

Jac-Cen-Del Elementary  
Parent/Student Handbook  
2025-2026



4544 N U.S. 421  
Osgood, IN 47037  
Phone (812)689-4144

Dear JCDE Students and Parents/Guardians,

It's hard to believe that it's that time of year again, the beginning of a new school year. Whether you are a returning student/parent or new to our school, we welcome you! We are excited to embark on a journey for this upcoming school year!

At JCDE we pride ourselves in the success of our students. I encourage you to become involved in your child's education. Your child will receive the best education when you and our dedicated teachers work as a team. Parents' enthusiasm, support, and involvement inspire children to do their best. Together we can achieve wonderful things when working for the benefit of all children.

We will do our best to keep you informed of school activities. Please do not hesitate to call or stop by to discuss the successes or challenges of your child. I am here to assure that all children are achieving at their highest potential.

The policies/procedures in this handbook are essential for setting a positive learning environment. Please review these with your child, as they will be enforced daily so that all children can be successful.

I encourage you to fully embrace the moment and urge you to take the time from your busy day to become familiar with our school. I am here to serve you in whatever capacity you may need.

Thank you for your commitment to your child's education, and I look forward to building our educational partnership and having a successful year!

Mrs. Dee Budd  
Principal  
[dbudd@jaccendel.k12.in.us](mailto:dbudd@jaccendel.k12.in.us)

Jason Hughes  
Assistant Principal  
[jhughes@jaccendel.k12.in.us](mailto:jhughes@jaccendel.k12.in.us)

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“Every Child. Every Chance. Every Day.”

## Our Mission Statement

Our mission with the Jac-Cen-Del Community School Corporation is to support positive growth of each student by providing a vigorous and well-rounded education that enables students to become real-world problem solvers and effective lifetime learners. Our schools will provide the necessary knowledge base through a home/school/community partnership to allow these achievements to become reality.

## School Day

7:35	Buses arrive Students that eat breakfast will be released to cafeteria
8:00	Announcements & Classes begin
10:30-12:30	Lunches/Recesses
2:40	Car Rider Dismissal
2:50	Dismissal

## Tardy and Absence Times

Students will be counted tardy when arriving after 8:00. Arriving after 8:30 will be counted as half day absent. Tardies and absences are dependent upon the amount of the school day missed by the student. If the child misses 50% or more (11:30 or later) of the school day, he/she will be counted absent for a whole day. If he/she misses 49% or less of the school day, it will be counted as absent for a half day. Leaving early before 2:40 constitutes an Early Dismissal and will count towards attendance.

## Change of Routine

All students will be sent home from school according to their established routine unless we receive a note from parent/guardian requesting the change. Students leaving school with someone other than their parent/guardian must have written parental permission. All students must sign out in the office. Permission can only be granted by parent/guardian. Our office works hard to assist with changes, but **PLEASE NO CHANGES AFTER 2:15 UNLESS IT'S AN EMERGENCY.**

## LatchKey

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. This is a service affiliated with the school, therefore children will be expected to follow the rules and expectations of the school. Continued misbehavior may result in the loss of this service. The time for latchkey is 3:00 p.m-6:00 p.m. Cost of Latchkey is \$7.00.

## School Closing

All schools in JCD will be open on all regularly scheduled days unless closed by an emergency. When the schools are confronted with an emergency, which necessitates the closing, early dismissal, or delaying of schools, an announcement will be given to local area radio stations prior to 6:00 a.m.:

Greensburg: WTRE 107.3 FM

Greensburg: 1330 AM

Batesville: WRBI 103.9

After 6:00 a.m., the radio station will repeat at regular intervals the school closing message. If no report is heard for JCD 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 open for emergencies. You may also check the following websites:

[www.wrbi.com](http://www.wrbi.com)

[www.eaglecountryonline.com](http://www.eaglecountryonline.com)

JCD Community Schools also use Eventlink to send out text messages pertaining to athletics. If you would like to register, go to this link:

<https://www.eventlink.com>

For closings, delays, and other events that may be happening in our Corporation messages will be sent out via School Messenger. This is automatic once your child is enrolled in the school system. In the event of other types of emergency, the JCD Community School Crisis Response Plan will be invoked. State law mandates that we hold school a certain number of days (180). Any days missed must be made up. Please see the school calendar for planned make-up days.

