

Welcome to another year at Jac-Cen-Del Elementary! We are excited to embark on an exciting journey for the upcoming school year. This year will hopefully be the best year yet!

At JCDE we pride ourselves in the success of our students. I encourage you to become involved in your child's education. We will do our best to keep you informed and involve you with our school activities. You can always call and make contact with the teachers and myself. We are all here for one purpose, the education of our children.

This year will prove to be an exciting year of growth for our school. We will have new students, new staff members and returning students that will help foster a positive learning environment. We are committed to student learning, so please take some time to read and understand our school policies.

We look forward to another great year at JCDE!

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**JAC-CEN-DEL
ELEMENTARY SCHOOL
STUDENT HANDBOOK
2019-2020**

Students will **SOAR**:

Be **S**afe in their actions and decisions.

Be **O**rganized to be successful.

Be **A**ccountable in their actions and decisions.

Be **R**espectful to everyone.

SCHOOL DAY

Bus will begin arriving at 7:45 a.m.

Classes will begin at 8:10 a.m.

and dismiss at 2:52 p.m.

Latchkey is available at a cost for students who must stay after school is dismissed. Any child that stays late will be expected to pay for these services. The time for latchkey is 3:00p.m. -6:00 p.m. Cost of Latchkey is \$3.00.

TARDY AND ABSENCE TIMES

Tardies and absences are dependent upon the amount of the school day missed by the student. If the child misses over 50% of the school day, they will be counted as absent for a whole day. If the child misses between 49% or less of the school day, it will be counted as absent for half of a day.

The only exception is when a student is late to school. If a student is late by 10% of the day or less, it is considered a tardy. (ie signed in to school before 8:50)

ATTENDANCE POLICY

Regular school attendance will aid greatly in promoting the success of students. The educational process requires a continuous sequence of instruction. When broken by a period of absence, this instruction can never be fully regained by extra work. The regular contact of students with one another in the classroom and their participation in learning activities under the supervision of a qualified teacher will assist each student in attaining his/her maximum potential. The primary purpose of this attendance policy is to develop a sense of responsibility, to promote punctuality, to develop traits of good citizenship,

and to enhance academic success. It is with these purposes in mind that this attendance policy and the implementation procedures described are approved.

Perfect attendance is defined as never being absent, tardy or signing your child out early during the school year. Students will be considered outstanding attendance if they have three or less occurrences (absences, tardy, sign outs) for the entire school year.

**GUIDELINES FOR EXCUSING AN
ABSENCE**

In order for an absence to be excused, the parent/guardian must phone the school, send a note from home, or provide a medical excuse. The parent/guardian must make prior arrangements for absences due to special events or personal business.

Absences will be classified as excused, unexcused, or truant depending on the reason for the absence.

1. **EXCUSED** - A student will be excused for the following reasons:

a. Personal illness (parents may call in 6 times for a personal illness each year without a doctor's note). After the sixth (6) parent call-in, all subsequent absences will require a physician's note, or they will be marked as unexcused.

b. Personal medical or dental appointments. (Medical certificate is required within one week of absence.)

c. Serious illness or death in the immediate family (return a note to the office.)

d. Students may be excused for other reasons if the parent makes a request in writing in a timely fashion **PRIOR** to the requested absence. The school may approve an absence without prior notice if circumstances reasonably prevented the student from having obtained prior permission. Approval will be contingent upon attendance history and academic standing.

2. **UNEXCUSED** - All other absences from school will be considered unexcused. Make up assignments are to be the responsibility of the student for the time missed.

3. **TRUANT** - A student will be considered as truant if he or she is absent from school all or part of a day if:

- a. The absence is without the prior knowledge and consent of either the parent or school.
- b. A “fictitious” phone call is received by the school excusing the absence.
- c. A forged note is received excusing an absence.

A student who commits an act of truancy will receive no make-up work, and will receive a zero on all missed work.

ACTIONS IN RESULT OF ACCUMULATED ABSENCES AND TARDIES

Absences

The JCDE Attend and Engage (AEP) Attendance Policy requires that students accumulate less than twelve (12) unexcused absences in the school year 2019/2020. Parents will be informed of absences when the student has accumulated unexcused absences in the amount of 25% (3 unexcused), 50% (6 unexcused), 75% (9 unexcused), and 100% (12 unexcused). Letters will be mailed by JCDE after the third unexcused absence in hopes that attendance will improve without involving Juvenile Probation division of Ripley Court Services. At all other thresholds, the communication will come from the Juvenile Probation division of Ripley Court Services. Upon reaching the 75% (9 unexcused) threshold, the Juvenile Probation division of Ripley Court Services will make a referral to Community Partners through Ireland Home Based Services, if a referral has not already been made. Upon reaching the 100% (12 unexcused) threshold, the Juvenile Probation division of Ripley Court Services will make a referral to the Department of Child Services. After receiving the referral, DCS will open an assessment within five (5) days. The Ripley County Circuit Court will have oversight on all AEP referrals.

Tardies- Every three (3) unexcused tardies or early dismissal, or combination of tardies and early dismissal, will count as one (1) unexcused absence.

Step 1 -SIX TARDIES

Principal sends parent/guardian a letter indicating that the student has accumulated six tardies.

Step 2 -NINE TARDIES

Principal sends a letter to arrange a conference to troubleshoot the cause of the issue. Parent must respond to the principal within three days of the tardy.

STEP 3- TWELVE TARDIES

Principal will refer case to the attendance review committee. School sends a letter to

parent/guardian requiring him/her to appear before the attendance review committee.

