

An Introduction from the Principal

Welcome to Southwestern Elementary School. We believe that all students deserve a supportive learning environment where a relationship between school and home exists. In order to provide this type of partnership, it is important that the school and the parents have an open line of communication. This handbook is designed to create an effective way to communicate what the expectations at SWE will be. Please read through your copy and keep it in a safe place to refer back to when questions arise. If you ever have any questions, or need clarifications please contact the school.

We are looking forward to having a wonderful school year. The staff at SWE is excited to begin this new partnership and begin the adventure of your child's education. Thank you in advance for being a part of this learning community.

Mr. Josh Edwards
Southwestern Elementary Principal

SWE Mission Statement

Southwestern Elementary's mission is to educate all students to high levels of personal academic growth and performance by aligning curriculum and instructional practices to state and national standards. The entire staff will collaborate to provide a comprehensive support system to assure professional and academic accountability.

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 Southwestern Consolidated Schools and validly adopted by the Board of School Trustees.

Discrimination and Harassment Statement

Southwestern Consolidated School District of Shelby County does not discriminate or permit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information in matters of employment or educational services as required by the Indiana Civil Rights Act; Public Law 218; Titles 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.

Harassment, whether verbal, physical, or visual, that is based on any of the above characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive as an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence.

If you have experienced discrimination or harassment, written inquiries about procedures and for consideration of complaints alleging such discrimination/harassment should be directed to the Superintendent:

Southwestern Consolidated Schools

3406 W. 600 S.
Shelbyville, IN 46176
Telephone 317-729-5746

People You Should Know

Board of Education:

Mr. Jim Emerick, President
Mrs. Linda Isgrigg, Vice President
Mrs. Susan Smith, Secretary
Mr. Michael Burbrink
Mr. Travis Beck
Mr. Isaac Pile
Mr. Jerry Drake

District Administration:

Superintendent: Dr. Paula Maurer
Secretary: Mrs. Amber Mitchell
Treasurer: Mrs. Bonnie Thopy
High Ability Coordinator: Mr. Josh Edwards
Technology Director: Mrs. Susan Neville
Facilities Management: Mr. Tyler Cooper
Corporation Nurse: Mrs. Becca Vise
Food Service Director: Mrs. Charity Elliott

Elementary Staff (with email addresses)

Principal:

Mr. Josh Edwards (jedwards@swshelby.k12.in.us)

Secretary/ECA Treasurer:

Mrs. Brisha Dunbare (bdunbar@swshelby.k12.in.us)

Title I / Reading Recovery:

Mrs. Karen Parmer (kparmer@swshelby.k12.in.us)

Preschool:

Ms. Macy Madden (mmadden@swshelby.k12.in.us)

Second Grade:

Mrs. Angela Anspaugh (aanspaugh@swshelby.k12.in.us)
Mrs. Allison Seale (aseale@swshelby.k12.in.us)

Third Grade Reading/Language Arts:

Mrs. Ashley Fivecoat (afivecoat@swshelby.k12.in.us)

Fourth Grade Reading/Language Arts:

Mrs. Lindsay Patterson (lpatterson@swshelby.k12.in.us)

Fifth Grade Reading/Language Arts:

Ms. Katie Garrett (kbennett@swshelby.k12.in.us)

Sixth Grade Reading/Language Arts:

Mrs. Cathy Macaluso (cmacaluso@swshelby.k12.in.us)

Art:

Mrs. Tori Nash (tnash@swshelby.k12.in.us)

Library:

Mrs. April Mangrum (amangrum@swshelby.k12.in.us)

Special Education:

Ms. Cara Bentham (cbentham@swshelby.k12.in.us)
Mrs. Emily Haugh (ehaugh@swshelby.k12.in.us)
Mrs. Anna Weinantz (aweinantz@swshelby.k12.in.us)
6(chudson@swshelby.k12.in.us)
Mrs. Shelia Smith--Lifeskills (ssmith@swshelby.k12.in.us)
Mrs. Jenny Shackelford-PK(jshackelford@swshelby.k12.in.us)

Curriculum & Media Relations:

Mrs. Lindsay Chase (lchase@swshelby.k12.in.us)

Speech & Language:

Mrs. Laura Kohrman (lkohrman@swshelby.k12.in.us)

Kindergarten:

Mrs. Nancy Dougherty (ndougherty@swshelby.k12.in.us)
Mrs. Heidi Kearns (hkearns@swshelby.k12.in.us)

First Grade

Mrs. Paige Bertsch (phalsema@swshelby.k12.in.us)

Third Grade Math:

Ms. Stacy Baute (sbaute@swshelby.k12.in.us)

Fourth/Fifth Grade Math:

Mr. Kris Fortune (kfortune@swshelby.k12.in.us)

Fifth/Sixth Grade Math:

Mrs. Cari Faulconer (cfaulconer@swshelby.k12.in.us)

Fourth/Fifth/Sixth Grade STEM:

Mrs. Megan Oliver (moliver@swshelby.k12.in.us)

Music/Band/Choir:

Mr. Michael Swigert (mswigert@swshelby.k12.in.us)

Physical Education:

Mr. Brad Guidi (bguidi@swshelby.k12.in.us)

Instructional Assistants:

Mrs. Sandy Gadiant--K (sgadiant@swshelby.k12.in.us)
Mrs. Darlene Schultz--1st(dschultz@swshelby.k12.in.us)
Mrs. Candy Hudson--3-
Mrs. Janie Kessler--3rd/6th(jkessler@swshelby.k12.in.us)
Mrs. Christi Pappano--CARE (cpappano@swshelby.k12.in.us)

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Absence/ Attendance Policy:

Southwestern Consolidated School District emphasizes good school attendance habits as the foundation of a successful school experience. Good attendance habits develop punctuality, self-discipline, and responsibility. Frequent absences lead to a lack of interest in and effort toward school activities. Excessive absences and/or tardiness MAY result in the parent or legal guardian being prosecuted for educational neglect. It is very important that parents communicate with the school personnel when a student is absent and/or tardy. The following attendance policy will be in effect in the Southwestern Elementary School:

Students arriving between 8:10 - 11:30 A.M. will be counted with a morning tardy. Students arriving after 11:30 A.M. will be counted as a half day absent. All students must be signed in

and/or out of school by a parent/guardian if arriving after 8:10 A.M. or leaving before 3:00 P.M. Students will be counted as having perfect attendance if they have missed no school and have no tardies, either morning or afternoon.

Absence Reporting Guidelines

1. A parent or legal guardian must report each student's absence by phone calling **317.729.5320**. Parents who have no phone shall communicate by a handwritten note, which must accompany the student upon returning to school. The phone call must be placed by **9:00am** on the day of the absence. If the absence has not been verified by 9:00am, then an attempt by the school will be made to contact the parent regarding reason for absence.
2. A student's absence that is not verified by a parent/legal guardian within 3 days of the absence will be considered TRUANT. Once the school has notified the student and attempted to make contact with the home, it is the parent's responsibility to verify the absence with the school. Truancy will result in a Friday Night School assignment and the occurrence filed with Shelby County Probation.
3. Any and all appointments should be scheduled during non-school hours if possible. However, when students miss school because of a physician's appointment they are to bring a note from the physician when returning. Failure to produce this note within 6 days will result in an Unexcused Absence or Truancy (by definition) and will result in possible loss of classroom credit. Parents are responsible for verification after school has made notification.
4. If a student is to leave school early for an appointment, he/she is to bring a note or have a parent call the school to request a dismissal from school. This note/phone call should be completed prior to the beginning of school on the day in question. Students are to bring physician's note the next day after missing class for the appointment.
5. Homework may be requested at the time the absence is reported and up to **9:00 am** to the office. An attempt will be made to collect homework as soon as possible.

Truancy

- A. TRUANCY-Any student absent from school without any advanced knowledge and permission from his/her parent, guardian, AND/OR school official.
- B. CONFIRMED TRUANTS: Indiana Law - on petition or recommendation from the attendance officer and superintendent having jurisdiction, a child who habitually absents himself from school is in violation of this chapter and may be tried by the judge any juvenile, circuit, or superior court. **IF** the judge finds that the child is a confirmed truant, he/she may:
 - a. commit the child to the Indiana Boys' School or the Indiana Girls' school as appropriate.
 - b. commit the child to another custodial institution located in this state.
 - c. place the child in the care of a probation officer.
- C. **IF** the student who is less than 18 years of age is determined to be a habitual truant,

defined under Indiana State Law, the Bureau of Motor Vehicles shall upon notification by the student's principal, invalidate the student's driver's license or learner's permit UNTIL THE PERSON BECOMES 18 YEARS OF AGE.

- D. Habitual truant-According to Indiana Code 20-38-8-12, the definition of a child who is a habitual truant is a student who is chronically absent, by having unexcused absences from school for more that ten (10) days of school in one (1) school year.

For purposes of make-up work, students are given one day to complete make-up work for each excused day they are absent. For example, if a student is out 2 excused days of school, they will be given 2 days to make-up their work for full credit.

Attendance Policy

Each student will be allowed seven (7) excused absences per year. The first three (3) absences may be called in by a parent. Additional absences must be accompanied by a doctor's excuse on the doctor's stationary with the telephone number along with the time and duration of visit. Failure to produce a doctor's note may result in loss of classroom credit for the absence. Extended illnesses that are accompanied by a doctor's note will be dealt with on an individual basis. Upon the 8th absence and/or tardy the student and/or parent(s) MAY be reported to Child Protective Services, Shelby County Probation, and/or the Shelby County Prosecutor's office for excessive absenteeism or educational neglect. Parents will be made aware of attendance issues by mail and/or phone call.