## Attendance Policy

Next to student effort in the classroom, regular attendance is the most important thing students can do to assure optimum academic achievement. 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 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. Parents/Guardians must communicate a high level of expectation regarding attendance and notify the school whenever the child is absent. Business and industry both require regular attendance and punctuality from employees, so it shall be the policy of Jac-Cen-Del Community Schools to train students to those same high standards.

**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, tardies, sign outs) for the entire school year.

### Guidelines for Excusing an Absence

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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.

**Excused**-A student will be excused for the following reasons:

- Personal illness (parents may call in 6 times for a personal illness each year without a doctor's note).
  - After the 6th parent call-in, all subsequent absences will require a physician's note, or they will be marked as unexcused.
  - Physician's notes will be accepted for up to 30 calendar days from the date of the absence.
- Personal medical or dental appointments. (Medical certificate is required within one week of absence.)
  - Students who have an appointment with a virtual provider must have the provider send the excuse directly to the school, via email or fax, in order for the day to be an excused day.
  - Students who have three occurrences, or five consecutive days, of virtual excuses will be asked to sign a release of information (ROI). This ROI will allow the school to confirm the medical appointments, and will not include medical history
- Serious illness or death in the immediate family (return a note to the office.)
- Students may be excused for other reasons if the parent makes a request in writing in a timely manner 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.
- Make up assignments are to be the responsibility of the student for the time missed.

**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.

**Truant**- A student will be considered as truant if he/she is absent from school all or part of the day if:

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

## **Actions in Result of Accumulated Absences and Tardies**

### **Absences**

The Attend and Engage Program ("AEP") is a collaborative effort between South Ripley Community School, Milan Community Schools, Jac-Cen-Del Community Schools, Southeastern Indiana Voices for Children, Ireland Home Based Services (Community Partners for Child Safety), the Department of

Child Services, Juvenile Probation and Ripley Circuit Court. The purpose of AEP is to ensure and enable children to adequately attend elementary school and engage in their education.

The JCDE Attend and Engage (AEP) Attendance Policy requires that students accumulate less than twelve (12) unexcused absences in the school year.

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. Students moving into the district will have their absences transferred according to the AEP Policy and Procedure Manual. A copy of this manual is available upon request.

Once referrals have been made to the Department of Child Services, JCDE will not accept physician's notes for previous unexcused days that have been reported.

Students who have previously reached the 100% threshold and have been contacted by DCS in a prior year due to their attendance, will be subject to a lower threshold of unexcused absences before Ripley County Court Services is involved.

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. Parents must respond to the principal within three days of tardy.
- Step 3-Twelve Tardies: Principal will refer the case to the attendance review committee. School sends a letter to the 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.

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\*If a student transfers among a participating AEP school, their excused and unexcused days transfer with them.

\*\*If a student transfers into the school district from a non-AEP school, their excused days will transfer and their unexcused days will be recognized day-for-day at a maximum of 8 unexcused days. For more details, please refer to the complete [AEP Manual](#)

## Classroom Operations

### Grading Scale

100	A+	82-80	B-	66-63	D
99-93	A	79-77	C+	62-60	D-
92-90	A-	76-73	C	59-0	F
89-87	B+	72-70	C-		
86-83	B	69-67	D+		

**Homework:** Homework is an integral part of the educational process. It not only extends the learning process beyond the regular school day, but it also offers parents/guardians the opportunity to see what the child is learning. The responsibility for the assignments rests with the student. Students should be certain the assignment is understood and that they have the necessary books or materials before leaving school.

**Make-Up Work:** It is the child/parent's responsibility to complete work missed during an absence. Parents/Guardians are to request their child's homework prior to 8:30. This work can be picked up at the end of the day from 3:00-4:00. The office closes at 4:00.

**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. Assignments that are more than 2 weeks late will be a 0.

**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 A's will be placed on the distinguished honor roll. Students who have been on the honor roll all year 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.
- A student may be assigned if a teacher is concerned about the student's ability to be successful in the following grade level.

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- 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 the case of inclement weather.

**Playground Guidelines:**

- Students entering the building during recess must have permission from the duty teacher.
- Students must use equipment appropriately and follow the rules for safety.
- Articles prohibited in school or on the school's property include: toy guns, water pistols, bean shooters, sling shots, knives, hard balls, baseball bats, roller blades, lighters, cell phones, etc.
- Students will follow all JCDE expectations.