COMMITTEE ACTIONS

- Report to Division of Family and Children for educational neglect.
- Create an attendance contract with parent/ guardian
- Take any action the attendance committee deems appropriate.

CLASSROOM OPERATIONS

GRADING SCALE

| | |
|----------|---|
| 90 – 100 | A |
| 80 – 90 | B |
| 70 – 80 | C |
| 60 – 70 | D |
| 0 – 59 | F |

HOMEWORK

Throughout the school year, students will have some assignments that require them to work at home. The responsibility for the assignment rests with the student. Students should be certain the assignment is understood and that they have the necessary books or materials before leaving school.

Parents/Guardians are to request their child’s or children’s homework prior to 10:00 a.m. of the day they want to pick up their child’s or children’s homework. Requesting homework by 10:00 a.m. allows time for the teacher to compile the student’s homework and minimizes class interruption.

MAKE-UP WORK

It is the child/parent’s responsibility to check on work missed during an absence. Please call the office or send a note prior to picking up your child’s assignments. This will allow the teacher an opportunity to prepare the child’s assignment.

LATE ASSIGNMENTS

Late assignments will be graded with a penalty for each day late. Late is defined as not having the assignment completed when called for by the teacher. Any assignment turned in after that will be considered one or more days late. Please note that turning in an assignment late and receiving a lower grade is better than receiving no grade at all.

HONOR ROLL

Students in grades 4 through 6 can work toward getting their names on an honor roll by having all A's and B's on their report card. Any student with all A's will be placed on distinguished honor roll. Students who have been on the honor roll all year long will be recognized at the awards ceremony at the end of the school year.

PROMOTIONS, RETENTIONS , ASSIGNMENTS

Students will be promoted at the completion of the school year, based on meeting state standards and grades for the school year. Promotion is granted when academic achievement has been reached for the year.

Any student that is not meeting state standards and has failing grades may be referred for retention. A parent may also initiate the referral. Parents will be informed of the school's intention and a conference will be held.

Student may be assigned if a teacher is concerned about the student's ability to be successful in the following grade level.

The final decision concerning retention and assigning does rest with the school. The principal has final say on the decision of student placement for the upcoming school year.

RECESS

We request that parents not send notes for students to stay in during recess unless the note is a doctor's statement. Usually if a child is well enough to attend school, he/she is well enough to participate in recess. Students typically perform better in the classroom after a recess due to the break and healthy physical activity. Students may not go outside in inclement weather.

PLAYGROUND GUIDELINES

1. Students entering building during playtime must have permission from the duty teacher.
2. Students must use equipment appropriately.
3. Articles prohibited in school include: toy guns, water pistols, bean shooters, sling shots, knives, hard balls, baseball bats, roller blades, lighters, cell phones, etc.
4. Students will follow all JCDES rules.

SPECIAL EDUCATION SERVICES

Jac-Cen-Del Schools provide instruction and programs, at no cost to the parent, designed to meet the needs of students who have been determined eligible for special education services. A student may be referred for an initial educational evaluation by a parent or school personnel. The referring party may make a verbal or written request for an educational evaluation. To make a referral, a parent may contact the office of the principal/ assistant principal of the school at which the child is attending or will attend. A copy of the Notice of Procedural Safeguards and Parent Rights in Special Education is available in the office. Jac-Cen-Del Schools follow the Special Education Rules Title 511 Article 7, Rules 7-32. Article 7 complies with all federal regulations. Article 7 is made up of 15 rules describing how special education and related services are to be determined and provided by the public schools in Indiana. Any student identified to need special education services, and who is between the ages of 3 and 22, will be provided with a free appropriate public education (FAPE). Eligibility categories include: autism spectrum disorder, communication disorder, deaf-blind, developmental delay (early childhood), emotional disabilities, hearing impairment, learning disability, mental disability, multiple disability, orthopedic impairment, other health impairment, traumatic brain injury, visual impairment.

To gain a better understanding of procedures relating to the provision of educational services to Indiana's student with disabilities contact:

Indiana Department of Education
Division of Exceptional Learners
Room 229, State House
Indianapolis, IN 46204-2798
www.doe.in.gov/exceptional

Ripley-Ohio-Dearborn (ROD)
Special Education Cooperative
323 N. Meridian Street
P.O. Box 238
Sunman, Indiana 47041

STUDENT CODE OF CONDUCT

This Code of Conduct has been prepared to better acquaint you with the rules and policies of Jac-Cen-Del Elementary School. Your knowledge of the rules and your practice of responsible conduct will ensure your good standing with Jac-Cen-Del Elementary School.

All rules and punishments are founded upon the fundamental principle of fairness. This Code of Conduct is dedicated to the basic philosophy that an excellent school encourages responsible conduct and practices fairness to all.

INTRODUCTION

The entire foundation and success of public school education depend on the basic concept of self-discipline. True self-discipline allows all individuals to exist in a world of change. Each individual's rights are afforded them by our Federal and State Constitutions and policies adopted by the school board.

It is, therefore, our purpose at Jac-Cen-Del Elementary School to establish a climate for learning where all students will be motivated. An element in that climate for learning must be an orderly setting which promotes the health and safety of all individuals. In schools of our size, we must establish rules which encourage order. We must also find a way to enforce these rules so that all individuals affected will receive fair and consistent treatment.

The Board of School of Jac-Cen-Del has the legal responsibility for the school. The Board, in turn, has set policies and has appointed administrative personnel to carry them out.

