return all telephone calls or answer requests within 48 hours from the time of initial contact.

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IMPORTANT POINTS FOR SCHOOL SUCCESS

The following suggestions may help ensure better progress in school for your child.

1. Talk with your child each day about school.
2. Read to your child & ask your child to read, too.
3. Check to see if your child has homework and if it is completed. Show interest in work completed.
4. Provide time in your busy family schedule and a place for your child to study.
5. Stress good daily manners. Teach courtesy to others.
6. Encourage your child to participate in school activities.
7. Check with your child's teacher for periodic reports of progress.

STUDENT DISMISSAL

Parents need to notify the school by letter or phone (prior to 2:00 pm) if their child is going home by any other way than what is customary. We request this in order to protect the students from leaving school with unauthorized persons.

ATTENDANCE POLICY

According to Indiana law, the school corporation has the power to establish rules and policies in regard to student attendance. Shelby Eastern Schools is in compliance with Indiana Law (I.C. 20-33-2-6) which requires regular school attendance.

REPORTING POLICY

Phone calls not received by 9:00am will result in an unexcused absence. Students have 24 hours upon returning to school to change an unexcused absence to an excused absence with parental notification or documentation. Administrative discretion may be used in determining the change of an unexcused absence.

COMPULSORY ATTENDANCE

Every child between the ages of seven (7) and eighteen (18) years of age is required to attend school unless there is on file, in the school office, a physician's statement that he/she is physically or mentally unable to profit from the services offered by the school. **Any student under eighteen (18) years of age must have in writing, a legal reason to withdraw.**

EXCUSED ABSENCES

Each student will be allowed up to 10 excused absences per year. Excused absences that count toward the 10 day limit include:

- Personal illness verified by parent/guardian
- Parent requested funeral attendance other than immediate family
- Medical or dental appointments verified by school officials
- Emergency situation
- Family vacation (5 day limit)

Excused absences that do NOT count towards the 10 day limit include:

- Clinic dismissal due to illness or injury (for that day only)
- Participation in a school-sponsored activity
- Activities authorized by the State of Indiana which require verification and are not recorded as an absence
- Absences spent as a page on Honoree of the Indiana General Assembly
- Absences spent serving on a precinct election board or as a helper to a political candidate or political party
- Absences spent as a witness in a court proceeding verified by a subpoena or court approved certification of attendance
- Absences spent serving active duty with the Indiana National Guard
- Exhibitions in the Indiana State Fair which are properly prearranged with school officials and are not recorded as an absence
- Death in the immediate family (parent, grandparent, sibling, child, or other relative that lives in the household)
- Observance of religious holiday
- Special administrative releases approved by the principal or designee

UNEXCUSED ABSENCES

An unexcused absence is an absence not recognized by state law or the school corporation. Examples of unexcused absences include:

- Unverified by a parent within 24 hours
- Weather; if school is in session and a bus runs by a student's regular bus stop ➡ School disciplinary actions
- Truancies
- Absences beyond the 10 day limit which are not excused by proper documentation
- Court appearances not verified by a subpoena, unless countermanded by the court
- Absences identified as unexcused by the principal or designee

CONSEQUENCE PROCEDURE

Any student shall not exceed ten (10) absences in any class per school year. Written notification will be sent to parents / guardians on the 7th and 10th absence. When a student exceeds this ten (10) absence limit, an attendance contract will begin to avoid a more serious attendance problem. This contract may include, but is not limited to:

- Report to Shelby County Prosecutor's Office and/or Department of Child Services
- Detentions
- Suspension
- Expulsion

If the parents or guardians and student feel there are legitimate reasons for extending the number of absences beyond ten (10), they may appeal to the principal or designee. The appeal must be made within five (5) school days of the eleventh (11th) student absence.

STUDENT AND PARENT RESPONSIBILITIES

- Students and parents are responsible for verification of every absence by contacting the school before 9:00am.
- Students leaving school without permission are considered truant. Students leaving school during the school day must have parental and administrative permission. Students must sign out from the school in the front office. Students must sign in at the front office when returning to school during the school day.
- Students must complete all classroom work missed because of an absence from school, regardless of reason.
- Students absent from school must contact their teacher upon return from school for assignments. Teachers will allow for makeup work completion one class session for each day of absence. Unexcused absences may result in zeros for assignments and test.
- Administrative consideration to extend the makeup work deadline may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.
- Students and/or parents may request homework when absent from school. To allow ample time for teachers to organize work for the student, please call the office prior to 9:00am. Requests made after 9:00am may delay getting the homework until the following day. Homework will be available in the front office at the end of the day.

- Students and parents have the right to appeal any school-based decision in compliance with the policy by notifying the Superintendent of Schools in writing five (5) school days of such decision.

PREARRANGED ABSENCE

Extenuating circumstances, other than personal illness or death in the immediate family, will require a prearranged absence for excused absence consideration. Prearranged absences may be approved only for students whose parents/guardians have contacted the school in advance and explained the reason for the absence. Students should not be taken out of school for family vacation except in extreme circumstances. The maximum number of days for prearranged absence is five (5) days. Make up work should be completed in a timely fashion.

TRUANCY

Truancy means “any student who is absent or not in class without legitimate reason or without knowledge of either parent or school official.” Absence from school under any of the following conditions is truancy:

- Absence without the consent or knowledge of the parents or guardians
- Leaving school for a portion of a school period or more without permission from school administration
- Absence or tardiness from a class or a part of class without proper school permission

When truancy occurs a conference will be held with the student and administration. Punitive consequences will be implemented. Future truancy may result in a recommendation for expulsion.