**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 disability, multiple disability, orthopedic impairment, other health impairment, traumatic brain injury, visual impairment. To gain 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](http://www.doe.in.gov/exceptional)

Ripley-Ohio-Dearborn (ROD)  
 Special Education Cooperative  
 6098 Squire Place, Suite 100

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## **Student Code of Conduct**

This Code of Conduct has been prepared to better acquaint you with the rules and policies of JCDE. Your knowledge of the rules and your practices 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 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 which encourages order. We must also find a way to enforce these rules so that all individuals affected will receive fair and consistent treatment. The School Board 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/or indecent messages is not acceptable. Examples of inappropriate and unacceptable dress include, but are not limited to, the following:

- Tops exposing bare midriff or are low cut. Students should be able to raise their hands and not show their midriff.
- Apparel or accessories advertising drugs, alcohol, or tobacco products or establishments that depict these products.
- Spandex biking/running shorts or other skin tight apparel unless worn with appropriate clothing layered over the top of the tight clothing.
- Apparel displaying vulgar or obscene language or suggestive content.
- 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.
- Head gear or hats not specifically required by the instructor of a class.
- Wearing chains or carrying chains that are made from heavy gauge steel or of such length as to be a weapon.

- 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.
- Clothing which may expose undergarments.
- No jewelry will be worn when the wearing of the jewelry becomes a safety concern for the wearer and/or other students as determined by the discretion of school administration.
- Pants that hang over the shoes that could cause tripping.
- Flip flops (however, sandals are acceptable IF they have a back or a back strap. This is in the best interest for safety of the students)
- Shoes with wheels
- Pants with holes are permitted as long as the holes are below mid thigh.

All Students 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. 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. Shorts may be worn from August until Fall Break. They may resume wearing them upon return of Spring Break

Coats will not be given to wear for recess. If you don't think your child will be able to stay outside for 30 minutes without a coat, then please make sure they wear one to school. If you are unable to provide a coat for your child, please contact the school office.

Winter coats are not sweatshirts. Coats should not be worn during the school day. Students can wear a sweatshirt/cardigan/light jacket during the day if they get cold in the building.

### JCDE Pledge

The JCDE pledge is recited by all students at the beginning of the day. The purpose of this pledge is to reinforce the behaviors that will allow us to be successful.

- At Jac-Cen-Del Elementary:
  - We treat others right.
  - Make smart decisions.
  - And maximize our potential by working hard every day.

### Character

This year we will be focusing each month on a character trait or personal well-being concept. These will be talked about during library classes each month with Ms. Tunny and Mr. Hughes.

August- Anxiety/Worrying

January - Personal Hygiene/Self-Care

September- Respect

February - Empathy

October-Honesty

March - Self-Esteem

November - Emotional Regulation

April- Optimism

December - Sadness/Depression

May - Motivation

### JCDE Behavior System

#### Student Conduct Standards

Students are responsible for their own actions. All discipline is handled on an individual basis

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when the need arises. The main goal of JCDE is to educate; therefore, anyone who distracts or prevents others from reaching this goal will face disciplinary action. Students must make a commitment to follow the rules and develop a sense of responsibility for behavior.

### **High Five Behaviors**

Student will demonstrate common behaviors in the hallway, in the cafeteria, at the restroom, on the playground, and on the bus that focuses on the key phrases of:

- Be Kind
- Be Safe
- Be Responsible
- Be Respectful
- Be Peaceful

### **Your help is needed:**

Review with your child(ren) the following points frequently during the school year:

1. Bus safety and behavior
2. Good cafeteria manners
3. Good hall behavior
4. Bathroom rules
5. Courtesy to visitors
6. Playground fairness

A School Wide Discipline Plan has been put into place for use at Jac-Cen-Del Elementary. Such a plan initiates positive change in unacceptable student behavior. Direct involvement of parents, students, teachers and administrators is essential for the success of this program.

Improving patterns of behavior requires a precise and progressive plan-of-action. That is, each repeat offense is met with a progressively more severe consequence. Following, you will find an outline of our Discipline Program. It is designed not as a "Quick Fix", but is intended to permanently alter and improve student behavior.