STUDENT DRESS CODE

Students' dress bears a direct relationship to the educational process in a school and should not be distracting to that process. Therefore, students are expected to dress within the bounds of decency, cleanliness, and safety. Students will not be permitted to dress in a manner that is lewd, vulgar, indecent, offensive, or distracting to the educational process. Dress that implies lewd, vulgar, and indecent messages is not acceptable. Examples of inappropriate and unacceptable dress include, but are not limited to, the following:

1. No tank tops or shirts with spaghetti straps will be worn.

2. Tops exposing a bare midriff or are low cut. Students should be able to raise their hands and not show their midriff.

3. Apparel or accessories advertising drugs, alcohol, or tobacco products or establishments that depict these products.

4. Spandex biking/running shorts or other skin tight apparel may be worn with appropriate clothing layered over the top of the tight clothing.

5. Apparel displaying vulgar or obscene language or suggestive content.

6. Shorts or skirts less than mid-thigh in length. A general guideline is to have shorts at the length of the index finger. This will be more rigidly enforced at grades 4-6 and will be at the discretion of the administration.

7. Head gear or hats not specifically required by the instructor of a lab class.

8. Coats worn to class without teacher permission.

9. Students may not wear or carry chains that are made from heavy gauge steel or of such length as to be used as a weapon.

10. Students will not be permitted to wear any clothing which endorses violation of school policy, immoral or illegal action, or which may suggest or demonstrate any association with gangs, gang recruiting, or other gang-related activity.

11. Any clothing which may expose undergarments.

12. Body piercing must be limited to the ears. No jewelry should be worn in the eyebrow, nose, mouth, tongue, or other visible places. No jewelry or other items will be worn when the wearing of the jewelry becomes a safety concern for the wearer and/or other students as determined at the discretion of school authority.

13. No pants may hang over the shoes that could cause tripping.

14. Flip flops cannot be worn, however sandals are acceptable IF they have a back or a back strap. (This is best interest for safety of the students.)

15. No shoes with wheels.

16. Pants with holes are permitted as long as the holes are below mid thigh.

All pupils are expected to be appropriately dressed for each school day and in a manner which does not cause an interference with schoolwork or which creates a classroom or school disruption. The principal or his/her designee shall determine the appropriateness of the dress.

The examples listed are not to imply that this is the complete list and may include any item deemed inappropriate and/or in

bad taste by school authorities. Students not conforming to the above may be required to call parents for a change of clothes or to wear items provided by the school.

CLASSROOM MISCONDUCT

Misconduct that disrupts the normal operation of a teacher's class is categorized as follows:

- Inappropriate language
- Physical aggression (pushing, shoving)
- Lying, cheating
- Disruption, excessive talking
- Dress code violation
- Not prepared for class
- Missing/late assignments
- Violation of other classroom rules established by the teacher.
- Inappropriate use of classroom technology

The teacher, depending upon the severity of the infraction, may take the following steps:

1. Teacher/Student Conference - The teacher will explain the consequences for repetition of the act.
2. Parent/Guardian Contact - The teacher will notify the parent/guardian by phone or written notice regarding the student's misconduct.
3. Disciplinary Report - If the above outlined steps do not correct the student's misconduct, a disciplinary report will be sent to the main office for further action.

MISCONDUCT

The following violations are considered misconduct:

- Inappropriate language (cursing)
- Physical aggression (pushing, shoving, fighting, or any other act that would leave visible marks)
- Defiance, disrespect, insubordination, non-compliance
- Harassment, teasing, taunting (physical and/or verbal)
- Abusive language (threat of physical harm, offensive racial/sexual comments)
- Forgery, theft
- Property damage
- Vandalism (irreversible destruction of school property)
- Violation of district technology guidelines. Personal devices **must be turned off and concealed** in backpacks during the school day.

- Cheating is a serious offense. Parents will be notified immediately by the teacher of any occurrence of cheating. The student may be given zero credit for any test, assignment, or any body of work on which the student cheated and may receive additional discipline.
- Bringing distracting items or objects that interfere with daily school operations.

All of the above offenses apply to students on school grounds before, during, and immediately after school hours, on the school grounds at any time the school is in use by a school group, or off the school grounds at a school function. This includes, but is not limited to a school-sponsored bus, an athletic event, or a field trip. Students who violate misconduct rules may be subject to disciplinary action.

JCD HARASSMENT/BULLYING POLICY

It is the policy of Jac-Cen-Del Schools to maintain a learning and working environment that is free from harassment and/or bullying.

It shall be a violation of this policy for any employee or student of Jac-Cen-Del Schools to harass another employee or student through unwelcome conduct or communications relative to race, color, national origin, religion, sex, age, handicapping condition, marital status, or sexual preference. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

This rule applies when a student is on school grounds immediately before, during, or after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school for a school activity, function, or event; or using property or equipment provided by the school (example: use of school-owned computer to bully/harass someone via email or the Internet). Bullying is considered to be severe misconduct and will be dealt with accordingly. Principals will take appropriate disciplinary actions for bullying up to and including expulsion from school.

Should an event outside of the school grounds occur, the school reserves the right to enforce discipline (i.e. cyber bullying/threats).

SEARCH AND SEIZURE

Search of a student and his/ her possessions, including vehicles, may be conducted at any time

the student is under the jurisdiction of the JCD Schools, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent.

Students are provided places in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

SEVERE MISCONDUCT

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. The Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **SUSPENSION FROM SCHOOL - PRINCIPAL:** a school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to ten school days.

2. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester with the exception of a violation of rule 12 listed under the grounds for suspension and expulsion in this policy.