TARDIES/LEAVING EARLY

Tardiness is any unexcused appearance of a student beyond the scheduled time that a class begins (or leaving early before the day ends and not returning). Students are expected to report to school and to each class on time and be prepared for class according to each teacher’s classroom management plan. Upon the 7th and 10th tardies, written notification will be sent to parents. Once a child has accumulated 10 tardies, consequences may be put in place. Please see the “consequence procedure” of the attendance policy.

EMERGENCY SCHOOL CLOSING

Parents will be notified through the Thrillshare Alert System of closings, delays or early dismissals. It is therefore very important for parents to advise the school of any changes to their phone number(s). Families are also encouraged to download the Shelby Eastern app. ***Any delay at the start of school will be for 2 hours. There will be no morning pre-school or breakfast when we have 2 hour delays.***

SCHOOL FEE PAYMENT

School fees are due at the beginning of the school year. To be successful, students must have the necessary books and supplies needed in their classrooms. Meal Pay Plus through PowerSchool is available to pay school fees online (an additional fee is charged for online payment). If a situation exists in your family which would make full payment of your fees a financial hardship, you may wish to initiate an installment payment plan, which will satisfy the debt. Installment arrangements may be made through the school office at the beginning of the school year. Thank you for your cooperation and support. If there is anything you wish to discuss about book rental, please call or schedule a conference to talk to the principal. **IT IS OUR POLICY TO INITIATE LEGAL ACTION TO COLLECT UNPAID SCHOOL FEES. ALL FEES MUST BE PAID BY NOVEMBER 15TH.**

GRADES AND REPORT CARDS

Students receive a report card four times on a quarterly basis during the school year. Report cards are sent home with the students the week following the end of a nine-week grading period. In order to better interpret the grade your child earns, the scale below will help you.

TRADITIONAL GRADING SCALE

A+ = 99-100	B+ = 88-89	C+ = 78-79	D+ = 68-69	F = 0-59
A = 93-98	B = 83-87	C = 73-77	D = 63-67	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

NON-TRADITIONAL GRADING SCALE (Music, Art, PE)

E = 99-100	S+ = 90-98	S = 80-89	S- = 70-79	N = 60-69	U = 0-59
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HONOR ROLL

Honor rolls may be established for students in grades 2-5. Other distinctions or honors given in the elementary schools shall be at the discretion of the professional/administrative team.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Boys and girls wishing to participate in extracurricular activities must maintain passing grades. Student grades will be checked for eligibility at the start of each season. Students will be ineligible in any sport if they receive more than one (1) failing grade on the previous nine-week report card. The student will remain ineligible for the following grade period. They may regain eligibility with their next nine-week report card. Students are expected to have a physical on file before participating in athletic events and practices.

HOMEWORK

Students will be required to complete some assignments at home. Parents can help their children a great deal by doing the following things:

- Provide a quiet place for the child to work. This area should be away from distracting noises such as television, radio or family noises.
- Encourage your child to do a good job on his/her work.
- Help your child when he/she is stuck, but don't fall into the trap of doing the work for the child.
- If your child gets frustrated with the homework assignment, take time to talk about the problem and help him/her work through the assignment. As a parent, you may be able to help your child look at different ways to solve a sticky problem.
- If you have questions regarding your child's work, call the teacher and request a conference in order to gain further suggestions for helping your child.

SPECIAL EDUCATION

Special education services are available for those children who are recommended by a case conference committee and who are eligible under state and federal regulations. Parent permission is required for these services.

PARENT-TEACHER CONFERENCES

We are pleased to invite you to conference days for your child. This will allow you to take advantage of a very important phase of your child's life, learning of his/her progress in school. Conferences will be scheduled for short periods of time. As these conference times are on a tight time allotment, please honor these scheduled times. We have attempted to be as considerate of everyone as we could. Not all "best" arrangements are possible. There may be a need to set up additional conferences during the school year. If parents desire a conference, they may schedule it through the school office. If there are any questions or concerns, please contact the school and we will see what can be done to accommodate you. Communication and cooperation are two important keys to school success. It is the policy of Shelby Eastern Schools to encourage Parent/Teacher Conferences at any time.

E-LEARNING

If an e-Learning Day is determined to be appropriate, it will be announced via the Thrillshare Alert system, social media, and the school websites. Students will receive eLearning assignments through Google Classroom or Seesaw on or before 10:00 AM. Students should complete assignments within three (3) school days following the school closure. All students are counted present for the eLearning Day unless a student fails to turn in assignments. In that event, the teacher will notify the school office regarding the absence. School buildings will not be open on the e-Learning Day, however teachers will communicate office hours to students and parents via Rooms.

CITIZENSHIP AND CONDUCT

Students are expected to behave in such a way that both parents and school personnel can be proud of them. A basic guideline for students to follow is: RESPECT YOURSELF, RESPECT OTHERS, AND RESPECT THE PROPERTY OF OTHERS.