Students' positive and negative behavior will be documented. We will use the ClassDOJO platform: [www.classdojo.com](http://www.classdojo.com). Parents and students will have access to log on to check real time daily behavior.

### **Point System for Class DOJO**

#### **Positive behaviors adding 1 point in DOJO**

- Respect
- Responsibility
- Being on Task
- Participating in Class
- Helping Others
- Working Hard

\*There may be other positive classroom behaviors as determined by teacher

#### **Positive behaviors adding 2 points in DOJO**

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- Assignments Completed
- Overall great day

\*There may be other positive classroom behaviors as determined by teacher

**Negative behaviors subtracting 1 point in DOJO**

- Inappropriate behaviors or noises
- Inappropriate use of supplies or time
- Dishonesty
- Not following directions first time
- Not prepared for class/lack of supplies
- Out of seat
- Repeated inappropriate talking out
- Tardy to class
- Violation of personal space

**Negative behaviors subtracting 2 points in DOJO**

- Not turning in assignments on time
- Continued inappropriate behavior
- Inappropriate use of iPad/computer

**Negative behaviors subtracting 3 points in DOJO**

- Cheating
- Profanity
- Disrespect
- Pushing, shoving, poking
- Verbal abuse of peers

Classroom teachers will post a list of rules and progressive consequences for all students in that room to follow. If a student chooses to misbehave beyond the limits of a teacher's classroom rules, that child may be sent to the office.

**Office Referrals subtracting 4 points in DOJO**

- Bullying/Threatening/intimidation (words/actions)
- Bus Referral
- Fighting
- Stealing
- Any personal electronic communication device, which includes a cell phone, used in violation of classroom policies and expectations during normal school hours
- Verbal abuse of adults
- Insubordination: failure or refusal to recognize or submit to the authority of school personnel
- Severe or repeated inappropriate use of iPad/computer.

**Office Referrals may result in one of the following depending on the severity of the incident.**

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- Think Sheets or problem solving conference
- Lunch/Recess Detention
- Friday Detentions (1 hour, 2 hour, 3 hour 5th & 6th grades only)
- In-school suspension
- Out of school suspension (6th will have RCATS)

Parent/Guardian contact will take place in either a written form and/or call as parental partnership is essential to ensure all students are successful.

### **Rewards and Consequences in JCDE Behavior System**

**Student is on "Positive" or at a zero for the day before:**

- Earn a DOJO Ticket for weekly drawings
- Participate in all extra activities
- Rewards such as convocations, class parties, drawings and treats
- Specific classroom rewards

**Student is at 60% or below for the week prior:**

- Could be required to attend a social lunch group session or during recess to re-teach the positive behavior expectation.
- Conference with principal/assistant principal

**Field Trips/DOJO Reward Parties**

- Students must average 75% positive for at least 9 weeks prior to attending field trips.
- JCDE supports and celebrates improved behavior. Teachers in collaboration with the administrative team have the discretion to approve students on an individual basis that are below 75%, but have displayed a consistent and improved change in their behavior for an agreed upon time frame.
- Students that continually exhibit the High Five Expectations and maintain at least a 90% for the semester will be able to participate in an extra celebration at the end of the semester.

**Extreme Misconduct** Types of misbehavior on school premises, traveling to and from school on school and at school sponsored events that could result in immediate suspension or expulsion of students from school through a due-process procedure are described below:

1. **Persistent classroom disruption:** Behavior and/or actions that produce disturbances or disruptions which interfere with the effective functioning of the teacher, student, or class. This includes possession or use of non-school items that interrupt the educational process, and failure to bring appropriate materials to class or completed assignments.
2. **Physical or verbal assault.** Any gestures or actions, physical, written, or spoken that can be considered offensive, obscene or threatening which are directed at another person.
3. **Encouraging another student to violate school rules.** The acts of verbally, physically or through other means encouraging other students to take actions that would violate the rules of school or classroom (conspiracy).