1. The following items are considered as severe misconduct:

- a. Possessing, using, or transmitting any object that can be considered to constitute a weapon.
- b. Damaging school property or the property of other students, teachers, or other staff members.
- c. Fighting or provoking a fight.
- d. Theft and/or possession of stolen goods.
- e. Being verbally abusive to, using obscene language or gestures to, any student, teacher, or other school employee.
- f. Forgery or alteration of school forms, notes from parents, or fictitious phone calls.
- g. Acts of truancy.

h. Insubordination - refusal to follow a directive or reasonable request by an administrator, teacher, teacher assistant, or other staff member.

i. Smoking, usage, and/or possession of any tobacco products anywhere on the school grounds, school building, or at bus stops.

j. Behavior which may be considered as sexual, racial, or religious harassment.

k. Wearing any clothing or behaving in any manner which may suggest or demonstrate any association with gangs, gang recruiting, or other gang-related activities.

l. Repeated violations of student dress code regulations.

m. Repeated violations of student misconduct rules.

n. Student hazing or initiation.

o. Possession or distribution of over-the-counter medication.

p. Failing to submit any medication, either prescription or nonprescription, to the school office.

q. Possession of a lighter, matches, or other paraphernalia.

r. Possessing CD's, DVD's, videos, or other publications which express lewd, vulgar, indecent, or offensive photographs or pictures. Literature that implies lewd, vulgar, and indecent messages is not acceptable.

Violations of this policy may result in but are not limited to the following punishment:

First Offense - One-day suspension from school and all school activities.

Second Offense - Three-day suspension from school and all school activities.

Third Offense - Recommendation for expulsion pending proper process.

SCHOOL DISCIPLINARY ACTIONS

School personnel, including members of the administrative staff, teachers, or other school staff members who have students under their care, may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action may include the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Corporal punishment with written permission from parents/guardian.

b. Testing the strength, effectiveness, quantity, or quality of a prohibited substance listed above in 6.

c. Enhancing the effect of a prohibited substance listed above in 6.

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under this supervision, where the failure constitutes an interference with school purposes or an educational function.

10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

a. Engaging in sexual behavior on school property.

b. Disobedience of administrative authority.

c. Willful absence or tardiness of students.

d. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

e. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

12. Possessing, handling, or transmitting any firearm, explosive, or weapon on school property.

a. The penalty for possession of a firearm is a ten-day suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

b. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

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

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group.

2. Off school grounds at a school activity, function. Or event, or

3. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, as student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

13. Failure to comply with Indiana Compulsory Attendance Law.

Any student may be excluded from school in the following circumstances, subject to the procedural provisions of Indiana law:

1. If the student has a dangerous communicable disease transmissible through normal school contact that poses a substantial threat to the health or safety of the school community.

2. If the students' immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where on account thereof the student's presence in school would constitute an interference with an educational function or school purposes.

DUE PROCESS

Due process is guaranteed to individuals by the Fourteenth Amendment of the Constitution. Due process in education implies that rules and regulations of schools are published and distributed; that students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to these accusations; that when rules or regulations are violated, certain consequences may occur; and that, if expulsion or exclusion from school is a recommended consequence, and if the student or his/her parent wishes, a hearing must be held by a hearing examiner. Appeals to the school board and to the civil courts may follow in sequence.

Student Due Process procedures for expulsion may be instituted for violation or repeated violations of student conduct rules involving

fighting, usage of tobacco products, failure to comply with reasonable request, and attendance/truancy regulations as well as serious offenses.

Any student dealing, buying, selling, dispersing, or using alcohol or any type of drugs or involved in acts of violence at school, on school grounds, or at a school-sponsored activity will be expelled from attendance at Jennings County Schools for a minimum of one semester and a maximum of two semesters, in accordance with adopted school policy and Indiana Code. Expelled students may be readmitted to an alternative program during the second semester of an expulsion after successfully completing community service/counseling and with approval of the hearing officer

Students who are in possession of a weapon on school grounds or at a school-sponsored event will be expelled from school for a period of one calendar year in accordance with adopted school policy and Indiana Code.

SUSPENSION PROCEDURES

When a principal or designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - a. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and describe the action taken by the principal.

EXPULSION/EXCLUSION 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 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 parent/guardian 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 student's parent to request and 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 request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
 4. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student and to present evidence to support the student's position. Under no circumstances, will an Attorney be allowed to participate in the hearing. An Attorney may be present in a waiting area outside of the hearing and maybe consulted periodically by the parent/guardian at the discretion of the hearing officer.
 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 board of School Trustees within ten days of the receipt of notice of the action taken. The student or parent/guardian 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 student and/or the student's parent/guardian. The board will then take any action deemed appropriate.

ELECTRONIC DEVICES

JCDE students will continue to become familiar with digital citizenship and the process of leaving a positive digital footprint. Students should use the THINK process for digital use:

T: Is it truthful?

H: Is it helpful?

I: Is it inspiring?

N: Is it necessary?

K- Is it kind?

Students will be provided electronic equipment that is necessary for school activities. However, electronic devices such as iPads, tablets, cellphones, etc are permitted at school **only under the direct supervision of a classroom teacher**. Students should not carry a cell phone on them. Cell phones should be turned off and placed in the student's backpack. Any device that is visible and/or used in a way to place calls, take unsupervised photographs, or send instant messages or texts will be confiscated and returned to a parent or guardian after a 24 hour hold period. Further disciplinary actions will be taken if the student continues to violate this policy. At all times the school is not responsible for the loss, theft, or security of a student's personal electronic device.

INTERNET ACCEPTABLE USE POLICY Jac-Cen-Del is committed to the effective use of technology in preparing students to be literate, responsible citizens in a global economy. The 1:1 initiative will immerse our students in a technology-rich instructional environment so they will become effective users and communicators of information in our increasingly technological society. The technology will offer vast, diverse, and unique resources to our students and staff.