All students are expected to treat others as they wish to be treated and to remember the following:

- Walk at all times while in the building. (Exception: Physical Education)
- Talk to teachers and other adults in a polite, respectful manner.
- Dress in a proper way for school. Revealing tops, including spaghetti straps, and short shorts are not acceptable for school. Shorts and skirt lengths should be past the students fingertips with arms straight down and shoulders relaxed. Students may not wear clothing that advertises, directly or indirectly, alcohol, drugs, or illegal or immoral activity. Students are expected to wear proper shoes to school for various activities such as P.E. class and recess. Hats and Hoodies will only be permitted at the discretion of the teacher. No wheelie shoes (shoes with wheels on or in them). Students wearing inappropriate clothing will be asked to call their parents to bring an appropriate change of clothing.
- Keep hands, feet and body to themselves at all times.
- During snowy weather, refrain from picking up or throwing snow on the way to, from, and during school.

- Take care of their own belongings and respect the property of others. **Parents will be responsible for damage to personal or school property.**
- Candy or gum is not to be at school (unless permission has been granted by school personnel).
- Fire and disaster drills are serious business and should be treated seriously. Students should always be on their best behavior during these drills.
- Students must bring only school related items unless directed by school officials. Students are discouraged from bringing electronic devices such as DS's/PSP's, Cell Phones, MP3 Players, tablets, Smart Watches, etc. If brought to school, these items must be turned off and kept in the student's back pack. If any of the items are seen, or heard, during the school day, they will be confiscated, parent will be notified, and the item will be returned per administrative decision. **Additionally, the school will not be responsible for loss, theft or damage to the item.**

The following items will be considered **SERIOUS CASES OF MISCONDUCT** and will be dealt with in a fair, but strict manner.

- Use of alcohol, drugs, tobacco, e-cigarettes, etc. Students caught using, possessing, or dealing drugs will be turned over to the proper authorities.
- Misuse of computers, technology, network or the Internet
- Fighting or threatening any student for any purpose
- Stealing
- Creating any type of disturbance which disrupts the classroom or school-learning environment
- Vandalism or defacing of school property at anytime
- Cursing or any use of foul, crude language or gestures
- Defiant or disrespectful behavior toward any member of the school faculty, staff, substitute teachers, or volunteers and bus drivers
- Repeat offender
- Any act which would be considered in violation of the laws of the State of Indiana
- Knives, matches, and other dangerous items are to remain at home. Knives and other dangerous items will be confiscated from the students and returned only if a conference is held between the student, his/her parents and the principal.

It is mandatory that any student in possession of a gun or other firearm be expelled for a period of one (1) year. Further, any threat of the use of a firearm or explosive towards any person, persons or school facility shall constitute grounds for immediate suspension and eventual expulsion.

ANY VIOLATION OF THE ABOVE RULES MAY RESULT IN:

- Loss of privileges
- In-school suspension
- After school detention (Parents will be required to pick their child up from school by 4:00 pm)
- Suspension from school
- Expulsion from school
- Any other punishment which would be reasonable and fair (i.e. lunch detentions, recess detentions, Friday night school at the high school, alternate to out-of-school suspension at the high school, etc.).

PLAYGROUND RULES

1. Students must walk quietly in a line to and from the playground.
2. Students should play on asphalt on muddy days.
3. No climbing on the fences.
4. Students are to keep off of the tennis nets and away from the concession stands.
5. Only school students and employees are permitted on the playground during school hours.
6. Students must remain in areas of plain view for supervision.
7. Gum or glass containers are not allowed on the playground.
8. Picking up or throwing rocks or snowballs is not permitted.
9. Running is permitted but NOT in the equipment area.
10. No rough play. Hitting, kicking or pushing others is never allowed. FIGHTING IS NEVER TOLERATED.
11. Equipment is to be used only as it was designed. Tennis only on tennis courts.
12. Swinging must be done in a seated position. NO JUMPING OFF!
13. Passing ball back and forth, gymnastics, or any other activities that may put others at risk must only be done in designated areas and with the supervisor's permission.
14. Supervisor must rule on any other issue not covered by these rules in the interest of child safety.
15. Students may not go back into the building unless given permission to do so from the teacher on playground duty.

REPORTING AND INVESTIGATION

Eyewitness accounts by a school employee, on or off school grounds, of a “code” violation are sufficient cause for investigation. Reports from other parents, other students, or school patrons will be used in investigations, but may not, in and of themselves, be sufficient evidence to suspend a student. A student may admit a violation. A student’s parent may also report his/her student’s violation. In both of these instances the school will usually consider these as sufficient evidence to pursue discipline. Reports from the police, probation office, or other official government agencies are sufficient evidence on which to act.

DUE PROCESS

When a student has committed a disciplinary infraction, a due process investigation will be conducted by the school official. Guidelines for due process are as follows. **A student will be given:**

- a) an oral or written statement of the charges
- b) if charges are denied, an oral summary of the evidence
- c) an opportunity to explain his/her conduct

PARENT PARTICIPATION POLICY

A parent (including a guardian or custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process Code I.C. 20-33-8, as well as the student discipline handbook of this school corporation, at the discretion of and upon proper notice by a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after school/home study time, reviewing homework, and assuring regular school attendance, and after school attendance if necessary. When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent/guardian shall be notified in the following manner:

- *Written or telephone contact by a school official in advance of the meeting, conference or hearing, followed by a letter of confirmation.*

Upon receipt of proper notice, any parent, guardian, or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly or seriously disruptive to the student’s own educational progress or to the progress of others may be referred to the Shelby County Department of Child Services and the child may be considered to be a “child in need of services” in accordance with I.C. 31-6-4-3 (A) (7). Legal reference: I.C. 2-8.1-5.1-19; I.C. 31-6-4-3 (A) (7) Adopted 6-9-97

STUDENT HAZING AND BULLYING

The School Board believes that “**hazing**” and “**bullying**” activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, off school property at a school activity, function, or event, traveling to and from school or school activity function or event; or when using property or equipment provided by the school; and at any Corporation school sponsored event.