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4. **Acts defined as criminal by law.**
5. **Maliciously causing damage.** The willful or malicious destruction of school property or the property of others.
6. **Refusing to comply with a reasonable request of a staff member.** The willful act of not following directions or instructions of any staff member.
7. **Inappropriate lunchtime behavior.** Behavior that detracts from the maintenance of a safe and peaceful dining area.
8. **Inappropriate sexual conduct/offensive touching.** Intentionally touching another person in any suggestive or inappropriate manner.
9. **Fighting.** Aggressive physical contact between two or more individuals.
10. **Severe or repeated inappropriate use of iPad/computer.**
11. **Fireworks.** Bringing or possessing explosive material or fireworks.
12. **Dangerous inappropriate behavior.** Any act which by its very nature could conceivably inflict harm upon others or self.
13. **Arson.** Setting or causing fires.
14. **Theft, damaging, or destroying personal or public property.** Taking property of the school or another person without permission.
15. **Possession or use of tobacco.** Tobacco is a controlled substance, and use of or providing to another person tobacco products is a violation of this policy. Indiana State Law forbids the possession or use of tobacco products to individuals who are less than eighteen(18) years of age. Persons eighteen (18) or above who are students must comply. This includes possession of any type of vaping devices. A citation from a police official may be given for violation of this policy.
16. **Possession, providing, or under the influence of any substance which is or which contains:** alcohol, tobacco, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, amphetamine, barbiturate, caffeine based pills, phenylpropanolamine (PPA) amyl or butyl nitrate (Rush), anabolic steroid, hallucinogen, or any substance represented by the provider to be any of the listed controlled substances.
17. **Lying/Forgery.** The act of intentionally giving or providing information for the purpose of defrauding.
18. **Inappropriate Language.** Any inappropriate, disrespectful, or vulgar language.
19. **Interference with school purpose.** Any action that interferes with the education of students.
20. **Possessing or providing another person drug paraphernalia, clips or literature relating to illegal drugs.** It is a violation of school policy to knowingly possess or provide to any person anything used or designated to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana stimulants, intoxicants, narcotics, or hallucinogens on school property during any school related function.

21. **Possession of a weapon or potential weapon.** It is prohibited for students to possess, handle, transmit a weapon or anything that could be considered a weapon. (JCD Board Policy 5772)
22. **Cheating.** Cheating is a serious offense. The first case of cheating may result in a "0" in the class.
23. **Chronic misbehavior:** Ten 10 days of suspension due to chronic misbehavior can then equate to an expulsion.

### **Anti-bullying/Harassment Policy**

Bullying is prohibited by the School Corporation. Bullying is "overt" repeated acts or gestures inflicted on students whether it is face to face, written, digitally, or electronically. Students who commit any acts of bullying are subject to discipline including, but not limited to suspension, expulsion, arrest, and/or prosecution.

**Definition:** "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

1. places targeted student in reasonable fear of harm to his or her person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying includes making discriminatory comments, including racial slurs. 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 school grounds occur, the school reserves the right to enforce discipline (i.e. cyberbullying/threats).

### **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/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.
- 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, and describe the action taken by the principal.
- 4. Students will have accessibility to all assignments during the suspension period and receive credit for those assignments.

### **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 person designated above. Failure by a student or student's parent/guardian to request and to appear at this meeting will be deemed a waiver or 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 may be 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 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/guardian. The student or parent has the right to appeal the decision of the person conducting the 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 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 student's parent/guardian. The board will then take any action deemed appropriate.

## **Search and Seizure**

Search of a student and his/her possessions may be conducted at any time the student is under 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 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 is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation may be taken and held or turned over to police. The school reserves the right not to return items which have been confiscated.

## **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 school 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/she is confronted with this belief and given the opportunity to respond to these accusations; that when rules and regulations are violated, certain consequences may occur; and that, if expulsion is from school is recommended, and if the student or his/her parent wishes, a hearing must be held by a hearing examiner.

## **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. 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 as the student leaves the building once school is dismissed. These devices should not be used until they are gone from the building. The use of smart watches during class is considered an electronic device and its use is prohibited. 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 society. The 1:1 initiative provides our students with an immersion in a technology-rich environment, so they will become effective users and communicators of information in our increasingly technological society. The technology offers vast, diverse, and unique resources to our students and staff.

**The Acceptable Use Policy** has been established so students and staff are aware of the guidelines and procedures governing the use of technology systems in the JCD 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 the 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 JCD School Corporation. Accordingly, the JCD 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 JCD 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 School Corporation is responsible for enforcing this policy, the authorization or 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. JCD Community School Corp will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. JCD Community Schools will not be responsible for the accuracy, nature or quality of the information gathered through JCD Community School Corporation provided internet access. JCD Community School Corporation will not be responsible for unauthorized financial obligations resulting from this internet service.