The following are examples of Excused Absences that DO count toward the 7 day limit:

1. Personal illness -limit of 7 (parental call up to 3, after 3 must be accompanied with a verified doctor's note).
2. Verified Bereavement: 5 days for parent or sibling, 2 days for grandparent, etc.
3. Religious Observation
4. Emergency Dental

An Unexcused Absence, as defined below, will result in the loss of opportunity to make up work in the classes missed.

The following are defined as Unexcused Absences:

1. Truancy (as defined)
2. Over-sleeping (with or without Parent phone call)
3. Chores at home (any and all)
4. Family vacations
5. Driving violations (traffic stops)
6. Missed the bus, unable to find a ride, car trouble.
7. Other absences that the School deems reasonably unacceptable.
8. Absences exceeding 7 days.

The following absences are excused absences and DO NOT count towards the 7 day absence limit:

1. Serving on a precinct election board or as a helper to a political candidate or political party on the date of a general, city, special, or primary election.
2. Any other absence authorized by state law.
3. School approved Field Trips.

Appointments

Although many parents try to secure appointments outside of the school day so to minimize lost learning time, it is understandable that students may need to miss school due to an appointment (doctor, dentist, orthodontist, counselor, psychiatrist, etc.). Students arriving late to school, leaving during the day to return later, or leaving early from school for an appointment must bring a note back to the school from their appointment to be considered excused. Students who return without a note will receive an unexcused tardy or unexcused absence (whichever applies) for the time they are out of school. Please send a note or contact the office or the teacher regarding appointments so students can be ready for parent pick-up, when needed.

Family Vacations

Students who will be absent from school because of a family vacation will be counted as an unexcused absence.

Illnesses and Extracurricular Activities

Students may not attend or participate in any extracurricular activity on a day that they have been absent from school. A student, who is unable to complete the last half of the school day because of illness, will also be unable to attend or participate in extracurricular activities later in the same day.

Accidents:

Even though reasonable safety precautions are observed at all times, accidents involving students sometimes do happen during school hours. If warranted, the adult who is responsible for supervising this student completes an accident form so the principal is aware of the situation. If an accident is deemed serious, the proper steps are immediately taken in accordance with the student's Emergency Medical Card that has been completed by his/her parents at the beginning of the school year. It is essential that parents keep the office informed of any changes in emergency information.

Admission:

Parents of new students should contact the Elementary Office **317-729-5320** to schedule an appointment to complete registration.

The Indiana Code states that children are to attend public school in the district in which their parents or legal guardians reside. "Residency," for purposes of definition within this policy, shall be defined as something more than a superficial residence. It will be defined as a place where important family activities take place during significant parts of each day; a place where the family eats, sleeps, works, relaxes and plays. It must be a place, in short, which can be called "home," except in the case where the parents are legally separated or divorced, in which case residency will be determined by the residency of the parent with legal and residential custody.

Parents/Guardians are required to notify the school of any changes to any custody information.

Children must meet the meet age requirements to enroll in kindergarten or first grade unless granted a waiver by the Superintendent. A child must be five years of age on or before August 1st to enroll in kindergarten. Unless a child has completed a state accredited kindergarten program or is granted a waiver by the Superintendent, the child must be six years of age on or before August 1st to enroll in first grade.

Students transferring from another school will normally be placed in the grade level recommended by the previous school. The name and address of the school the student last attended will be required. Official records will be requested within fourteen days after the initial enrollment in order to meet each child's needs as quickly as possible. Students who have been home schooled will be assessed to determine grade placement. All students enrolling will have to wait until the following school day to begin attending classes.

New entrants at all grade levels will be required to present, at the time of enrollment, proof of residency (telephone or electric bill, mortgage payment with address and name on it, or renter's agreement); a certified copy of the birth certificate, proof of having received or being in the process of receiving required immunizations, and custody information (original and complete copy of any court document), if applicable. This information must be provided at the time of enrollment or within 24 hours thereof. If such records are not provided within 30 days upon starting school, the school will notify the Indiana clearinghouse for information on missing children. Nothing in this policy is intended to supersede state law. In areas of conflict between this policy and state law, state law shall control in all aspects.

Out-of-District Student Transfer Guidelines for 2018-19

Indiana Code 20-26-1-32 requires school districts to determine the capacity to accept out-of-district transfer students on an annual basis. To comply with this legislation, Southwestern Consolidated School District of Shelby County: will accept an unlimited number of out-of-district transfer applications for students entering kindergarten through entering grade 10 for 2018-19 school year until the end of the day on the September count day (which is usually the first Friday after Labor Day); will continue to accept all applications from out-of-district transfer students entering any grade who were accepted and attended Southwestern during the 2017-18 school year, their siblings, and employees' children, as permitted by law.

Animals:

Live animals are not allowed at school due to students with allergies and the possibility that the animal could scratch or bite (with the exception of service animals, police K-9 units, or administrative approved events).

Announcements:

Each morning pertinent announcements are made utilizing digital media to all classrooms and is posted on our school website. Organizations that wish to have announcements made must have announcements in written form. Announcements need to be in the elementary office by 7:45 A.M. THE DAY BEFORE. Announcements, including recitation of the Pledge of Allegiance to the American Flag, and a moment of silence will be made daily at 8:10 A.M. Announcements at other times of the day are not regularly scheduled and will occur only when absolutely necessary with the approval of an administrator.

Annual Asbestos Notification:

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Southwestern Consolidated Schools of Shelby County are required to annually notify all school building employees, building occupants or their legal guardians, of the availability and location of the

Asbestos Management Plans and of any post-response action activities, including periodic inspection and surveillance activities that are planned or in progress.

In the past year, the AHERA related activities conducted have been the Periodic/6-Month surveillance and the AHERA mandated 3-year Re-inspections to maintain current information on the condition of materials in our buildings, and response actions for maintenance, renovation and demolition of affected buildings. The AHERA 3- year re-inspection was conducted by Astesco, Inc. an independent firm. The reports for these activities are available at the Administrative Office. In the coming year, the planned activities under the AHERA Standard are routine maintenance of building materials and the AHERA Periodic/6 Month Surveillance of all building materials. These periodic/6 Month Surveillance are scheduled for September and March. Maintenance and renovation response actions will be conducted as needed to maintain materials in an acceptable state.

The AHERA Management Plans are available for public review at the Administration Office during normal working hours.

Awards:

Students experience success in many positive ways. They will be honored for their accomplishments at the end of each semester and/or quarter including the end of the year. Parents are welcome to attend the award programs. Teachers will notify parents of dates and times of awards throughout the year.

Band:

SWE has a sixth grade band program with emphasis from the Indiana State Standards. New band students will meet with the band director in order to determine their skills' level and degree of interest for band participation. Students are expected to remain in the band program throughout the school year. The band performs at various programs throughout the school year. Also, students will receive a letter grade in the 6th grade Band that does count toward honor roll.

Birthdays/Celebrations:

Parents often like to send children to school with a special treat for their classroom on their birthdays. **Edible treats must be pre-packaged, store bought items.** However, with the current childhood obesity concerns and the focus on healthy choices and healthy lifestyles. Healthy snack suggestions are grapes, cheese cubes, apple slices/apples, pretzels, vanilla wafers, animal crackers, graham crackers, carrot sticks, trail mix, cereal mix, etc. Birthday treats will be distributed at lunch; instructional time will not be used for birthday parties or to celebrate birthdays. Additionally, any deliveries of balloons, flowers, etc., sent to school for students will be kept in the office where students may pick them up at the end of the day. Please also be aware that balloons will not be permitted on buses. Thank you in advance for your cooperation with this.

Birthday Party Invitations:

Birthday party invitations, or any party invitations, may not be sent through school unless every child in the class is invited.

Boy Scouts Access To Schools

On January 8, 2002, President George W. Bush signed the No Child Left Behind Act of 2001. Part of No Child Left Behind is the [Boy Scouts of America Equal Access Act](#), Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by Section 901 of the No Child Left Behind Act of 2001 (the Boy Scouts Act), which applies to public elementary and secondary schools, local educational agencies (LEAs), and State educational agencies (SEAs) that receive Federal funds made available through the Department of Education. Under the Boy Scouts Act, no such public school, LEA or SEA that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in [Title 36](#) of the United States Code as a patriotic society, that wishes to meet at the school.

Cancellation of School:

When the weather or other circumstances dictate that it would be unadvisable to conduct classes, students and their parents are notified via the local radio stations and local television stations. Additionally, our school uses an instant alert message system (School Messenger) to notify parents via the phone number(s) provided to the school.

Since these stations are notified as soon as the decision is made, calling the school, school personnel or the Superintendent is unnecessary. All attempts are made to notify the public as soon as possible so arrangements can be made at home.

It should be noted that all school days which are missed due to inclement weather must be made up. Any additional school days missed exceeding the limit of designated make-up days will be assigned as eLearning days.

Car Rider Procedure:

ALL students arriving to school who are NOT riding a bus will be expected to be dropped off in the CAR LINE if it is BEFORE 8 am. Upon review of the current practice during the corporation's Bus Council Meeting, it was suggested and agreed upon that parents/guardians walking students to the front door in the morning and leaving the school grounds are creating potential safety concerns. Following along with student arrival to school, parents are also required to be in the PICK UP LINE at the end of the school day rather than having students cross where the buses are parked or picking up students in the building or outside at the entrance. Again this is helping to ensure the safety of all students and community members.

Care of School Property:

School property is the property of the school district's taxpayers. Therefore, all school personnel and students have a responsibility to care for the equipment, facilities, and other instructional resources that have been provided to them. Financial restitution may be placed on the responsible parties.

Child Abuse/Neglect:

The law requires school personnel to report all suspected cases of child abuse/neglect to the Children's Protective Services of Shelby County. In addition, the County Prosecutor and or the

Sheriff's Department could be notified. Abuse/neglect includes the inability, refusal, or neglect of parent/guardian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.