The Respectable Use Policy has been established so students and staff are aware of the guidelines and procedures governing the use of technology systems in the Jac-Cen-Del School Corporation. Self-discipline, responsibility, and cooperation are encouraged for the efficient operation of the technology environment. Students, parents, and school personnel share the responsibility for effectively implementing and reinforcing the Internet as an educational tool. Noncompliance with this policy will result in sanctions and/or prohibition of the technology services and be subject to disciplinary action by school administration. The use of the technology services is a privilege, not a right, and inappropriate use will result in cancellation of

those privileges. These guidelines require the ethical and legal utilization of the technology resources provided by the Jac-Cen-Del Community School Corporation. Access to computer hardware and software is provided to students and staff for the purpose of enhancing curriculum, instruction, and assessment, as well as promoting the efficiency of school operations. Any media produced, transmitted, or stored as a result of the technology system will remain the property of the Jac-Cen-Del School Corporation. Accordingly, the Jac-Cen-Del Community School Corporation reserves the right to inspect and monitor any and all aspects of the technology system at its sole discretion, including files, email, and other electronic transmissions, produced by or stored within the system. The Jac-Cen-Del Community School Corporation reserves the right to revoke a user's access at any time and may confiscate any media or copies of any media produced, transmitted, or stored as a result of the technology system. The Jac-Cen-Del Community School Corporation is responsible for enforcing this policy, the authorization of user access to the system, and the maintenance of all software and hardware licensing documentation, in compliance with Federal and State laws.

Information and Services Disclaimers The Jac-Cen-Del Community School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. Jac-Cen-Del Community School Corporation will not be responsible for any damages users suffer, including but not limited to, loss of data resulting from delays or interruptions in service. Jac-Cen-Del Community School Corporation will not be responsible for the accuracy, nature or quality of information gathered through Jac-Cen-Del Community School Corporation provided Internet access. Jac-Cen-Del Community School Corporation will not be responsible for unauthorized financial obligations resulting from Jac-Cen-Del Community School Corporation provided access to the Internet.

Utilization:

All use of technology services shall be consistent with the mission, goals, policies, and priorities of the Jac-Cen-Del Community School Corporation. These rules are to be followed to prevent the loss of network/computer/Internet privileges. All users are responsible for their actions and the consequences if violated.

NOTE: Failure to adhere to these policies will result in disciplinary action.

Care of Devices

- a. Carry device in school issued case
- b. Not deface the device or school owned case with stickers, writing, drawings, or causing other intentional damage.
- c. Do not expose the device to temperature extremes; don't leave device in a vehicle for prolonged amounts of time.
- d. Do not set anything heavy on your device which will result in damage to the device.
- e. Clean the device with a soft, dry cloth, such as a microfiber or micro-suede cloth (ie. a cloth used to clean eyeglasses).
- f. Use only their finger or an iPad stylus approved by the teacher for your device.

General Precautions

- a. Conduct themselves in a responsible, safe, ethical, and legal manner while using the network. Report any threatening or inappropriate behavior to the appropriate authorities.
- b. Accept that Jac-Cen-Del Community School Corporation administration has the right to access all files and folders at any time, as well as monitor electronic resources (laptops, desktop computers, cameras, etc.).
- c. Keep their computer in a safe place, such as their school locker, when not in use. This includes during after school activities as well as during the school day.
- d. Take responsibility for and report any damages when using all school-owned electronic resources (laptops, iPads, cameras, microphones, software, etc.). This includes keeping food and drink away from all personal and school-owned electronic equipment.

Daily Expectations

- a. Use polite and appropriate language in all communications inside and outside of the school community, including emails, instant messages, digital images/videos, screensavers, backgrounds, wallpapers or web postings, etc. Recognizing that personal information posted online is both public and permanent and could tarnish their digital reputation.
- b. Refrain from using any form of digital communication to insult, harass, intimidate or bully anyone.
- c. Be provided access to Jac-Cen-Del Community School Corporation's network services throughout the school via a wireless network. No unauthorized network access is permitted. The use of personal laptops will not be permitted on the Jac-Cen-Del Community School Corporation's network.
- d. Not access other peoples' accounts or computer. Do not open, copy, change, delete or

damage files or folders of others without their permission.

- e. Bring computer to school each day in working order with the battery fully charged.
- f. Backup academic files on a regular basis (ie. Dropbox, student storage server, external storage device, etc).
- g. Mute their computer sound to avoid disruptions during class and at school.
- h. Refrain from using personal electronic devices during classroom hours (cell phones, iPods, PSPs, etc.).
- i. Conserve and protect natural resources by only printing when necessary.

Privacy & Safety

- a. Use their Jac-Cen-Del Community School Corporation email account (grades 3-12) to identify themselves in all school related communications.
- b. Keep their password and login information private by not providing this information to others.
- c. Refrain from accessing filtered sites by using alternate access sites or processes.

Legal Propriety

- a. Use only school-approved and legally obtained software. The student also will refrain from upgrading the Operating System (Making illegal copies of music, games, movies, etc. is not acceptable). They will refrain from sharing/downloading non-academic files over the school's network.
- b. Refrain from using the computer for advertising or otherwise promoting the interests of any commercial, religious, political or other non-district agency or organization except as permitted through school board policies or Superintendent.
- c. Properly cite all information, images, music and videos used for school or personal purposes.

Permission to Publish

Your child may have the opportunity to be involved in their classroom web site as part of classroom activities or projects. This may include a personal web page, a story or poem, a picture, or a class project.