Hazing shall be defined for purpose of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes, or creates a risk of causing, mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Bullying shall be defined for purpose of this policy as performing any act by a student or groups of students against another student with the intent to harass, ridicule, humiliate, harm or threaten the other student through overt, repeated acts or gestures, including verbal or written communications transmitted (including cyberbullying), and/or physical acts committed or any similar behavior. Any student who is a victim of bullying is encouraged to complete an intimidation notice with the school counselor or principal. Intimidation notices serve as initial documentation in addressing bullying behaviors.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with the law.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to situations, circumstances, events and behavior which evidence forms and actions of bullying. Parents and/or students who suspect repeated acts of bullying are occurring are encouraged to report the matter to the school principal or a

designee. All reports of bullying shall be investigated. Administrators and faculty members shall utilize counseling, corrective discipline, and/or referral to law enforcement to change and alter the behavior of the perpetrator. The Superintendent shall distribute this policy to all students and Corporation employees, and shall incorporate it into building staff and student handbooks. It shall also be subject of discussion at employee staff meetings or in-service programs.

SEARCH AND SEIZURE ON SCHOOL PREMISES OR DURING A SCHOOL ACTIVITY

This policy was adopted in accordance with Public Law 148 and is recommended by the Indiana Department of Education. This policy represents a sincere effort to balance the rights of students with the need for school officials to find and remove items which threaten the health, safety or the learning atmosphere in our schools.

- (A) As used in this section "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of
- (1) evidence of a violation of the student conduct standards contained in the student handbook;
 - (2) anything which because of its presence presents an immediate danger or physical harm or illness to any person
- (B) All lockers and other storage areas provided for student use remain the property of the school corporation and are provided for the use of students subject to or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
- (1) The principal, or member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
 - (2) The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- (C) The principal, or other member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. This search may include:
- (1) searches of the pockets of the student,
 - (2) any object in the possession of the student such as a purse or briefcase, and/or
 - (3) a "pat down" of the exterior of the student's clothing.
- Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with sub-section F of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
- (D) Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook may be:
- (1) seized and admitted as evidence in any suspension or expulsion proceeding.
 - (2) returned to the parent or guardian of the student from whom it was seized.
 - (3) destroyed, if it has no significant value, or turned over to any law enforcement officer in accordance with subsection F.
- (E) Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
- (1) returned to the parent or guardian of the student from whom it was seized, (2) destroyed, or
 - (3) turned over to any law enforcement officer in accordance with sub-section
- (F) The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
- (1) search any area of the school premises, any student, or any motor vehicle on school premises;
 - (2) identify or dispose of anything found in the course of a search conducted in accordance with this section. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

MEDICAL INFORMATION

FIRST AID/INJURIES

First aid may be administered for minor injuries. If a more serious situation occurs, the parent will be called. If a student is seriously injured at school, we will make every attempt possible to notify the parents. If we cannot reach the parents or any other designated adult, we will take the following steps:

1. Notify the emergency numbers listed on the enrollment.
2. Call for an emergency vehicle if needed. (The school is not responsible for the cost of transportation.)
3. Accompany the student to the emergency room. (The school is not responsible for the cost of treatment.)
4. Continue to try and reach the parents of the student.

HEALTH RECORDS

Health records are required by law and are now a very important part of your student's folder of information. Please have all proper forms, including a complete list of immunizations and a birth certificate, on file. We MUST have these records.

ILLNESSES

If your student becomes ill at school, we will make every attempt possible to contact you whether at home or at work. Unless a student has a fever of 100°F or higher or it has been verified that the student has vomited or has persistent diarrhea, we will not call. In cases where the student comes to the clinic and has not vomited, does not have diarrhea, and/ or doesn't have a fever, we may have the student lie down for a while and then return the student to the classroom. The nurse, or another designated staff member, will contact the parent when it is necessary for the student to go home due to illness.

Criteria for returning students after illness or contagious disease:

1. **Fever-free (less than 100.0F) without Tylenol, etc. for 24 hours.**
2. **For contagious conditions, the student must be on antibiotics & fever-free (< 100.0F) for 24 hours.**
3. **Special circumstances may be considered by administration.**

IMMUNIZATIONS

These are the requirements for your student to enter school according to our Indiana State Health Laws. (Indiana Code #20-34-4) School officials may exclude students from school attendance according to Indiana law if parents do not have the proper immunizations for their student. When a student enters a school corporation for the first time at any level, his/her parents/guardian must show either that he/she has been immunized, or provide a signed parental religious objection or a medical exemption from the physician. The month, day, and year of all immunizations must be provided. All immunizations must meet the recommendations of the Advisory Committee for Immunization Practices (ACIP). If exemptions are submitted, they must be resubmitted to the school each year. New immunizations may be required at any time in accordance with Indiana state law or Indiana code. The required immunizations to attend school are listed below:

<i>Preschool (3 to 5 years old)</i>	3 Hep B (Hepatitis B)	
	4 DTaP (Diphtheria, Tetanus & Pertussis)	
	3 Polio (Inactivated Polio)	
	1 MMR (Measles, Mumps, Rubella)	
	1 Varicella	
<i>Kindergarten to 5</i>	2Hepatitis A	
	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	2 Hep A (Hepatitis A)

- **Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.
- **DTaP** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after student's 4th birthday.