Parents are expected to discipline their children using reasonable means and to send their children to school without odor and with clean and proper clothing.

Child Custody:

All natural, adoptive parents, or legal guardians have the right to review student records and communicate with school personnel concerning their child's progress in school regardless of the custody arrangement. Step-parents may review records or conference with school personnel with the permission and/or in the presence of the natural parent.

Any natural or adoptive parent will also be allowed to visit the child's classroom, or pick the child up from school unless we have a copy of the latest court order restricting visiting rights. State law requires parents to provide the school with a copy of the most recent custody papers issued by the court.

Classroom Parties:

The Southwestern Elementary PTO is responsible for setting up Room Parents at each grade level. The Room Parent Committee will send information regarding specific classroom party needs for Christmas and End of the Year. Any parents wishing to attend these classroom parties are asked to sign in upon arrival and will be dismissed to classrooms.

For families who prefer not to have their children participate in the above mentioned parties the parent/guardian must notify the teacher at least 24 hours prior to the party. An alternative setting will be provided.

Conferences:

When a problem arises that would benefit from a person-to-person discussion, the principal or teacher may request that the parents come to school for a conference. These meetings are usually quite productive, and they aid the student and the school in solving the problem that has developed. It should be noted that parents should not hesitate to initiate a conference with a teacher or the principal if they feel a need exists. In addition, one day in October is scheduled for elementary Parent-Teacher conferences.

Cumulative Records:

Cumulative records (sometimes called permanent records) are kept in the office for each pupil enrolled in grades kindergarten through six. Information such as the student's academic progress, test scores, and attendance is part of the cumulative record. The Federal Rights and Privacy Act states that the material in these records is confidential. This information can be released only with the written permission of a parent, or with the written permission of the student if over eighteen years of age. This act also states that the parents must be granted the right to view these records if they so desire, but the school shall have a qualified representative sit with the parent to help interpret the records.

Detentions:

- A. Lunch-Time Detention -A staff member or the principal may designate an area in which a student must remain during the lunch period. Failure to report to or remain in the area may lead to additional disciplinary consequences.
- B. After-School Detention -A teacher or the principal may require a student to remain after school as a form of discipline providing the parents have been given at least one (1) day's notice. For severe incidences, consecutive days of detention may be assigned. Parents are responsible for picking their children up at the end of the detention or making arrangements for another responsible adult to do so. Failure to report for or refusal to complete a detention may result in further disciplinary action.

Disaster Drills:

The school complies with all fire safety laws and will conduct fire drills in accordance with Indiana State law. Tornado drills will also be conducted during the tornado season using the prescribed procedures. Additionally, "Lock-Downs," will be conducted to practice safety procedures as outlined in the Emergency Preparedness Plan. In doing these drills, the student body and staff will be prepared for such emergencies; in the event they may occur. Students and staff will also participate in the "Great American Shake-Out" on the assigned day.

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If you have experienced discrimination or harassment, written inquiries about procedures and for consideration of complaints alleging such discrimination/harassment should be directed to the Superintendent, Southwestern Consolidated Schools, 3406 W. 600 S., Shelbyville, IN 46176, Telephone 317-729-5746.

Discipline (Student Code of Conduct):

A major component of the educational program at Southwestern Elementary is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. We believe that all students can behave appropriately. Our school rules (expectations) are designed to encourage a safe, caring, and wholesome atmosphere where learning can take place.

5600-STUDENT DISCIPLINE

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purpose of this policy and;

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students
- D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent will designate sanctions for the infractions of rules, excluding corporal punishment, which:

- A. relate in kind and degree to the infraction;
- B. help the students learn to take responsibility for his/her actions;
- C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Disclosure of Student Lists to Commercial and/or Political Entities

The Board of School Trustees of the Southwestern Consolidated School Corporation in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names, addresses and/or e-mail addresses of any or all students currently or formerly enrolled in the school corporation. "Commercial organization" is defined as any entity that is a for-profit organization. "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit.

Dress Code:

Students and their parents are responsible for students' proper dress and personal appearance while at school. Students are expected to dress appropriately at all times. Any dress or grooming that interferes with the cleanliness, health, welfare or safety of the students, or that disrupts the educational process by being distracting, indecent or inappropriate, is expressly prohibited. Shoes must be worn at all times. Shoes with wheels (Heelies for example) are permitted as long as the wheels remain in the heel. Students caught wheeling,

rolling, etc. while at school will have the wheels removed and confiscated for parent pick-up. If dress becomes objectionable, the principal will make a determination of the appropriateness of the attire. Exceptions to these rules are permitted for medical conditions and dress up days as approved by the administration. The principal's decision about dress code issues is final.

The following styles or manners of dress that are prohibited include, but are not limited to:

- Clothing which advertises drugs, tobacco, suggestive themes, or alcoholic beverages;
- Shorts, dresses, and skirts if they do not pass normally accepted standards of decency and/or is inappropriate for the weather (generally- these should reach the tips of the fingers when hands are stretched down at side).
- Leggings have to be worn with a skirt or dress that is school appropriate.
- Jeans with holes above the knees
- Nylon running shorts, cutoffs, or bicycle shorts (spandex);
- Midriiffs, halter or tube tops, spaghetti straps, tank tops, and mesh shirts (shoulders must be covered).
- Low cut shirts that expose cleavage
- Pants that sit below the waistline
- Hats of any kind, bandanas, visors, and all other head coverings, including the hoods on sweatshirts
- Sunglasses
- Any chain that has the potential of causing harm or distraction
- Face paint or other things such as stickers or removable tattoos on the face

The Principal, teachers, and other staff members are responsible for enforcing the dress code. Students who wear inappropriate clothing may be asked to do one of the following depending on the clothing in question:

1. **IF** it is an inappropriate shirt, turn it inside out or be given an alternate shirt to wear.
2. **IF** available, be given an alternative article of clothing to wear.
3. For other inappropriate clothing, contact parent to bring a change of clothing.

Early Dismissal/Pick-up from School and Parents Transporting Children:

Occasionally, it may be necessary for a student to leave the school building for an appointment or family emergency. Additionally, students may need to have a change made to their end of the day dismissal plans (i.e. don't ride the bus, parent is picking up).

No student will be allowed to leave school prior to dismissal time or make a change in dismissal routine unless the school has been notified by one of the following methods:

- A. Written request (note) or notification to homeroom teachers in addition to permission slips for clubs or extra-curricular activities signed by parent/guardian indicating pick-up or change
- B. Parent requests in person in the office at the time of pick-up
- C. Phone call to the office by parent/guardian with the information below by 12:00 p.m.:
 1. Parent/Guardian's name calling
 2. Teacher name of student
 3. Information regarding early dismissal or pick-up

Students leaving from school to go to an appointment (doctor, dentist, etc.) will bring a note back to the school from their appointment. Students who return without a note will be considered tardy/absent for the time out of school.

If the student is leaving school at the regular dismissal time but is not riding the bus, the student's teacher needs a note advising that the child is not to ride the bus. Without a note, the child will be put on the bus. Students being picked up at dismissal time from school must be picked up at the east doors. Adults picking children up at other times during the day must pick up the child in the office and are not permitted to pick up children in the classroom, playground areas, or parking lot. This policy is to ensure the safety of children while at school.

Students will not be released to anyone other than the parent/guardian without proper authorization.

Education Rights of Homeless Students

The McKinney-Vento Homeless Assistance Act requires that all school districts make special accommodations to ensure access to school for children whose families are "homeless."

1. The **definition of "homeless"** includes not only the classical notions of living in a tent or car, but also families that lack a regular abode (e.g. in a refugee type settlement, or placed in a motel/hotel by FEMA or other agency) or who are temporarily doubled up with another family.
2. homeless child must be promptly enrolled, provided full access to classes, be afforded transportation if needed and cannot be discriminated against, or placed in a segregated school, based on their status.

Emergency Procedure and Parent Consent Forms:

Parents are required to have an Emergency Medical Authorization Form on file with the school. These are used in emergency situations and are vital to our efforts in keeping all children safe. At the beginning of the school year, each parent is asked to complete an emergency procedure card. This card provides all the necessary information (including parental consent) that is required for the school to take action in case an individual emergency arises. This form must be completed yearly and updated when situations change. It is the most important part of the student's records. **It is very important to notify the office of any changes (i.e. phone number, address, employment, etc.).** Cooperation with this measure will help ensure the highest level of safety and security for children.

Extracurricular Activities:

Southwestern Elementary School offers many possibilities for students interested in extracurricular activities. These include, but are not limited to: 4th-6th grade after-school choir, 5th & 6th grade boys' and girls' basketball, 5th & 6th grade cheerleading, 4th-6th grade Student Council, Spell Bowl, and Math Bowl.

Information will be sent home with students about each activity. Permission slips are required for participation and a medical examination may be necessary for participation in athletic events. Parents are responsible for notifying the student's teachers of changes in transportation after

school due to extracurricular activities as well as arranging a student's transportation after the activity.

While extracurricular activities are considered an important part of the total school program, the first priority for all students should be their academic responsibility.

For students participating in elementary extracurricular activities making 2 or more D's of any kind, an F, or an Unsatisfactory mark on their mid-term progress report or report card shall be ineligible to participate in the games until their next mid-term progress report or report card comes out and they have met the criteria to participate. Students will be allowed to practice with their team during the time they are ineligible.

If the extracurricular activity is a junior high activity (6th grade track, soccer and cross country only), eligibility will follow the junior high policy.