**Utilization:** All use of technology services shall be consistent with the mission, goals, policies, and priorities of the JCD 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.

## **JCDE Student/Parent iPad Guidelines**

### **Students Should Not**

1. Leave iPad unattended
2. Apply liquid to the screen or openings
3. Eat or drink around the iPad
4. Place in a book bag that contains food, liquids, heavy, or sharp objects.
5. Throw or slide the iPad or anything containing it
6. Expose the iPad to extreme heat or cold
7. Use sharp objects around the iPad
8. Remove the iPad case
9. Place weight on the iPad
10. Remove the identification label
11. Lend the iPad to another person
12. Place stickers, writing, painting, or any other forms of personalization on the iPad or case
13. Put any passcode on the device
14. Move or delete any Apps
15. Take photos or videos of people without permission
16. Delete any iPad profiles
17. Give out their password or login information

### **Parents Will**

1. Set and enforce rules
2. Encourage iPad use in a common area
3. Limit time on the iPad/Internet
4. Have a daily charging routine
5. Monitor the contents taken from the iPad camera.
6. Supervise iPad use at home.
7. Monitor Social Media

### **iPad Care**

Restart the iPad weekly

- Charge nightly
- Keep the screen clean
  - Use a soft, lint free cloth. Avoid getting moisture in the openings
  - Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives.

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- If your iPad fails to work or is damaged, report the problem to Ms. Patrick as soon as possible.
- Location Services
  - Each iPad has the ability to be remotely located. Modifying, disabling or attempting to disable the location service is a violation of the Respectable Use Policy and grounds for disciplinary action.

Students may receive disciplinary action for not bringing the iPad or not having it fully charged.

**Permission to Publish:** Your child may have the opportunity to be involved in their classroom website as a 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.

### **JCD Electronic Use Policy of Cell phones &/or Nonschool Issued Electronic Device(s)**

In accordance with IC 20-26-5-40.7 and SEA 185 Jac-Cen-Del Elementary School has adopted the following policy in relation to wireless communication devices.

Throughout the school day, students must keep all nonschool issued electronic devices in one of the following areas:

- student locker
- teacher provided designated area
- secured on their person, however must remain out of sight

*During the school day, students are not permitted to utilize cell phones and/or other nonschool issued electronic devices.* Exemptions to this policy shall include:

1. when specifically identified through provisions in a student's IEP or 504 plan
2. when specifically identified through a school health care plan to manage a student's health care.
3. while being transported on school provided transportation.
4. written permission from school principal

A student who is found to have been in violation of the above said policy will receive the following consequence:

1. 1st & 2nd offense: teacher/staff will confiscate the device and turn it into the office. Loss of a DOJO point. Office personnel will make parent/guardian contact and student will receive the device back at end of day
2. 3rd offense: teacher/staff will confiscate the device and turn it into the office. Loss of 3 DOJO points. Office personnel will make parent/guardian contact and the parent/guardian will need to come to school and pick up the device.
3. 4th offense - formal write-up will be conducted and sent to the office staff.

Jac-Cen-Del Elementary School does not assume responsibility for any lost, damaged or stolen electronic device(s).

## **Transportation Operations**

Bicycle riders are expected to park their bikes 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.

### **Car Pick-up**

If your child is a car rider, the person picking up your child/children **MUST** have a car tag with the names of those children. Each family will be provided with 2 tags. Other tags may be requested for other adults that may pick up your child/children. If the person picking up your child does not have a tag, they will be directed to pull up to a designated parking place. Students will have to be signed out **AFTER** the car line is finished. **AT NO TIME** should adults get out of the car to go get children. Your child will be brought to you. Please remain in your cars for the safety of everyone and to keep traffic safely moving.

### **Bus Expectations**

Students who ride JCDE buses to and from school are expected to conduct themselves in a manner which will not endanger the safety and welfare of others who are riding the bus. A student's right to ride the bus can be suspended for violating reasonable rules of safety and conduct. In order to ensure the safe operation of the school buses, the administration has developed procedures to be followed for disciplinary action because of misconduct on school buses.