- **Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 4th grade the final dose must be administered on or after the 4th birthday, and be administered at least 6 months after the previous dose.
- **Live Vaccines (MMR, Varicella & LAIV)** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.
- **Varicella** Physician documentation of disease history, including month and year, is proof of immunity for students entering preschool through 6th grade. Parental report of disease history is acceptable for grades 7-12.
- **Tdap** There is no minimum interval from the last Tdap dose.
- **MCV4** Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.
- **Hep A** The minimum interval between 1st and 2nd does is 6 calendar months. 2 doses are required for all grades. Please help us by reviewing your records and making sure the school has all the needed immunization dates. Contact your physician to make arrangements for obtaining immunizations. You may also contact the Shelby County Health Department (317-392-6470) for their clinic hours and to inquire about eligibility in obtaining immunizations. Children and Hoosiers Immunization Registry Program (CHIRP) is utilized. CHIRP is a free, confidential, online system that stores and updates immunization records. We strongly encourage parents to consent to the use of this program to assist in maintaining immunization records. CHIRP consents may be obtained from the health clinic. Please notify the school for any questions or concerns. A licensed nurse handles all immunization records.

INSURANCE

Parents are responsible for any medical costs incurred for treatment of their student for any illness or injury occurring to their student during any period of time the school is providing any supervision of your student. Parents have the opportunity to purchase student insurance up to 30 days after the date of enrollment. Forms for this low-cost insurance are available upon request from the school at the beginning of the school year. Additional forms are kept at the school office and will be made available to new students.

MEDICATION POLICY

In order to safely manage medication administration, the following criteria must be met before medicine will be given.

All of the following criteria must be met before medication will be administered:

1. The parents must send a note giving us permission with specific instructions. Parents may also be asked to complete a medication permission form. A note from the doctor is also needed for prescription medications. A school administrator, teacher, or other school employee designated by the school administrator may, in good faith, administer medication.
2. The medicine must be in the proper prescription bottle or original container with the student's name, the name of the medication and the dosage with the times to be given. All directions from the parent and the physician must match the directions on the label of the medication. Adult medications may not be used with children under 12 years and under unless there is a prescription from a physician to do so. Over-the-counter medication that is to be given for four weeks or longer requires a physician's signature. No vitamins or natural/ homeopathic medications will be administered.
3. The student remembers to come to the office at the specified time.

Medication will **not** be sent home with students in Pre-K through 8th grade. Parents must bring and pick up all medications. Students in 9th through 12th grade may pick up medications to be brought home from school with written permission from the parent. **An adult must bring any controlled substance (i.e. Ritalin or prescribed pain medication) to the school. It may not be brought to school by the student. A student may take home an empty bottle for refill, but unused medication that has been dispensed at school must be picked up by the parent unless the student is in 9th through 12th grade and written permission is provided from the parent.**

Please send only the amount of medication to be given at school. No student may carry medication on his/her person; keep it in the classroom, or locker with the exception of emergency medicines such as insulin, inhalers, or Epi-Pens. This requires written permission from both the parent and doctor specifically stating that the student may carry the medication with him/her at school. This written permission must be resubmitted to the school yearly if needed.

SPEECH AND HEARING

Kindergarten, first grade, fourth grade, seventh grade, tenth grade, new students and referrals are tested for hearing problems by a speech and hearing specialist each year. This screening is in no way a substitute for proper diagnosis

by a physician. The speech and language pathologist receives teacher or parent referrals for suspected speech/language problems. Evaluation procedures are initiated by the speech and language pathologist according to Article 7 of the Indiana Code.

VISION SCREENING

Vision screening will be done in Kindergarten or first grade, third grade, fifth grade, eighth grade, and for referrals. Countywide Kindergarten screening to complete the Indiana state mandated modified clinical technique occurs yearly. If a student is not given permission to participate or is absent the day of this screening, the parent/guardian is responsible for having an ophthalmologist or optometrist perform this testing. These screenings are in no way a substitute for proper diagnosis by an optometrist.

WOUND/OPEN WOUNDS

Any student who has an open or draining wound shall keep the wound covered and taped on all 4 sides with an occlusive dressing. The school nurse shall be notified if a student has been diagnosed with MRSA or any other infectious disease processes or condition by a licensed health care provider. In general, students with draining lesions or wounds shall not be kept from school if they are able to keep lesions adequately and completely covered with a dry, occlusive bandage unless otherwise directed by a licensed health care provider. All supplies for bandaging must be supplied by the parent/guardian.