Fees:

To cover the cost of textbook rental, workbooks, subscriptions (Weekly Reader, Scholastic Magazine, etc.), technology, and other consumable materials there is a fee which is set according to the number of workbooks/materials used by each student. Rather than paying for these materials throughout the year, the fee may be paid in total at the beginning of the year. Parents are responsible for the payment of said fees and consequences for non-payment are both legal and an adopted part of our school's procedure. Families that qualify for free or reduced lunches are subject to having their fees waived. If your family needs to make arrangements other than those listed above or you have special circumstances, please contact the elementary office. We will be glad to work with you. Any special needs will be handled discreetly and confidentially. All students' fees are required to be paid by the end of the year.

Field Trips:

Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. If a signed field trip permission slip is not received by the day before the trip, the student will remain at school. While on a field trip, students are to behave as if they were within the school building. It is important to remember that each student on a trip represents not only the school and his/her parents, but the community as well.

Parents are encouraged to be chaperones on field trips as the trips necessitate and as their schedules allow. In order to provide the greatest opportunity possible for parents to share these special events with their children, this "Field Trip Chaperone Policy" will be followed:

- Any parent/legal guardian may attend their child's field trip if the destination permits additional adults and they meet the guidelines listed below. Only parents and legal guardians may be field trip chaperones. The principal has the option of waiving this requirement if the child's parent/guardian is handicapped or for other extenuating circumstances.
- Parents/legal guardians who attend any field trip will be required to have a "criminal history check" on file in the office.
- Parents/legal guardians will not be able to "just show up" for a field trip or at the field trip

destination without contacting the classroom teacher a minimum of five (5) school days prior to the field trip so that the teacher may make arrangements for that parent to have a group and/or verify that the required criminal background check is on file.

- The first five parents to have their names and money turned in for a field trip will be allowed to ride the school bus as long as there are seats available. Additional parents/legal guardians wishing to go will be required to provide their own transportation to the destination of the field trip.
- If a field trip destination only allows a predetermined number of chaperones, teachers will hold a "lottery" for all parents who would like to attend. In these cases, you will not be able to "meet the class at the destination." There are some destinations that will only allow a certain number of chaperones and we cannot go against the destination's wishes.
- No siblings or other family members may attend field trips.
- Parent/legal guardians may chaperone their own child, but may also be expected to supervise other students within their placement group.
- No parent/legal guardian chaperone will be able to buy their group or child extra "treats." This would not be fair to the other students on the trip.
- Chaperones should use their best judgments when dealing with problems until the teacher can be notified.
- Chaperones should refrain from physically restraining a student unless absolutely necessary.
- The chaperone will report any discipline problems or accidents to the teacher in charge immediately.
- Parent/legal guardian chaperones **must always remember that the teachers oversee the trip and enforcement of rules while on the trip.** This includes trip behavior, respect for the destination and the destination staff, the purchasing of souvenirs and the schedule for the day. Teachers are ultimately responsible for the children and we ask that their authority be respected at all times.
- If a student has behavior issues in school, a teacher may refuse to take this student on the field trip. The teacher will contact the parent and provide a learning opportunity for the student. Field trip refunds may not be allowed.

Food Allergies:

See "Lunch" section

Free/Reduced Lunches:

In order to ensure that all students have the opportunity to eat a well-balanced school lunch, free or reduced price lunches are provided to families that qualify. Parents who wish to enroll in this government-supported program should file the required application. Particular details of this program are available from the office. An application form **must** be filed **EVERY YEAR** to remain

eligible.

General Education Intervention Team (GEI):

Our school utilizes an General Education Intervention team to help students who may be experiencing academic and/or behavior difficulties. If you believe your child is having difficulties, the first step is always to contact the teacher and express your concerns and willingness to help. Many times the consistent support at school and at home is all that may be needed for a student to achieve success. However, if your child is still experiencing difficulties, the next step is to request an General Education Intervention (GEI) team meeting. Parents, teachers, or the principal may request for this process to begin.

The GEI team is a group of people all of whom have the student's best interest as the basis for their decision making. This group usually includes the parent(s), student's teacher, principal and may also include the reading specialist, special education teacher, other grade level teachers, speech teacher, and sometimes the school psychologist. The GEI team may suggest various strategies and assign responsibilities to help carry out the plan. The team will also decide on the length of time for the intervention and how to assess whether or not it is successful.

The GEI team will set a time to reconvene to evaluate the student's progress after the interventions have been provided. The team will discuss additional options for the student, if needed and may decide to make changes to the plan or try new interventions. The team may also decide that a more formal evaluation of the student is needed. Evaluations can include, but are not limited to a multi-factored evaluation for special education, a Section 504 plan, or evaluation for giftedness. If at any time during the intervention process the team suspects a child has a disability, a referral for a multi-factored evaluation can be initiated.

A multi-factored evaluation is a thorough evaluation process that determines if the child has a disability as defined in the Individual with Disabilities Education Act (IDEA), a federal law which ensures that eligible students are provided a free, appropriate public education. Parental permission is required for testing. After the student is evaluated, a team meeting is held with the parents to go over the results of the testing. If the student is eligible for special education services, an Individual Education Plan (IEP) will be written.

For more information regarding the evaluation procedure and parental rights, the school can provide a copy of the brochure, "Notice of Procedural Safeguards" produced by the Indiana Department of Education. It provides information regarding parental rights, procedures, due process rights, as well as other helpful information. To receive one of these brochures, simply contact the principal to request one.

Gym Shoes:

When students participate in physical education classes, they are required to wear appropriate shoes for both their own safety and for the protection of the gym floor.

A separate pair of gym shoes (not necessarily new) kept at school for this purpose is ideal, but not necessary. These shoes should only be worn in the gym. Sandals, boots, clogs, shoes with elevated heels, open-toed shoes and heavy shoes with deep ridges in the sole are unacceptable. The final decision on whether or not particular shoes are acceptable for physical education class rests with the physical education teacher.

Homework and Study Habits:

Parents should recognize that a child's education goes on all the time. There is much a parent can do to assist and supplement what teachers are doing in school. The following are some suggestions that may be used at all elementary grade levels:

- 1.) Send your child(ren) to school well-rested and nutritionally fed.
- 2.) When completing homework, use a well-lit, quiet area, which is free from distractions such as the TV, game console, or tablets.
- 3.) Take a real interest in what your child(ren) is doing in school. Encourage discussion of daily lessons in your own home (as a family group, or on a one-to-one basis with your child). This will prompt your child to think over the day's work and he/she will probably anticipate these special times with the family.
- 4.) Read with your child(ren).
- 5.) Assist with basic math facts and spelling words.
- 6.) Have your child(ren) attend after-school educational activities in your community.
- 7.) Request schoolwork when illness keeps your child(ren) out of school.
- 8.) If you feel your child(ren) is experiencing difficulty, ask the teacher how you can help.
- 9.) Remember, test scores go down as hours of TV viewing, gaming, and non-educational tablet usage goes up.

Elementary students are given class assignments, which must be completed at home. In this case, it should be noted, students have the chance to begin a homework assignment in class with an opportunity to ask questions before taking the assignment home to complete.

Due to many variables in children, grade levels, study habits, etc., students differ in time needed to complete homework. As can be expected, homework generally increases in amount from the lower to upper grades. As a general rule of thumb, students could expect a daily average of ten (10) minutes of homework per grade level they are in (i.e. 2nd grade-20 minutes, 4th grade-40 minutes, etc.) throughout the week.

Hours:

School will be in session from 8:00 a.m. until 3:00 p.m. except on Thursdays. Each Thursday, students will be dismissed from the elementary at 2:15 P.M. to allow for staff development. The elementary office will be open from 7:45 a.m. until 3:30 p.m. each day.

Illness in School:

IF a student does not feel well during the school day, he/she may be sent to the clinic for an assessment by the nurse and may stay a short time to see if the situation improves. However, if the child has a temperature of **100.0 degrees or higher**, vomiting, and /or the illness seems to justify more extensive treatment, the parents will be called to come to school to pick up the student. Your child should be fever-free (under 100.0) **WITHOUT MEDICATION** and having not vomited for twenty-four hours before returning to school. A child who comes to school after being given Tylenol

or Motrin for their temperature will most-likely have the fever return after the medication has "worn off."

Immunizations:

As required by Indiana Code 20-34-4, when a child enrolls in a school corporation for the first time, the parents must show that the child has been immunized with minimum requirements. The school must have the child's up-to-date immunization records no later than the first day of school. A student may not be permitted to attend school beyond the first day of school without furnishing this information. If a student is behind schedule on immunizations, a parent must bring written proof that a schedule has been set up with the doctor to finish the immunizations. A parent may file a written medical objection signed by a physician or a written parental objection signed by a parent. These two types of objections must be re-written every school year and put on file at the school.

It is emphasized that it is the parent's responsibility to provide the school with proof of immunization or the proper medical or religious or personal exemption.

2018 – 2019 School Year
IN State Department of Health
School Immunization Requirements
Updated November 2015

3 to 5 years old

3 Hep B (Hepatitis B)	4 DTaP (Diphtheria, Tetanus & Pertussis)
3 Polio (Inactivated Polio)	1 MMR (Measles, Mumps, Rubella)
1 Varicella	

K – 2nd Grade

3 Hep B	5 DTaP
4 Polio	2 MMR
2 Varicella	2 Hep A (Hepatitis A)

Grades 3 to 5

3 Hep B	5 DTaP
4 Polio	2 MMR
2 Varicella	

Grades 6

3 Hep B	5 DTaP
4 Polio	2 MMR
2 Varicella	1 Tdap (Tetanus & Pertussis)
1 MCV4 (Meningococcal conjugate)	

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 child'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 IOPV or all IPV). For students in grades kindergarten through 6th 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 children entering preschool through 8th grade. Parental report of disease history is acceptable for grades 9-12.