They may also be included in an individual or group photograph from an activity or club, a roster from a team or club, or an honor roll or classroom list. Publishing on the Internet allows people all around the world to view your child's work. The documents, pictures, and names will only be published with your written permission.

User Agreement

a. All students and staff who access the Internet through Jac-Cen-Del Community School Corporation will complete and sign the attached Jac-Cen-Del Community School Corporation Respectable Use Policy Agreement.

b. The signatures on the attached agreement are legally binding and indicate the party (parties) who signed has/have read the terms and conditions carefully and understand their significance.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes.

PERSONAL ITEMS

Be sure your child's name is on necessary items such as coats and backpacks. Students are not to bring unnecessary personal items to school. Examples include gaming systems, laser pointers, trading cards, and toys. These items may be confiscated by school staff and returned at a later date. Students may have cell phones and mp3 players at school but they should be turned off and in their backpack. Students who have mp3 players and cell phones out in the classroom will have these items confiscated and held in the office for 24 hours. They may be picked up by an adult after the 24 hour period. The school will not be responsible for lost or stolen personal items.

SCHOOL HEALTH OPERATIONS

BALLOONS

Because of medical concerns, no balloons are to be sent to school.

HEAD LICE

Each year, as do most school systems, we suffer one or more outbreaks of head lice. The school takes many precautions to avoid them being brought by unsuspecting carriers. To assist you and us, we would like to offer the following information:

1. Head lice do not discriminate. They can happen to anyone, clean or not.
2. Head lice are a result of direct contact with others who are infested or infested clothing, combs, brushes, carpet, bedding, or furniture. Lice crawl, not jump, from one person to another.
3. The school policy is to check all possible connections to the identified cases of head lice (classrooms, siblings, and friends); those students suspected of having lice or nits are sent to the

nurse's clinic for examination. If a student is found to have head lice, the student's parent will be contacted to pick them up immediately or be treated at the school. After treatment and upon returning to school, the student will be examined by the school nurse or designee. The school practices a policy of "no live lice."

HEARING SCREENING

JCD Community School offers a hearing screening to all students K-12. The law requires that students in grades 1, 4, 7, and 10 be screened annually. The Indiana Speech-Language-Hearing Association recommends that the following students be screened also:

1. All students in kindergarten, new students, students who were identified as having a hearing problem the previous year.
2. Teacher referrals
3. Students enrolled in Communication Handicapped Program
4. Students enrolled in special education other than homebound.

No student shall be required to submit to a hearing test if written objection by the parent of the guardian is submitted to the proper school authorities.

IMMUNIZATION

Jac-Cen-Del Schools are required by law to require immunization of ALL students, kindergarten through twelfth grade. The law states that when a student enrolls for the first time in a school district, the parents or guardian must furnish a written statement of the child's immunization, with physician or health department certification. The state law requires that a child be excluded from school if his/her parents do not supply this record.

MEDICATION

It is school board policy that neither prescription medications nor over-the-counter medications, such as aspirin and cough syrup, may be dispensed by school personnel. Under special circumstances, school personnel may administer medication if the following guidelines are met.

1. Written permission of parents or guardian is given.
2. All medication is kept in the school office.
3. Medication is in original container and labeled with: a) student's name, b) name of medicine, c) dosage, and d) doctor's name. Forms for giving

medicine at school may be obtained from the school office. Telephone calls to parents confirming statements will be made when necessary.

4. A student with an acute or chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event if the student's parent files an annual authorization that includes a written statement from the student's physician for the student to self-administer the medication.

5. A school is not allowed to send medication home with a student, except medication possessed by a student for self-administration under IC 2034-3-18. Medication may be released to 1) Student's parent or 2) individual who is 18 years of age and is designated in writing to receive the medication.

SCHOOL BUILDING OPERATIONS

CHANGE OF ROUTINE

All students will be sent home from school according to their established routine unless we receive a note from the parent or guardian requesting the change. **Phone calls are not accepted for a change of routine; the change must be in writing, except in the case of an emergency, which may be approved by the principal. PLEASE NO PHONE CALLS AFTER 2:00 P.M.**

CHILD CUSTODY

Jac-Cen-Del Elementary Schools are utilizing the following procedures concerning child custody. Any questions concerning documents need to be directed to the office of the principal.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, a custody paper, restraining order, or some other legal document *must* be in the child's folder at school.

2. Legal opinion states that either parent has equal rights to the child unless one of the above mentioned legal documents has been issued.

3. In the event that a parent says he/she has such a document at home, it becomes most imperative that the document or notarized copy be furnished to school officials to be included in the child's school records.

The building administration reserves the right to contact the proper authorities to verify custodial rights.

CLASSROOM PARTIES

JCD School Corporation has adopted a Wellness Policy that states students are encouraged to bring healthy snacks for classroom parties. Parents who are involved in planning parties are encouraged to choose healthy foods or nonfood items for treats. Please contact your child's teacher for potential dietary restrictions or allergies of students in the classroom.

COPYRIGHT INFRINGEMENT

It is a violation of law to copy or duplicate in any manner computer programs, audio, or video recordings and printed materials without the express consent of the holder of their copyright or unless said materials are deemed to be in the public domain. Any student or member of the staff who violates any provision of the copyright laws with regard to materials obtained from the JCD School Corporation, shall be subject to discipline.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Each parent and student age 18 or older has the right to inspect and review the student's educational records; request the amendment of the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent of the Family Educational Rights and Privacy Act authorize disclosure without consent. Complaint may be filed with the U.S. Department of Education concerning alleged failure of the agency or institution to comply with the requirements of the Act. A copy of the policy adopted by the JCD School Corporation may be obtained by contacting the superintendent.