HEAD LICE

The Shelby Eastern School Corporation has developed specific guidelines for the treatment of head lice and/or nits. These guidelines include parent notification, treatment instructions, and parent responsibilities. Any student who has live head lice will be sent home from school for treatment in accordance with established guidelines. If a student is reported to have head lice, the School Nurse will do the following:

1. The student will be examined to determine if there is an active infestation (live lice).
2. If the School Nurse determines that there is an active infestation, the student's parent/guardian will be notified and the student will be sent home.
3. Siblings of any positive cases may be checked.
4. It is the responsibility of the parent to make arrangements with the School Nurse for the student to be examined before re-entry into school. The parent may accompany the student, if the School Nurse feels it is necessary, to school for this examination so that the School Nurse can check for the presence of live lice, review treatment, and provide any needed instructions or support.
5. Only 1 day will be allowed as an excused absence for the purpose of treatment. More time out of school than this will be considered unexcused absences due to parental/guardian non-compliance and will be referred to the Principal for follow-up unless there are unusual or extenuating circumstances brought to the attention of the School Nurse. It is recognized that no student should routinely be excluded from school due to head lice and parents will be encouraged to treat promptly if needed and return the student to school the next day.
6. In the case of repeated head lice infestations, the student may be excluded from school even if the case is not active (live lice) but chronically has nits (eggs). The student will be excluded until effective treatment has been provided and the nits are removed.

BED BUGS

The Shelby Eastern School Corporation has developed specific guidelines for bed bugs. These guidelines include parent notification, treatment instructions, and parent responsibilities. Guidelines include:

1. If a bed bug is found on a student or his/her belongings, the student will be removed discretely from the classroom and the student's clothing and other belongings will be examined. It is not recommended to exclude students from school.
2. Student's personal items will be placed in a garbage bag or sealed plastic bin until the student leaves school.
3. The student's parent/guardian will be contacted by telephone or through a notification letter to let them know a bed bug was found on the student's belongings and recommend a home inspection by a licensed professional.
4. If a student reports that they have bed bugs and/or if a student has bites that appear to be bed bug bites, the parent/guardian will be contacted.
5. The parent/guardian will be instructed on obtaining professional treatment for the home.
If a live bed bug is found, the principal will be notified and they will assess the situation case by case by doing the following:
 - Follow basic protocol as described above.

- The custodian will be notified and along with the principal, the school may contact a pest control company for inspection and/or treatment should this be a true concern for the school.
- Shelby Eastern Schools will work in cooperation with the Indiana State Health Department regarding bed bugs.

Pest Control, Pesticides and Herbicides

Shelby Eastern Schools is committed to providing a safe environment for students and staff. With this in mind, we seek to prevent children from being exposed to pests, pesticides, and herbicides. We will use non-chemical methods of pest control when possible. If non-chemical methods are deemed ineffective, we may contract-out with pest control specialists to use chemical methods. Spraying of chemicals from persons certified (or individuals operating under their supervision) in pest control will only be in areas far away from students and staff, or in areas which students and staff will not use for a period of at least forty-eight (48) hours.

SCHOOL TRANSPORTATION (BUS)

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate a student stopping a bus operator from doing their job or preventing other students from having safe transportation.

Riding the school bus is a privilege.

BUS GUIDELINES

- Follow bus rules while on the school bus
- Be courteous and use your manners
- Cooperate with the driver and others without argument or delay (Refusal to do so will not be tolerated)
- Stay in assigned seat and face forward at all times
- Keep hands, head, feet, and objects inside the bus and to yourself (No throwing)
- Open windows only with permission
- No inappropriate language or gestures
- No physical or verbal altercations (i.e. fighting, play fighting, bullying, etc.)
- No weapons, alcohol, or drugs including tobacco and e-cigarettes
- No eating or drinking on the bus
- Help keep the bus clean
- No vandalism to the bus or another person's property
- If a bus is equipped with a seatbelt, students are required to wear it 🚌 Chromebooks and chargers should remain in backpacks while on the bus.

PROGRESSIVE BUS DISCIPLINE PLAN

Serious or repeated misconduct will result in steps according to the Progressive Bus Discipline Plan (see below). Behavior at bus stops should align with school expectations and rules. Any step of the plan may be waived depending on situation and severity of offense as deemed appropriate by school administration. Steps include:

Written warning via bus ticket-call to parents by driver

1. Bus ticket-1 day bus suspension-call to parents by driver
2. Bus ticket-3 days bus suspension-call to parents by office
3. Bus ticket-10 days bus suspension-conference with parents, administration, and driver
4. Bus ticket-suspension for remainder of school year-conference with parents, administration, and driver.

In addition to the above listed progressive bus discipline plan, disciplinary measures for similar conduct occurring in school may be imposed for conduct on the bus or at the bus stop.

A bus ticket is an official write-up that serves as documentation for the student, parent, driver, and elementary office.

BUS DRIVER RESPONSIBILITIES

Inform parents and students of school bus rules

- Operate the bus safely
- Be on the bus to supervise daily boarding & unboarding of students
- Within the first 2 weeks of school discuss safety, evacuation, & student conduct on school bus with students
- Assign seats & give current copy to school officials and transportation director

ADMINISTRATION RESPONSIBILITIES

- Inform parents and students of school bus rules and consequences
- Investigate all complaints and referrals
- Confer with students, parents, and drivers when appropriate
- Be present, or designate a representative, at loading/unloading zones during arrivals/dismissals
- Meet with drivers at the beginning of each school year and as needed throughout the year to discuss safety procedures, discipline procedures, etc.

PARENT RESPONSIBILITIES

- Read and discuss with your children the bus policies
- Inform your children of the location of the bus stop, pickup time, and to wait for the bus in a single line
- Parents are responsible for the safety and supervision of their children from the time the children leave home in the morning until they board the bus, and at the end of the day from the time the school bus departs the unloading area until the children reach their home.
- Arrange for your children to arrive 5 minutes before pickup time and to conduct themselves appropriately on school buses. In case of an emergency causing late arrival by the pupil at his/her stop, the school bus driver shall use his/her discretion in waiting for the student.
- Support the school officials in their efforts to operate a safe and efficient transportation system.