Tdap There is no minimum interval from the last Td 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 dose of Hepatitis A is 6 calendar months

For children who have delayed immunizations, please refer to the 2016 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2016 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>

Individuals with Disabilities:

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the principal in the elementary office at 317-729-5320.

Library:

The students visit the school library regularly, at least once a week. They receive instruction in proper care of books, and are encouraged to check out and read books of their choice. Students are responsible for the library materials that are checked out. Students are expected to pay for books that are lost. The library is staffed by an adult library aide.

Lice Policy:

Anyone can have a head lice infestation. Children come into contact with lice at many locations in addition to school (friends' and relatives' homes, churches, dance lessons, karate class, camping, etc.) It is not possible to completely eradicate the insects. If you discover that your child has head

lice, follow these directions:

1. Contact the school nurse. She will be able to check the other children in your child's classroom and provide you with necessary information regarding how to treat your child's infestation and clean your child's environment to prevent a recurrence.
2. Use an effective treatment (Rid, NIX, etc.) procedure and carefully follow up as directed.
3. Recheck your child's head frequently. Lice can become resistant to regular chemicals. There are many different effective treatments available. It is rarely necessary to cut the hair or shave the head.
4. Children will be sent home immediately if there is a detection of **LIVING** lice during the school day.
5. Children may return to school after completion of effective treatment and nit (egg) removal. Parents must bring their child to school for the nurse to check before approval to return is provided.

Lost and Found:

When a student finds a lost item at school, it should be placed in the lost and found cart by the front doors. Students who have lost items are encouraged to check there to see if the article has been recovered. More valuable items are kept in the office. All unclaimed items will be given to a charity at the close of the school year.

Lunch:

Lunch Prices:

\$2.80 Regular Price

\$0.40 Reduced Price

(contact front office for a free/reduced application)

\$3.50 Adult Price

Breakfast Prices:

\$1.50 Regular Price

\$0.30 Reduced Price

\$2.25 Adult Price

Breakfast is offered daily except on weather delay days

A la Carte:

\$1.00 Water 16.9 oz.

\$0.45 Milk

Water cups are available for free for students to get water from the fountain.

If your child is on the reduced or free lunch program but wants to only buy milk, a carton of milk is still \$0.45.

Lunch Includes:

5 Components - Dairy, Meat/Meat alternative, Grain, Vegetable, and Fruit
Students are required to take 3 of the 5 components offered to be considered a meal.

Students Responsibilities:

- *Each student will be given a 4 digit code to enter into the computer as they go through the meal line. This will deduct the amount of their meal from their meal account.
- * Students should not leave the café at any time without permission from an adult.
- * No food or beverages (except bottled water) should be taken from the café.

Parent's Responsibilities:

* Money can be deposited on a student's account by sending in a check or money to school. Make sure **all money is in an envelope with the child's name and 4 digit code on it.**

*You can register with EZSchoolPay to deposit funds electronically from any device and monitor your students' purchases. To register you need (1) an email address, (2) the name of school district, and (3) your student's 4 digit lunch number (This is provided by the school. Kindergarteners' numbers will be sent home on the first day.)

- Go to www.swshelby.k12.in.us and find the Food Service Link and EZSchoolPay
or
- Go to www.EZSchoolPay.com
- Create an account by clicking "Parents Register Now"
- Complete the parent registration form (you must complete all fields with a red asterisk *)
- To search for the school district name, click on the **BLUE MAGNIFYING GLASS**. A pop-up window will appear.
 - It is only necessary to search by entering information one field. For example, search by city, state or by district name. It is not necessary to complete all fields to search for your district.
 - To search by district name, type in the first 4 letters of your district in the "District Name" field, then click on the **BLUE MAGNIFYING GLASS**. Your district's name will be displayed; simply check the box for your district and click on the green link USE SELECTED DISTRICT AND CLOSE at the bottom of the pop-up window.
- Check the box to verify you have read and agree with the Terms of Use.
- Click SAVE
- Once you register, an email will be sent to the address provided. You must go to your email and click the link provided in the email from EZSchoolPay.com to validate your account.
 - Once your account is validated, you may now start using your EZSchoolPay account. On the homepage, you can click **ADD STUDENT** to add students to your account.

Dining Guests:

Safety and security is Southwestern's top priority. In order to assist us in assuring your child's safety during our regularly designated lunch times, visitors wishing to eat lunch with students must pass a limited background check and have it on file with the school. This is the same limited background check that is required for volunteers and/or field trip chaperones.

Insufficient Meal Funds:

When lunch account funds are insufficient, the student will be charged for their meal and still served the same meal that is offered to the other students. Their meal account will then have a negative balance. It is the responsibility of the guardian to keep a positive balance on each student's account to cover the cost of a meal and to pay off any debt that the student may have. We will only allow the charging of a reimbursable meal. Students will not be allowed to charge ala carte items such as water or milk.

Outside Food:

We ask that you participate in the cafeteria program to guarantee an appropriate nutritional lunch. Only sack lunches from home are allowed. Items from fast food restaurants (Taco Bell, McDonald's, Wendy's, etc) are not permitted. Carbonated or caffeinated beverages are not permitted in the café.

Food Allergies:

* Food allergies are considered a disability if they are severe and life-threatening (anaphylactic reaction). In the case of a disability, the food service will make modifications or substitutions to the planned menu.

*Documentation for a Food Allergy must be on file with the school nurse.

Information must be from a licensed physician and include:

~What the disability is.

~How it restricts their diet

~What major life activity it affects

~Food(s) to be omitted

~Food(s) to be substituted

* The food service will try to make reasonable accommodations for all food *sensitiveness* issues. These are non-life threatening reactions.

* Documentation must be on file with the school nurse.

Documentation must be from a recognized medical authority. It must list the condition that restricts the diet, the foods to be omitted, and the foods to be substituted.

Remaining Account Balance:

Positive balances remaining on a meal account at the end of the year will be carried over to the next school year. Students withdrawing from school may have a refund check sent to their parent(s) once any obligations (school fees, fines, charges, etc.) are settled.

If a negative account balance remains at the end of the school year, legal actions may be taken. *This institution is an equal opportunity provider.*

Recess/Lunch Times:

Grade	Recess	Lunch
Kindergarten & First Grade	10:30-10:50	10:50-11:15
Second Grade	10:40-11:00	11:00-11:25
Fourth Grade	11:40-12:00	11:15-11:40
Fifth & Sixth Grade	11:15-11:35	11:35-12:00
Third Grade	11:25-11:45	11:45-12:10

(Lunch times are subject to change)

Medications:

School personnel will be adhering to the following Indiana Laws for medication: IC 20-33-8-13, IC 20-34-3-18, and all of IC 34-30-14. Based on the Indiana Code (IC) laws, students will only be allowed to take prescription and over-the-counter (OTC) medication when the following criteria are met:

1. The parent or legal custodian must fill out an AUTHORIZATION TO DISPENSE MEDICATION form before school officials may dispense medication to student.
2. All prescription medication should be kept in the *original* container bearing the student's name, date filled, prescription number, specific directions for administering medication, and physician's name (by doing this - a signature from the doctor on an authorization form is not necessary). At your request, the pharmacy will print you a duplicate label and

provide an extra bottle for school use.

3. OTC medication should be kept in the *original* container, and with student's name on the bottle. Manufacturer dosage and storage instructions must be clearly marked on the container.
4. All medication is to be brought to school by the parent or legal custodian.
5. NO MEDICATION IS TO BE TRANSPORTED ON THE SCHOOL BUS; otherwise school personnel will not dispense it.
6. Students with acute or chronic disease or medical conditions will be allowed to possess and self-administer medication, if the parent files an annual authorization that includes a *written statement from the physician*.
 - a. Medication must be picked up at the end of the school year. All medication that is not picked up will be discarded when school is out for the summer. No medication is allowed to be transported on the bus.
7. All medication must be FDA approved, or accompanied by a physician's order.

Medications will be given by the school nurse or designated school employee. Medications kept at school will be kept in a secured location. All parent notes and physician notes will be kept on file. All permission notes will expire at the end of the school year or at the designated time, whichever comes first.

While acting within the scope of their duties, no employee, volunteer, or any member of SWES is permitted to prescribe, recommend, or provide any medication. School personnel may cooperate with parents and doctors for the health and welfare under the following procedures, as approved by the superintendent, building principal, or principal's designee.

Morning Arrival Before Busses:

Prior to 8:00 a.m., but not earlier than 7:45 a.m., students may wait in the kindergarten hallway under the supervision of an instructional aide. Students are not allowed to go to classrooms prior to 7:55 a.m. each morning unless they are participating in a before school program/activity or a teacher has given special permission to come in for extra help.

Newsletters and Communication:

Principal will send out a monthly newsletter and the classroom teachers will upload a weekly newsletter on Fridays by the end of teacher contract time. Teachers' weekly newsletters are available on the website at www.swshelby.k12.in.us. This is an excellent communication tool to help make sure parents are aware of what is going on in their child's class each week.

Notice/Consent/Opt-Out For Specific Education Activities

The Protection of Pupil Rights Amendment (PPRA), requires Southwestern to notify a parent and obtain consent or allow the parent to opt your child out of participating in certain school activities.

These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”): 1. Political affiliations or beliefs of the student or student’s parent; 2. Mental or psychological problems of the student or student’s family; 3. Sex behavior or attitudes; 4. Illegal, antisocial, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.

Nurse:

The district nurse's office is located in the office area of each school. The nurse is responsible for the care of all students in the high school and the elementary. The care of minor injuries and illnesses, the maintenance of health records, routine health checks, parental contact concerning health problems, and assistance in health teaching and vision screening are all responsibilities of the nurse.