#### Before Bus Arrives:

- Arrive at the pick-up five minutes before bus arrives
- Walk facing traffic if no sidewalks
- Wait off the roadway, not in the street.
- Stay off people's lawns and private property.
- Wait for bus to come to full stop

#### Boarding Bus:

- Use the handrails
- Be polite and take time getting on
- Take a seat quickly

#### Leaving the Bus:

- Don't leave seat until bus comes to full stop
- Use handrails and watch your step
- Look both ways and check for turning cars.
- Go directly to your residence from the bus; do not go to the mailbox or a neighbor's home.

#### Bus Conduct:

- Follow directions of the driver at all times. Disruptive behavior is not tolerated.

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- Walk to the assigned seat and remain there. Absolutely no standing or moving around while the bus is in motion.
- Do not talk to the driver unless it's an emergency.
- Do not talk loudly, use profanity, or yell.
- Keep arms, feet, and all objects out of the aisle.
- Keep hands and head inside the bus. Do not stick or throw anything out of the bus window.
- Do not deface, litter, or vandalize the bus.
- Do not tamper with safety equipment or any other equipment.

The driver will attempt to maintain discipline aboard the bus, however, when a bus passenger will not obey or is disrespectful to the driver, the driver will submit a bus conduct form to the Building Principal. The Principal will notify the parent of the reported incident and the action being taken. The administrator will communicate with the driver regarding the action taken.

The following actions may be taken:

- **First Violation:** Bus conduct form sent to Parent/Guardian DOJO reduction
- **Second Violation:** Bus riding privilege may be denied for 1 day
- **Third Violation:** Bus riding privilege may be denied for 2-3 days
- **Fourth Violation:** Bus riding privilege may be denied for 5 days
- **Fifth Violation:** Expulsion from bus may be recommended

**\*\*Please note:** Lunch and/or Recess Detention/ In-school suspension could also be assigned to or in place of loss of bus riding privileges.

## School Health/Safety Operations

JCDE has a full time nurse. If a student exhibits an illness, a phone call will be made home from the office to pick up the student.

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

**Hearing Screening:** JCD Community Schools offer a hearing screening to all k-12 students. 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;

- All students in kindergarten, new students, students who were identified as having a hearing problem the previous year.
- Teacher referrals
- Students enrolled in Communication Handicapped Program
- Students enrolled in special education other than homebound.
- No student shall be required to submit to a hearing test if a written objection by the parent/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/guardians 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.

## Required and Recommended School Immunizations, Indiana 2025-2026



Updated 11.12.2024

Grade	Required	Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A
<b>K-5</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
<b>6-11</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)
<b>12</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

**HepB:** The minimum age for the third dose of Hepatitis B is 24 weeks of age.

**DTaP:** Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

**Polio\*:** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.  
\*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive their first dose on or after their 16<sup>th</sup> birthday only need one dose of MCV4.

**Hepatitis A:** The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: [in.gov/health/immunization](https://in.gov/health/immunization) or call **1 (800) 701-0704** during normal business hours.

**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 from parent/guardian is given
2. All medication is kept in the school office.
3. Medication is in original container and label with
  - a. Student's name

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- b. Name of medicine
- c. Dosage
- d. Doctor's name

Forms for giving medication 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/guardian 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
  - a. Student's parent/guardian or
  - b. individual who is 18 years of age and is designated in writing to receive medication.

**When Can My Child Return to School?**

- Fever-Can't return to school until temperature is 100 degrees with medication for 24 hours
- Vomiting-Do not return if vomited two or more times in 24 hours
- Diarrhea-Do not return if had two or more episodes in 24 hours
- Pink Eye-(thin mucus or pus draining from eye) Do not return to school until treated. The nurse must see the child upon return to school.
- Skin-Do not return with unknown rashes or skin lesions (open sores)

\*If your child is diagnosed with Strep Throat, Staph infection, Mono, Pink Eye, Fifth's Disease, Chicken Pox, or any other communicable condition, please report to the school nurse as soon as possible.

**Accommodating Special Dietary Needs:** Each school that participates in the US Department of Agriculture (USDA) school nutrition program must comply with federal requirements for accommodating children with special dietary needs. Under the Americans with Disabilities Amendment Act, a disability is defined as a medical condition and/or impairment that affects any major life function. Therefore, this means that possible modifications could include food restrictions or substitutions, texture changes (pureed, ground, chopped foods, or thickened or thinned liquids), carbohydrate counts, increased or decreased calories, and tube feedings. Modifications to the meal service may also involve ensuring facilities and personnel are adequate to provide necessary services.