LEAVING SCHOOL PREMISES

Students leaving school with someone other than their parent or guardian must have written parental permission. All students must sign out in the office. Phone calls to change a child's routine home will not be accepted except in the case of

emergencies. Permission can be granted from the legal guardian/custodial parent only.

PARTY INVITATIONS

Please do not send party invitations to school to be distributed by the student or teacher. Any invitations should be mailed from home. Please consult with the principal if you have questions or concerns.

POSTING OF STUDENT PICTURES

Pictures of students may be posted on newsletters, local newspapers, school based Twitter accounts, or websites to promote the school. Parents should contact the principal if they do not want these pictures to be posted.

REPORTING ABUSE/ NEGLECT

Staff is obligated by I.C. 31-5-1 to report to the Child Protective Service workers, concerns of neglect or child abuse. Indiana State Law mandates employees to report all suspected cases of non-accidental injury, unexplainable failure to thrive, sexual assault, and/or severe physical neglect to the Child Protective Services of the county Welfare Departments. This includes all staff. The individual employee does not have an option in this matter. Reporting in good faith frees the staff member from any liability if the report proves to be unfounded. On the other hand, willful failure to report opens the staff member to criminal or civil liability.

SCHOOL CLOSING

All schools in Jac-Cen-Del will be open on all regularly scheduled days unless closed by an emergency. When the schools are confronted with an emergency - such as extreme conditions of snow, ice, fog, or mechanical failure - which necessitates the closing, early dismissal, or delaying of schools, an announcement will be given to local area radio stations prior to 6:00 am:

Greensburg: WTRE 107.3 FM
Greensburg: 1330 AM
Batesville: WRBI 103.9

After 6:00 a.m., the radio stations will repeat at regular intervals the school closing message. If no report is heard for Jac-Cen-Del Schools, it can be assumed that school is in session on the regular schedule. Please do not call the school. Telephone lines need to be kept open for emergencies.

You may also check the following websites:
<http://www.jaccendel.k12.in.us/>
www.wrbiradio.com &
www.eaglecountryonline.com for school delays and closings. You may also subscribe to the txtwire services to receive text messages to your phone. The address to sign up for txtwire is:
<http://goo.gl/VeFxOa>

In the event of other types of emergency, the Jac-Cen-Del School Crisis Response Plan will be invoked. As you know, state law mandates that we hold school a certain number of days. Any days missed must be made up.

SOLICITATION

No person shall distribute or sell any material of any kind to any student or teacher on school property without permission of the proper administrative authority.

TELEPHONES

Classroom and office telephones are for school business. Students will not be allowed to make unnecessary calls. Students will be called to the telephone only in emergencies. Only messages of an urgent nature will be delivered to students.

TEXTBOOKS AND EQUIPMENT

Each student is responsible for all books or equipment issued to him/her. Students will be responsible for books if damaged, lost, or stolen. **Please see the Acceptable Use Policy for student devices that are rented from the school.**

VISITORS

For safety reasons, all visitors to a school must report to the office first. Visitors will sign in using the school visitor management system. Parents should not walk their child to class in the mornings or walk the hallways in the afternoon. Students should not bring friends or relatives to school with them. Visitors that do not report may be arrested for trespassing and removed from the school. We ask that you make arrangements with the classroom teacher if you plan to be a visitor.

Common courtesy will be 48 hours notification for visiting a student. We ask that you limit your visit to not disrupt the normal school day
TRANSPORTATION OPERATIONS
TO AND FROM SCHOOL

Bicycle riders are expected to park their bicycles in the designated area. Walkers must have a note on file to walk home from school. Recreational riding is not permitted at any time -- this includes skateboards, in-line skates, mopeds, scooters, go-karts, etc.

BUS TRANSPORTATION

School rules and policies will be in effect for all students en route to and from school and at bus stops. The school bus driver is responsible for discipline on the bus, just as the teacher is in the classroom. Upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself/herself in a safe appropriate manner on the bus. A notification to parents will be sent for any misbehavior which distracts the driver. Driving a school bus is a serious profession, and we are concerned for the safety of everyone. For minor infractions, the driver will deal with the student and his/her parent/guardian prior to issuing a disciplinary report.

Before the Bus Arrives:

1. Arrive at the pick-up spot five minutes before the bus arrives.
2. Walk facing traffic if there are no sidewalks.
3. Leave home on time each day.
4. Wait off the roadway, not in the street.
5. Stay off people's lawns and private property. Boarding the Bus:

1. Wait for the bus to come to a full stop.
2. Be polite and take your time getting on the bus.
3. Use the handrails.
4. Take a seat immediately.

Leaving the Bus:

1. Do not leave your seat until the bus comes to a full stop.
2. Take your turn; do not crowd in front of others.
3. Use handrails and watch your step.
4. Look both ways and check for turning cars before you cross the street. Cross at marked crossings or stop lights in town.
5. Go directly to your residence from the bus; do not go to the mailbox or a neighbor's home.

In Case of an Emergency and When the Driver Leaves the Bus:

1. Stay seated.
2. Do not touch emergency equipment.
3. Depend on the driver's training to take care of the situation.
4. Rely on a responsible, older student who will be acquainted with emergency procedures.