Outdoor Play:

As the weather becomes cooler it is suggested that children dress appropriately. Children should be properly clothed for daily outdoor play. **Children will be sent outside for recess when the temperature is 20 degrees Fahrenheit or above, including the wind chill, and playground conditions permit safe play. During winter, hats, gloves, and scarves are recommended.**

All students will go outside for recess on outside recess days. In rare instances where students with asthma or those returning from a serious illness need to remain inside during recess, these students will be permitted to stay in the office during recess if they have a parent note. If a child needs to stay in for more than two days, a doctor's note specifying the reason will be required.

Students are expected to wear clothing appropriate to the current weather and season of the year. When the temperature is below 60 degrees, students must wear either a heavy sweatshirt or jacket for outside recess. At the same time, students should not wear shorts to school until the temperature remains above this 60-degree mark, as well.

Parent Teacher Organization (PTO):

Southwestern Elementary School would like to invite all parents to be active and take part in the Parent Teacher Organization (PTO) that is a partnership at SWE. One of the best ways to be informed and become involved is to be a partner in your child's school through PTO. You can find a wealth of important information on their website at www.southwesternpto.org. Please plan to be involved!

Parent Volunteers:

Southwestern Elementary School considers parent volunteers as a very special resource. Parents are encouraged to help in all classroom programs and extracurricular activities. At registration, parents will be encouraged to complete a form indicating their interests, special skills, and ways they can help within the school. All volunteers must pass a criminal history check which can be done through the Central Office. Additionally, everyone who volunteers in our building will be expected to adhere to confidentiality. Confidentiality is extremely important and legally all students deserve to have this regarding their educational program.

Volunteer Procedures:

- 1. Be sure to sign in and out of the office every visit**
- 2. Be sure to wear your volunteer badge**
- 3. Be reliable. Call if you cannot be at school**
- 4. Be confidential. DO NOT gossip.**
- 5. Be prompt.**
- 6. Be sure to communicate with your teacher or the office.**
- 7. Remember that you are a role model to students.**
- 8. Remember that you are here to help students and support teachers.**
- 9. If something disturbs you, please discuss the matter with the school principal.**
- 10. If you don't know ...please ask!**
- 11. Without your help ...we would be lost!**

Personal Property:

Students are discouraged from bringing more than enough money for lunch to school with them. It is too easily lost or misplaced. Also, students are not permitted to bring toys or use electronic equipment at school. This includes, but is not limited to: cell phones, radios, televisions, CD or MP3 players, tablets, hand-held games, trading cards, etc. If these items are misplaced, lost, or stolen, it is disappointing. These items may also be a distraction to the learning process. The school cannot be responsible for loss or damage to these items and cannot insure them against theft or damage.

If a student has been warned not to bring an item to school and he/she continues to do so, a teacher or administrator will keep the item in the office until the parent can pick it up.

Playground Rules:

1. The student code of conduct and all school-wide expectations apply on the playground.
2. Students follow the directions of the adult in charge.
3. Students will walk to and from playground area.
4. All tag games will be played on ground, not on equipment or through equipment.
5. Hard bats and hard balls, including whiffle ball bats and balls are not allowed.
6. Observe playground boundaries. Students must always have adult permission to leave the playground.
7. Slide- Go up the ladder using the steps, down in a sitting forward position, one at a time.
8. Soccer and keep away are to be played on grass area only.
9. Rings and monkey bars should be entered by the top of the equipment.
10. Swings - Sitting only, one person at a time, no jumping, no cradle swinging, and no going underneath the swings (an under-doggy).
11. Football and other contact sports are not permitted. No footballs are allowed on playground.
12. Throwing of snow, dirt, stones or any object is not allowed.
13. Students are to use appropriate language and gestures.
14. Appropriate use of hands and feet is required.
15. All equipment should be returned to storage areas. NO equipment should be left out on playground.

16. Students should line up immediately when the whistle blows.
17. On the playground equipment, the following rules apply:
 - a. only one student may go up the steps (never down) at a time
 - b. do not climb on or over safety rails, walls, and no hanging over the rails
 - c. do not run on, jump off, or dive off playground equipment
 - d. absolutely no pushing, pulling, or shoving on the equipment

Professional Qualifications of Classroom Teachers:

Parents have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving federal Title I, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

1. Whether the teacher has met the Indiana teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives State licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional assistants (sometimes called teacher's aides) and their qualifications.

You may request this information by sending a letter of request to the elementary office to the attention of the principal. Be sure to give the full name of your child, your full name, your complete address including zip code, and the name of your child's teacher.

Progress Reports/Interim Reports:

Progress reports are issued at the end of each quarter (grading period) for grades 1-6.

A+= 100-99	B+= 89-88	C+= 79-78	D+= 69-68	F= 59-00
A = 98-93	B = 87-83	C = 77-73	D = 67-63	
A- = 92-90	B- = 82-80	C- = 72-70	D- = 62-60	

S = Satisfactory

U = Unsatisfactory

N= Needs Improvement

Interim reports are sent home at the mid-term of each grading period to inform parents of their child's progress in school. Parents can view students' grades throughout the year on the computer using INOW.

When parents have questions or concerns regarding any reports received, they should contact the appropriate teacher. It is the goal of the school that each student earns the highest marks possible. Parental involvement in achieving this goal is appreciated. Non-custodial natural parents are entitled to copies of progress reports and interim reports provided that a written request is on file with the principal.

Promotion/Placement/Retention:

At the conclusion of the school year, most students are promoted to the next grade. A small percentage, however, will fall short of this goal and may have to repeat the grade to gain the necessary academic, social and emotional skills to be successful in the next grade. Parents will be invited to participate in intervention meetings with the GEI team before a recommendation would be made for retention. Although the goal would be for the teachers, parents, and principal to agree upon promotion, retention or placement, the final decision rests with the principal.

Promotion: Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the Indiana standards for that grade level.

Placement: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the General Education Intervention Team recommends and the principal concurs, that it is in the student's best interest to move to the next grade.

Retention: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the General Education Intervention Team with the concurrence of the principal. The student will be kept in the same grade level for the next school year and is generally assigned to a different teacher in that grade level. Additionally, students who do not pass IREAD in the 3rd grade may be retained.

Requests for Specific Teacher:

1. Requests for a child to be placed in a specified classroom for the next school year will be accepted until May 1st.
 - a. All requests must be based on a special need or unusual situation affecting the students (sibling in same class, cousin not in same class, behavior concerns with another student, etc). Simple preferences for certain teachers will not be considered.
 - b. All requests must be in writing, signed by one or both parents.
 - c. All requests submitted after May 1st will not be considered.
2. Requests based on a special need will be given consideration, but maintaining balanced classrooms will take precedence over requests. There are no guarantees of receiving

requested placements due to one or more of the following factors:

- a. The need to mainstream special education students is a priority.
- b. Request may cause problems because of other students already assigned to desired class.
- c. Teacher desired may be reassigned to different grade level.
- d. Principal may see request as a preference and not agree with the parent that the child has a special need or unusual situation.

3. Examples of requests that will not be considered include, but are not limited to:

- a. This teacher has more experience
- b. My other child had this teacher and it was a great experience
- c. My child needs challenged or given more homework

4. The final decision rests with the principal.

Search and Seizure:

Student desks, cabinets, and similar property are the property of the Southwestern Consolidated School District's Board of Education and are provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Student Attendance at School Events:

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students participating in a school activity during specified time of activity.

Student Records (Family Educational Records and Privacy Act (FERPA):

Each student's records will be kept in a confidential file located in school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The Principal will notify the parent or adult student of the time

- and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights.
 - C. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by law.
 - D. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Principal decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
 - E. File a complaint with the U.S. Department of Education, 600 Independence Ave., Washington, D.C. 20202.
 - F. Obtain a copy of the District's policy and administrative guideline on student records.

Each year the Superintendent will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates the following as student "directory information": a student's name; grade; teacher; address; telephone number; date and place of birth; photographs; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within five (5) business days from the date of this notification that they will not permit distribution of any or all such information. This handbook serves as official notification.

Southwestern Consolidated School District compiles and maintains necessary information and records on all students. Parents/Guardians must sign a permission form to release records to another agency. Department of Child Services observes the right to view and obtain copies of student records without parental consent.

Supplies:

Students may purchase pencils and notebooks from the supply vending machine between 7:50-8:00 a.m. each morning or with teacher permission. Vending machines are located outside of the elementary office.

Surveillance Cameras:

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds, including busses. Actions recorded on these cameras may be used as evidence in disciplinary action and can be viewed by the administration or other designated school personnel only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

Suspensions:

Suspension from school means that a student may not attend classes. If it is an in-school suspension, the student will complete work while remaining in the office, and if it is an out-of-

school suspension, a student is not allowed to come to school or participate in extracurricular activities.

Telephone:

The telephones in the office and the classrooms are reserved for official business during school hours. Students are strongly encouraged to make necessary personal arrangements before coming to school. When the need to use the phone is warranted, students may use the phone in the office with the approval from their teacher and/or office personnel. Students are not permitted to receive phone calls during the academic day.

Test Security/Standardized Tests:

Southwestern Elementary students are required to take a number of "standardized" tests. These tests include state achievement tests and "norm-referenced" tests such as the Iowa Test of Basic Skills (IOWA) and Cognitive Abilities Test (CogAT). All of these tests are considered "secure". The tests must be kept locked up when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests - even after the test is given.

Textbooks:

Textbooks are furnished for a yearly rental fee. This fee is payable during registration at the beginning of the year. If a book is lost, misused, or damaged beyond reasonable wear, the student shall be fined or be charged for replacement of the book.