ONLINE REGISTRATION

Parents enrolling their children at Morristown or Waldron Elementary will need to complete an online enrollment. It is important to have updated information in PowerSchool should we need to make contact with home. Your cooperation in this matter is greatly appreciated. We ask parents' cooperation in keeping information current at all times. **PLEASE INDICATE IF YOU HAVE AN UNLISTED TELEPHONE NUMBER.**

KINDERGARTEN ADMISSION REQUIREMENTS

Any child enrolling in kindergarten must have turned five on or before August 1st of the current year.

NEW ENROLLMENTS

New students enrolling to Shelby Eastern Schools must supply the following documents:

1. birth certificate
2. immunization records
3. proof of residency
4. guardianship/custodial documentation if different than birth certificate (Schools must remain neutral in custodial disputes. **Legal court documentation must be provided for proper protection of each student in such situations.**)

Out of district transfer requests must be submitted to the principal for consideration by the superintendent, per administrator guidelines and timelines. Not all out of district transfers may be granted.

WITHDRAWALS

If you are withdrawing your child from either elementary school, we request that you contact the school office. This will help us in keeping accurate school records.

CAFETERIA

Cafeteria meals are expected to be paid at the time of purchase. Purchases may be made daily with cash or monies may be added to an account that is drawn from at the time of purchase. To help ensure the health and safety of all our students and staff, we ask that parents please consider funding their student's meal account online through MySchoolBucks (<https://www.shelbyeastern.org/page/myschoolbucks>). This will help minimize the amount of cash/check deposits that need to be handled throughout the day, which allows us to focus on serving meals as fast and efficiently as possible.

Create your free MySchoolBucks account to conveniently and securely add money to your student's meal account online or with the mobile app. With MySchoolBucks you'll also be able to view cafeteria purchases, check your student's balance, and receive low balance alerts.

Prices of all meals and milk are established by the Board of Education and will be set prior to the beginning of each school year. Students may bring a sack lunch (or lunch box) to be eaten in the cafeteria. Milk is available for purchase to those students bringing their lunches. Candy and soft drinks should not be sent in a sack lunch.

Free and reduced price cafeteria applications will be sent home with each student at the beginning of the school year or may be picked up at the school office any time during office hours throughout the year. Parents may also submit an application at www.lunchapplication.com

The USDA and the State of Indiana are equal opportunity providers and employers.

CAFETERIA CONDUCT

Students in the elementary are encouraged to quietly talk with their friends during the lunch period. During the lunch period, the students are expected to behave in the cafeteria in such a way that they represent the school and their parents in a good manner. To help students with this task, the following rules apply to the cafeteria.

- Walk in the cafeteria at all times.
- Sit at the cafeteria tables with feet placed under the table and not out in the aisle.
- Keep hands to yourself and off of other people's property, including such things as: food, trays, lunch boxes, books, papers, etc.
- No food trading.
- Students may talk in a quiet, indoor tone to their friends sitting around them.
- Students are expected to follow the directions given by those adults assigned to supervise the cafeteria.

SCHOOL TOURS AND FIELD TRIPS

All students leaving school under the guidance of school personnel shall abide by the direction, rules and regulations of the person or persons in charge. These students are expected to exhibit their best manners and behavior at all times. Signed parent permission slips will be required before students are allowed to participate on any tour or field trip. Parents volunteering as chaperones are asked to get a limited criminal history check. Forms are available in the school office and will be done at no charge. ***Students must ride the bus to and from the destination.***

EMERGENCY DRILLS

By law, schools must conduct one fire drill per month, one tornado drill and one emergency preparedness drill per semester. Whenever the signal for a drill is given, students are to move from their classroom to the designated drill area in a quiet, orderly way.

LOCKDOWNS

A lockdown is a protective action employed to safeguard students, faculty, staff and visitors when there is an imminent threat approaching the campus, on campus, or in the school. During such occurrences, no one is allowed in or out of the building except for emergency personnel and administration.

For the purposes of student safety, lockdown procedures will err on the side of caution. If administration and/or law enforcement determines a threat is possible or has occurred, a lockdown will commence.

Examples of threats include, but are not limited to: weather related emergencies, law-enforcement action, and/or an intruder in the building or on the grounds.

When a lockdown does occur, the local authorities, as well as the Shelby Eastern Schools Central Office, will be notified. Parents will be notified by the School Messenger Alert System. It is therefore very important for parents to advise the school of any changes to their phone number(s).

USE OF TELEPHONE

Only in cases of extreme circumstances do we allow children to use the school telephone during school hours. If your child is to remain at school for an activity, he/she must have a permission slip.

VISITORS

We encourage visitors in our schools. In order not to interrupt the school day, specific guidelines must be followed:

1. Always enter the building through the front office doors via the buzzer system. If you need to see your child, one of the office staff will go and bring them to you.
2. A visitor's badge is provided and must be worn during your visit.
3. Visitors are NOT ALLOWED on the playground.
4. Please give the school 24 hours' notice if you would like to have a conference with a teacher or you desire to visit in a classroom. We want every child to have the opportunity to learn without unnecessary interruptions.

CLASSROOM TREATS

All classroom treats must be prepackaged with ingredient listing included. Healthy snacks are encouraged by the school.