Conduct on the Bus:

1. Follow the directions of the bus driver and/or aide at all times. Disruptive or unsafe behavior of any type is prohibited.
2. Walk to the assigned seat and remain there. Absolutely no standing or moving around while the bus is in motion.
3. Do not talk to the driver unless it is an emergency.
4. Talk quietly so that the driver can hear traffic sounds.
5. Keep arms, feet, school books, backpacks, and musical instruments out of the aisles.
6. Do not open or close windows without permission from the driver and/or aide.
7. Keep hands and head inside the bus. Do not stick or throw anything out of the bus windows.
8. Do not talk loudly, use profane language, or yell.
9. Do not bring items such as video games, tapes, CD players, skateboards, bats, balls, or other nuisance items on the bus.
10. Do not deface, litter, or vandalize the bus.
11. Do not tamper with any safety device or any other equipment.
12. Do not possess knives or any weapon-like objects on the bus.
13. Do not smoke or use tobacco products of any kind at the bus stop or on the school bus or associated paraphernalia.

BUS CONDUCT DISCIPLINE PROCEDURE

Under certain circumstances, due to the severity of an infraction, steps may be skipped to address the seriousness of the incident. In addition, any school rule, which is violated while riding the bus, may also carry additional consequences such as detention, after-school detention, restitution, out-of-school suspension, and/or expulsion from school.

Procedures:

Depending on the infraction, any of the following could be employed.

- Verbal warning by driver.
- Driver contact of parents on help notice
- Disciplinary report resulting in bus probation.
 - Disciplinary report resulting in a bus suspension one to three days.
 - Disciplinary report resulting in a bus suspension three to five days.
 - Disciplinary report resulting in a bus suspension five to ten days and a recommendation for bus expulsion for the remainder of the semester or school year.

Riding the school bus is a privilege, not a right. Jac-Cen-Del Schools will revoke the student's riding privileges through due process procedures should it be determined that the student poses an interference to the safe and normal operation of the bus.

FOOD SERVICE OPERATIONS

Jac-Cen-Del Schools participate in the USDA National School Lunch and Breakfast Programs and offers a nutritious breakfast and lunch at every school. A computerized meal accounting system is used. Each student will have a meal account number. It is important that students memorize their meal account number, as it will be needed in the cafeteria for each meal. These numbers are confidential and should not be told to other students.

At mealtime, the student will enter his/her meal account number on a keypad. The computer system will determine if there is enough money in the account to pay for the meal. The following charge policy applies.

If there is not enough money in the account, lunch and breakfast will still be served and the account will go into a negative balance. Charges for breakfast, extra milk, and a la carte items are not allowed.

Parents at all schools are encouraged to prepay for a number of meals at one time. Cash and checks made out to your school are accepted for deposit. To deposit money into his/her account, the student will complete a deposit slip provided by the bookstore. This must be completed to ensure proper account credit. A detailed report of your child's transactions is available upon request from you school's office. Students eligible for free meals will be served a complete meal at no charge. Students eligible for reduced price meals will be provided breakfast and lunch at a reduced rate. The computer system does not allow identification of the free

and reduced students. **In order to purchase a la carte items and/or extra milk, money must be in the student's account.** Applications for free and reduced price meals are available in your school's office. **Parents/Guardians are responsible for the full payment of meals until they receive a determination letter from the Food Service Department office indicating that their child has been approved for free or reduced price meals.**

No carbonated drinks are allowed in the cafeteria at lunch time.

Food Allergies

Food allergies can present an interesting set of circumstances in the school setting. Sometimes the student with allergies can simply avoid the offending food. In other situations, a higher level of concern and alert is necessary. JCDES currently has a unique situation in which there are students with peanut allergies that may not touch or eat peanuts, peanut butter, or peanut oils. Please realize that this is a severe allergy which could be fatal. We ask that you talk with your child about the importance of NOT sharing their personal food with other students.

FREQUENTLY ASKED CAFETERIA QUESTIONS

Why do I have to pay for my child's meals eaten at school?

JCDES does not receive property tax dollars or state funding for meals. All income is received from student and adult meals and the Federal USDA National School Lunch and Breakfast Programs. All Food Service Department expenses must be paid from this income, including food and nonfood purchases, equipment, payroll, and personnel related expenses.

How do I pay for my child's meals?

Cash and checks made out to your child's school are accepted for payment, Paying for school meals is the responsibility of each student's parent/guardian. All meals, extra milk, and a la carte items must be paid for in advance. Lunch money will be accepted on any school day; however, we encourage you to send in payment on Monday. Your child will complete a deposit slip to the classroom teacher.

How do I apply for free or reduced price meals if I cannot pay for my child's meals?

Applications for free and reduced price meals are available in each school office. **All of the students in your household must be on the same application.** Turn the application in at the school office after you have completed it. Please remember to sign the application where required. A notification letter will be sent to you when the application has been processed.

Parents/Guardians are responsible for the full payment of meals until you receive a letter from the Food Service Office indicating that your child has been approved for free or reduced price meals.

Can my child bring lunch from home and purchase milk?

Yes, your child may bring lunch from home and purchase milk, although there must be money in his/her account to pay for it.

How will I know what my child's meal account balance is?

At the elementary school, your child's balance will be sent home weekly. Also, you may call the school to request your child's meal account balance. You may also check the balance from accessing the following web link:

<http://www.jaccendel.k12.in.us/Elementary/Cafeteria.htm>

What happens to the money left in my child's account at the end of the year?

The money left in the account will be available for your child to use during the next school year.

What are the current prices for school lunch and breakfast?

| | Breakfast | Lunch |
|------------|-----------|---------|
| Reduced | \$0.00 | \$ 0.40 |
| Full Price | \$ 1.35 | \$ 1.75 |

I have read and understand the JCDES Student Handbook.

I have discussed the JCDES Discipline Student Guidelines with my child

Please return the following page to your child's classroom teacher.

Student Name Printed

Student Signature

Parent Name Printed

Parent Signature

Date

THIS PAGE IS INTENTIONALLY LEFT
BLANK.