Transportation (Bus Conduct):

All students are provided transportation to and from school by school busses. Students are expected to display appropriate and safe behavior. Failure to comply with the Rules of Conduct will result in various consequences including warnings, detentions, bus suspension(s) or expulsion, and even an in-school or out-of-school suspension.

Rules of Conduct

- a. All School Code of Conduct and School-Wide Expectations apply on the bus.
- b. Use of profanity is not permitted.
- c. All students shall remain seated (and in their assigned seats, if used)
- d. Eating shall not be permitted on any bus at any time.
- e. Large, unusual cargo items may not be carried on the bus. Students are encouraged to arrange for transportation of large articles by car.
- f. Arms, legs, hands, heads, etc. shall not protrude from the windows.
- g. Students may not have electronic devices on the bus such as MP3 players, walkmans, I-Pods, etc.
- h. Students may not use electronic games on the bus (such as PSPs, Game boys, etc.)
- i. Fighting, loud talk, etc. will not be permitted.
- j. Animals, firearms, etc. are not permitted to be transported on the bus at any time.
- k. The driver shall be in charge of students at all times.
- l. Marking, writing, cutting or otherwise defacing the interior of the bus is not permitted.
- m. Littering is not permitted.
- n. Horseplay is not permitted on or around the bus.
- o. Cell phones may not be visible or used on the bus.

It is important to note that if a student wishes to get on or off a school bus at a stop other than his/her regular stop, a note from the parents should be sent to the office for approval. A bus pass will be completed and delivered to the student. The student will give this bus pass to the bus driver upon entering the bus. Students must ride their permanently assigned bus from the elementary to the high school and then home. Students may not ride one bus to the high school and then change buses at the high school.

The Board of Education has authorized the installation and use of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape may be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal laws.

Vacations During the School Year:

Parents are encouraged not to take their child out of school to go on vacation. We are accountable to the state for student attendance; it determines if we make AYP status and 4 STAR status. Students who will be absent from school because of a family vacation will be counted as an **unexcused absence.**

Visitors/Guests in the Building:

Parents, volunteers, and individuals on school business are always welcome at the school. It is necessary, however, for visitors to check with the front office upon arrival and sign in on the Complete Campus Security System. Please be advised you will need a valid driver's license. All visitors and volunteers upon signing into the office, will pick-up a visitor's badge to wear while in the building. Substitute teachers must check in with the office at the beginning of the day and receive a badge as well.

Student visitors are not permitted during the school day due to liability issues. Visiting preschool siblings may not use the playground during school hours for liability issues.

Wellness Policy

See wellness policy information on the school website www.swshelby.k12.in.us and click on Health Services.

Withdrawal (Moving to another school):

When a student is being withdrawn, the office must be notified. After returning textbooks and library books, paying any financial obligations, and receiving the current grades in each course being taken, the necessary student records are then clear to be sent to the new school after parents sign the required forms. School records cannot be mailed out until we receive a records request from the child's new school.

APPENDIX A

PART I Student Discipline Code

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is a part of the code of conduct. Students are assigned a progressive disciplinary action for each inappropriate behavior. Each of the behaviors described below may subject the student to disciplinary action including, but not limited to:

1. Verbal/Written Warnings and student conferences
2. Lunch Detention
3. Restriction or suspension of extra-curricular privileges
4. In-school suspension
5. Out-of-school suspension
6. Emergency Removal and/or Expulsion from school.

Furthermore, any criminal acts committed at or related to the school may be reported to law enforcement officials as well as disciplined at school.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

A. Assault/Fighting

A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to school staff, other students, or other persons while under the jurisdiction of the school. A student shall not place any other person in danger, regardless of intent, by failing to obey an established rule.

B. Cheating, Plagiarism, and Lying

Any form of plagiarism, cheating, or intent to deceive shall not be permitted. Examples include copying, lying, cheating on tests, or use of someone else's work.

C. Damage to Private Property

A student shall not cause or attempt to cause damage to private property on school premises or at any school activity, on or off school grounds.

D. Damage to School Property

A student shall not cause or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.

E. Dangerous Weapons and Instruments

A student shall not possess, handle, transport or conceal any object which might be considered a dangerous weapon or appearing to be capable of causing serious bodily injury to a person including, but not limited to, firecrackers, smoke bombs, sharp instruments, knives, brass knuckles, incendiary devices, and chemical agents such as tear gas or pepper spray. A weapon includes conventional objects like guns, incendiary devices, bombs, pellet guns, knives, or club type instruments. Look-a-like weapons are prohibited as well (including but not limited to: toy guns, knives, swords, etc.) unless they are part of a school assignment/project and written permission from the teacher/principal is sought prior to the event.

F. Disrespect to a Staff Member and Other Students

A student will not be verbally or physically disrespectful to a staff member in any way. A student shall not engage in any act which frightens, degrades, or tends to frighten, degrade or disgrace a teacher, students, or other persons by written, verbal, or nonverbal (gestural) means. This includes, but is not limited to, profane/obscene language, spitting, bullying, and harassment.

G. Disruptive Behavior

A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities.

H. Drugs and Alcoholic Beverages

A student shall not possess, use, transport, or be under the influence of any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or any other mind altering substance, including look-alike drugs.

I. Electronic equipment

Students are not allowed to use personal electronic equipment during school which includes, but is not limited to, radios, compact disc players, portable video games, MP3 players, and tablets without the permission of the principal. The property will be confiscated and disciplinary action may be taken.

J. False Alarms

A student shall not pull the fire alarm nor induce panic. These behaviors are strictly prohibited.

K. Falsification

A student, while under the jurisdiction of the school, shall not issue or transfer any school related document, note requiring a parent/guardian signature, student pass, absence excuse, or early dismissal excuse while having knowledge that any of the following conditions apply to said item:

- 1.) The item was obtained by giving false information or by failing to give correct information
- 2.) The item contains false information
- 3.) The item contains false authorization or signature

Additionally, students shall not give a false/fictitious name to any staff employee when asked to identify themselves. Honesty and integrity are expected in all students at all times.

L. Harassment/Bullying/Intimidation

Everyone deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or staff members is not permitted. Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) **more than once and the behavior both:**

1. Causes mental or physical harm to the other student(s) and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Cyber-bullying is the use of technology for social cruelty, which can include harassment, impersonation, denigration, trickery, exclusion, stalking, Cyber bullying includes electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated and, if confirmed, may result in the appropriate course of action including recommendations for intervention and or disciplinary action.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.
3. Teachers are responsible for reporting any known incidents of harassment/bullying/or intimidation to the principal.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the

harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the principal.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.

This guideline does not negate the requirements for reporting suspected child abuse to the

proper authorities. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student abuser be reported to proper authorities in compliance with State law.

As stated, conduct constituting harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

1. Verbal: The making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
2. Non-Verbal: Causing the placement of sexually suggestive pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
3. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including, but not limited to patting, pinching, or pushing the body, with a fellow student, staff member, or other person associated with the District.

GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, WEIGHT HARASSMENT

1. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district. (Hate speech). Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
2. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
3. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

M. Insubordination

If given a reasonable direction by a staff member, the student is expected to comply. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

N. Profanity and/or Obscene Language

A student shall not use profanity or obscene language, either written or verbal, including the use of obscene gestures, signs, pictures, or publications.

O. Repeated Violations of Directions, Policies, Rules. Etc.

A student shall not repeatedly fail to comply with directions, policies, rules, etc. of teachers, student teachers, substitute teachers, teacher aides, principals, or any school personnel, during any period of time.

P. Romantic Relationship

Students are to refrain from holding hands, embracing, kissing, or exhibiting public displays of affection.

Q. School Transportation

No student shall fail to cooperate with bus drivers or fail to comply with basic safety and school regulations as spelled out in the "Transportation" section of this handbook.

R. Technology/Phone Abuse

A student shall not abuse the school district's hardware or software including, but not limited to: tampering with computer programs, using equipment to make unauthorized or illegal duplicate copies of computer software, damaging or destroying computer hardware or software, using computer, phone, or computer mail facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from the superintendent has been obtained, misusing district telephones to place unauthorized phone calls is prohibited as well. Students shall not use the district's computers to engage in frightening, degrading, or disgraceful Acts (i.e. cyber-bullying)

S. Theft

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another person including knowingly possessing stolen goods.

T. Threats

Students shall not through verbal, written, technological, or any other means, make statements threatening that physical or emotional harm may come to another person or to an institution. Bomb threats will result in expulsion from school.

U. Tobacco

A student shall not engage in the use of or be in possession of tobacco or nicotine containing product/device of any kind or in any form within any school building, on school property, or within the vicinity of the school at any time.

**PART II
Expulsion for Firearms**

Federal law requires that any student who brings a firearm on school property is to be expelled from school for a period of one year. A firearm, under the Federal law is defined as:

- A. Any weapon (including a starter gun) which will or is designed to or may be readily

- converted to expel a projectile by action of an explosive;
- B. The frame or revolver of any such weapon;
- C. Any firearm muffler or firearm silencer;
- D. Any destructive device, not including an antique.

PART III

Suspension & Expulsion Procedures

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 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 suspensions 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.
4. Multiple days of out-of school suspension may be assigned as consecutive days or may be assigned on an "every-other day" basis.

In order to allow the student the opportunity to continue to receive an education without major disruption, students who are suspended will make up all work, quizzes and tests when they return from the suspension. The student's work will be checked for completeness and accuracy and the student will receive credit that is earned. This will allow the student to receive information and credit that is required to complete the course effectively.