NON-DISCRIMINATION AND SEXUAL HARASSMENT STATEMENT

It is the policy of the Shelby Eastern Schools not to discriminate on the basis of color, religion, gender, national origin, age, limited English proficiency, genetic information, or disability, in its programs, activities or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9) Title VI and VIII (Civil Rights Act of 1964) the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 Rehabilitation Act of 1973. It is the policy of the Shelby Eastern Schools to maintain learning and working environment that is free of sexual harassment. Inquiries regarding compliance with this policy may be directed to the Superintendent of Shelby Eastern Schools, 2451 North 600 East, Shelbyville, IN 46176, 765-544-2246.

EDUCATIONAL RIGHTS AND PRIVACY ACT

On August 21, 1975, the United States Congress adopted an amendment to the General Education Provisions Act called "Family Educational Rights and Privacy Act of 1974" dealing with student records. The "Family Educational Rights and Privacy Act of 1974" was itself further amended by Congress on December 19, 1974, and in June 1976 the U.S. Department of Health, Education, and Welfare (HEW) promulgated regulations to clarify and effect the purposes of the Act.

In broad outline, this Act provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parents' right under this Act extends until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, only the student may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times and in certain circumstances in accordance with school policy to purchase a copy of such reports.
4. The parent has a right to have a record corrected if it "is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the students."
5. If, as a result of a hearing, the school decides that the information in the record is not "inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the student," a parent has the right to place in the education records of his/her child a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school to leave the contested information in the student's record.
6. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a "legitimate educational interest" in the student are exempted from this requirement by the Act.
7. Certain persons may examine student records without a parent's consent. These include school officials, including teachers who have "legitimate education interests", officials of other school or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
8. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
9. A copy may also be furnished pursuant to a court order to subpoena, but only if the parents are given advance notice.
10. Shelby Eastern Schools will forward educational records to officials of another school or school system in which the student seeks or intends to enroll without the written consent of the parent of the student or the eligible student.
11. Certain "directory information", including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, awards received and other similar information such as making the Honor Roll, may be released without parental consent unless the parent(s), guardian(s) or eligible student notifies the school in writing in accordance with the Students Records Policy, within ten (10) days, that they do not want certain designated directory information released without prior consent. Denial of permission to release certain directory information forms may be obtained from the principal's office or from the office of the Superintendent of Schools.
12. Pursuant to IC 20-33-7-2, a school is required to allow a custodial parent and a non-custodial parent equal access to a student's school records.

The Board of School Trustees has adopted a policy implementing the provisions of this Act. A copy of this policy and the Act are on file and available for inspection at the office of the Superintendent of Schools.

UNAUTHORIZED USE OF SCHOOL PROPERTY

Any student or other person that is found on school grounds or in school buildings at any time outside of school hours or without permission of the proper authorities shall be subject to prosecution in a court of appropriate jurisdiction.

APPEAL PROCEDURE

It is the policy of the Board to afford every individual having a complaint an orderly procedure for filing such a complaint so that he/she may have his/her complaint properly and carefully attended to, and in order that any person in respect of whom such a complaint is made may be properly protected. Persons wishing to register a complaint or concern in regard to disciplinary action should first discuss the matter with the individual teacher involved. If not satisfied, the discussion should continue with the building administrator. If further discussion is desired, it should be directed to the central administrative office. Unresolved matters may be appealed to the Board of School Trustees. The procedure for appeal in cases of suspension, expulsion, and exclusion is contained in the student Due Process Manual as adopted by the Board of School Trustees as per IC 20-33-8.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In compliance with the AHERA law passed by Congress in 1986, Shelby Eastern Schools tested all buildings for asbestos containing materials. The Waldron and Morristown campuses are asbestos free. This inspections report and additional information related to the inspection report are maintained in a management plan. Shelby Eastern's management plan is available for inspection by parents, guardians, and staff without cost or restriction during normal business hours at the administrative building.

DRUG PREVENTION

The School Board prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time on Corporation property or at any school related event. It further establishes a drug free zone within 1000 feet of any facility used by the Corporation for educational purposes. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

STUDENT CHROMEBOOKS

Students will be expected to charge their Chromebooks nightly at home and bring them to school fully charged. If one is available, students who do not bring a charged Chromebook back to school may be issued a loaner device for the day from the library or front office of the school building. Loaner devices cannot be taken home. Loaners may not always be available. It is possible that a student may be without the Chromebook for the day. Building level policies will determine if a student is able to charge the Chromebook in the media center or a classroom during the day.

Students and parents will be responsible for district-owned technology property that is issued to them, just as they are for other district-owned items such as textbooks, athletic equipment, or library books. District technicians will repair or replace damaged devices. Since all new devices purchase after January 1, 2021, will carry accidental damage coverage, all repairs that are not from abuse or negligence will be covered at no additional cost to the family for up to one incident per school year. Students and parents will be responsible for the cost of repairs or replaced devices if the damage is intentional or not covered by the accidental damage policy.

What should be done if the device is lost or theft is suspected? In any case report the incident immediately to the school office so that the Technology Department is informed and a technician can run specialized software that allows devices to be locked down so that they cannot be used by anyone. If the device is stolen (outside of school), it is the responsibility of the student/parent/family to file a police report. If a police report is not filed, the student will be held accountable for the estimated value of the Chromebook.

The current depreciation schedule for Chromebooks is:

Less than one year – full price ~\$300

One to two years - \$250

Two to three years - \$200

More than three years - \$100