Expulsion Procedures

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to appear at the expulsion meeting will be in writing, will be delivered by certified mail or by personal delivery, and will contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

The decision of the governing body may be appealed in accordance to Indiana State Law as stated below:

- (e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of the notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, the notice of the right to appear at an expulsion meeting, or notice of the action taken at an expulsion meeting, is effectively given at the time when the requestor notice is delivered personally, or sent by certified mail to a student and the student's parent.
- (f) The governing body may vote not to hear appeals of actions taken under subsection (c). If the governing body votes not to hear appeals, after the date on which the vote is taken, a student or parent may appeal only under section 15.

APPENDIX B
Southwestern Consolidated School Corporation of Shelby County
Technology Acceptable Use Agreement

Guidelines for staff and students

The Southwestern Consolidated School Corporation of Shelby County is pleased to provide appropriate, reliable and accessible tools that enhance student achievement and increase staff productivity through the integration of technology. Our goal in providing this service to teachers and students is to promote educational excellence in our schools through the facilitation of resource sharing, communication and the use of technology as a learning tool.

Internet Usage

The Internet connects thousands of computers and millions of users all over the world. Through the Internet, students and teachers have access to a vast volume of curriculum related resources. Freedom of expression is a right guaranteed by the Constitution of the United States. It includes the right to freedom of speech and the right to receive information. These rights extend to all members of our society including students, teachers and administrators. Southwestern Consolidated School Corporation of Shelby County in acting as a facilitator helps all members of our school community to access information regardless of format or technology. This access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Southwestern Consolidated School Corporation of Shelby County considers its own stated educational goals and objectives. While preparing our students for their roles as citizens and future employees, we realize that electronic information research skills are now fundamental to the educational process. In giving students access to the Internet we enable them to explore thousands of resources around the world. This same access also allows contact with people from around the world. The school district expects that teachers will integrate the use of the Internet throughout the curriculum. This use will follow and include proper guidance and instruction to students in its correct use. Teachers and administrators are to ensure that access from school to Internet resources be structured in ways which have students use only those resources that have been evaluated prior to use. While students will be able to move beyond those resources to those that may not have been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Teachers and administration will make every reasonable effort to ensure that students are accessing appropriate information.

When students access the Internet outside the school environment, families bear the responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies and other potentially offensive media.

Students who use district provided Internet access must have the permission of and must be supervised by our schools' professional staff. Students utilizing school provided Internet access are responsible for civilized behavior online just as they would be in the classroom or other campus areas. The same behavior that is expected in the classroom will be required when using Internet resources.

When using school provided access, students and staff should remember that access is a privilege, not a right. Use of the Internet entails responsibility. The sole purpose of school provided access is to facilitate research and the meeting of educational objectives. To remain users of Internet services, students and staff must support these educational objectives. Failure to do so may result in loss of Internet access privileges.

Students should expect that files stored on school computers may not be private. Such files will be treated like school lockers and will be subject to review by school administrators and faculty to ensure that school objectives and behavioral expectations are being met. Failure to comply may result in loss of privileges. **Likewise, the district reserves the right to inspect any staff members files that are stored on school owned computers, servers, disks or other equipment.**

The following uses are not permitted:

- 1. Accessing, uploading, downloading, distributing or printing of pornographic, obscene or sexually explicit material.**
- 2. Transmitting or printing obscene, abusive or sexually explicit language**
- 3. Violating any local, state or federal statute**
- 4. Vandalizing, damaging or disabling the property of another individual or corporation**
- 5. Accessing another individual's information or files without permission**
- 6. Violating copyrights or otherwise using the intellectual property of another individual or organization**
- 7. Purchasing goods or services via the school corporation account on the Internet except as specifically permitted by the school district treasurer.**
- 8. Using or attempting to use a proxy server to bypass the content filter.**

Any violation of Southwestern Consolidated School District of Shelby County's policy and rules may result in the loss of district provided access to the Internet and network. Additional disciplinary action may be taken at the building level. If local, state, or federal statutes have been violated, the proper authorities will be notified for further action.

Disclaimer

The Southwestern Consolidated School District of Shelby County makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The district will not be responsible for:

1. any damages users may suffer due to loss of data or interruption of service.
2. the accuracy, nature or quality of information stored on school media
3. the accuracy nature or quality of information gained through the Internet
4. personal property used to access school provided Internet access
5. unauthorized financial obligations resulting from school provided Internet access.

Security

Security on any computer system is a high priority, especially when networked with many users. If you feel you can identify any security issue, you must notify the technology coordinator or school administrator. Do not demonstrate the problem to other users. Never log on with another person's

identity. Any user identified as a security risk or having a history of problems with computers may be denied access to the network.

Vandalism

Vandalism will result in cancellation of all computer privileges and possible legal action. Vandalism is defined as any malicious attempt to harm or destroy data of other users, organizations, schools, or networks. This includes but is not limited to the creation and/or introduction of worms, viruses etc.

Student Specific Policies

The Southwestern Consolidated School Corporation reserves the right to revoke a student's technology privileges within the school setting at any time for misuse and/or misconduct with consequences resulting in but not limited to:

- Revoked privileges for as long as the teacher, principal and/or technology coordinator deem appropriate
- Suspension and/or expulsion from school
- Removal of student from technology course with an incomplete as final grade
- Financial restitution for damage to school hardware or software

Misuse and/or misconduct may include but is not limited to:

- Any violation of local, state or federal law
- Copyright infringement, specifically the copying, installation or use of illegal or improperly licensed software or files
- Alteration, tampering, or vandalizing of hardware or software
- Use of personal disks, CDs, removable drives, MP3 players or other portable devices (iPods, netbooks, cellphones etc.) unless specified by the supervising teacher
- Game playing. Teachers may allow educational games and game sites as they apply to curriculum
- Use of a computer without an authorized staff member present
- Use of commands or programs that may alter the appearance, performance or operation of the computer hardware or software
- **Consumption of food and/or beverages near a computer and/or the use of gum in any computer lab**
- Saving of files on the hard drive unless directed by the teacher. Such files may be erased without notice
- The sending of messages over the network, including e-mail and instant messaging with the exception of e-mail specifically designed for classroom purposes.
- Logging into the network as another user
- Allowing another user to use your password or using another's password
- Accessing another user's files
- Modifying files, programs, or data belonging to others
- Misrepresenting others through the use of technology
- Disrupting the operation of the computer through abuse of hardware or software.
- Malicious use of the computer to transmit mail, harassment, obscene, profane, vulgar, abusive or sexually explicit statements or materials and/or discriminatory remarks.

Southwestern Consolidated School District of Shelby County
Technology Acceptable Use Agreement

Students and Staff

I understand and will abide by the above Technology Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or legal action may be result.

Signature: _____ Date: _____

July 1, 2016

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 Southwestern Consolidated School District to every parent of a student at Southwestern Elementary 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 qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

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

If you have questions or concerns, please feel free to contact the school principal at 729-5320.

Sincerely,
Dr. Paula Maurer, Superintendent

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BOARD OF SCHOOL TRUSTEES
SOUTHWESTERN CONSOLIDATED
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CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Definitions

- A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
1. either:
 - a. promotes, sponsors, or assists in, or
 - b. participates in, or
 2. requires as a condition of membership or continued membership

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

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B “Criminal gang activity,” as used in this policy, means to:

1. actively participate in a criminal gang;
2. knowingly or intentionally commit an act:
 - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
 - b. for the purpose of increasing the person’s own standing or position within a criminal gang;
3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
4. threaten another person because the other person:
 - a. refuses to join a criminal gang;
 - b. has withdrawn from a criminal gang; or
 - c. wishes to withdraw from a criminal gang;

when engaged in by a student who attends a Corporation school.

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Procedures for Reporting and Investigating Suspected Criminal Gang Activity

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than two (2) instructional days of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than five (5) instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within ten (10) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a regular basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals

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committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

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Annual Reporting of Investigations to the State

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before May 15 each year. The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

Establishment of Education Programs

In its efforts to address criminal gang activity, the Board establishes the following educational programs:

- A. An evidence-based educational criminal gang awareness program for students, Corporation employees and parents; and
- B. A Corporation employee development program to provide training to Corporation employees in the implementation of this policy.

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Information about the Types of Services, Including Family Support Services, for a Student Suspected of Participating in Criminal Gang Activity

The Superintendent shall provide information about the supports and services available for students who are “at risk” for and/or suspected of participating in criminal gang activity and their families. Support services may include one or more of the following:

- A. gang awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in gang and gang-like activity;
- B. culturally and/or linguistically appropriate services/supports for parents and families;
- C. counseling coupled with mentoring for students and their families;
- D. referral to community organizations and civic groups that offer related programs or counseling;
- F. job training and employment opportunities as both a deterrent to criminal gang involvement and an incentive to leave criminal gang involvement;
- G. related extra-curricular activities.

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Recommendations Concerning Criminal Gang Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs which may include:

- A. Dissemination of criminal gang awareness information to students and parents. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
- B. Training for staff and teachers on criminal gang prevention and intervention resources.
- C. Creation of formal collaboration plans between Corporation administration and community-based prevention and intervention providers to address criminal gang prevention and intervention.
- D. Coordination of resources and funding opportunities to support gang prevention/intervention activities.
- E. Integration of available School Resource Officer Programs.
- F. Incorporation of the Gang Resistance Education and Training (G.R.E.A.T.) Program into the curriculum.

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Publication of the Policy

The Superintendent shall ensure that this policy is posted on the Corporation's internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

See also AG 5840A and AG 5840B.

I.C. 20-18-2-2.8

I.C. 20-19-3-12

I.C. 20-26-18-1 et seq.

I.C. 20-33-9-10.5

I.C. 20-33-9-14

I.C. 35-31.5-2-27.4

I.C. 35-31.5-2-74

I.C. 35-31.5-2-264.5

I.C. 35-45-9-1

I.C. 35-45-9-3

I.C. 35-45-9-4

I.C. 35-45-9-5

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