**Medical Forms and Other Documents:** All students needing meal modifications should submit a request for an accommodation using the form provided by the district. Some cases will require a medical authority with prospective authority, such as a physician assistant. The completed medical statement must include the following information:

- Information about the student's physical or mental condition and/or impairment that requires the meal accommodation

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- How the medical condition and/or impairment affects the student
- An explanation of what must be done to accommodate the student's condition and/or impairment
- The food or foods to be omitted and recommended alternatives (if applicable)

Medical statements should provide sufficient information to allow the school to provide meals that are appropriate and safe for each student. Schools have the right to contact a student's parent/guardian for clarification or necessary additional information. With HIPAA and/or FERPA release signed by the student's parent/guardian, schools may contact the medical authorities specified on the form for more information or clarification. While the school cannot discontinue an accommodation due to lack of medical statement, the school should continue to contact the family to obtain any necessary information. This is done to secure the safety of the student and ensure they are receiving meals that adequately meet their needs.

### **Religious or Lifestyle Accommodations**

JCD Community Schools will accommodate requests due to religious or lifestyle choices. JCD Schools also have the right to deny requests deemed "unreasonable" or that would change the scope of the school nutrition program. Schools are encouraged to work closely with families to provide appropriate accommodations.

**Fluid Milk Substitutions:** For students with a requirement for a fluid milk substitution, JCD Community Schools will provide milk alternatives that meet USDA's nutritional requirements.

**School Meal Food Items:** For students and households that wish to see the ingredients or components to meals, they can do so by contacting Food Services. Please contact Arden Devers at the High School or Brenda Beverly at the Elementary to access this information. Because manufacturers may change their product formulations during the school year, food service may not have immediate access to the new ingredient list.

**Standard Operating Procedures:** JCD Schools have specific food safety operating policies (SOPs) in place to protect those students that may have food intolerance or allergy. This includes hand washing along with table, utensils, and other kitchen item washing procedures. Please contact Brenda Beverly (ELEM) for copies of these SOPs.

**Working with Other Staff:** Food Service will work with the 504 coordinator, school nurse and other staff as deemed appropriate, to make sure the accommodation is handled safely and correctly. The school nurse will work to create an Individualized Healthcare Plan (IHP) for appropriate students based on their medical needs.

**504 Plans and IEPs:** Based upon Federal Laws that prohibit discrimination and ensure equal access to education, some students may have instructions for dietary accommodations written into a 504 Plan or an Individualized Education Plan (IEP). If the 504 plan or IEP involves special dietary needs, food service will be informed and will work with the student, family, and other staff to make accommodations.

**Procedural Safeguards:** Parents of students that are requesting a meal accommodation have the right to:

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- File a grievance if they believe a violation has occurred regarding the request for a reasonable modification;
- Receive a prompt and unbiased resolution of the grievance;
- Request and participate in an impartial hearing to resolve a grievance;
- Be represented by counsel at the hearing;
- Examine the record; and
- Receive notice of the final decision and a procedure for review, i.e., right to appeal the hearing's decision.

#### **Guidelines for Water bottles in school:**

We have allowed water bottles, however, the size and contents are becoming increasingly an issue.

- Students may have water or **clear** flavored water. No juice, soda, lemonade, milk etc. (unless a doctor's note is on file)
- Water bottles need to be 20 oz or less and be spill proof and pass the upside down test. No cups with open straws to protect from leakage and airborne germs.
- Teachers and Administrators may ask for students to open their water bottles to check the contents if given reason.

#### **Hygiene**

Academic performance, confidence, and social relationships can be impacted by poor hygiene habits. Please review hygiene habits with your child. Suggestions include: brushing teeth, brushing hair, changing clothes, bathing and washing hair regularly, and washing clothes. These are all life skills to start practicing with your child to prepare them for their future.

### **Emergency Plan Information**

#### **Fire Drill Plan**

All schools in Indiana are required to have monthly fire drills. The evacuation plan is located in all classrooms. Once outside, teachers will meet with their classroom students to take attendance. Students not accounted for will be reported to the building administrators immediately.

#### **Tornado, Earthquake, or Severe Weather Plan**

All schools in Indiana are required to have severe weather drills once per semester. The evacuation plan is located in all classrooms. Be sure to read and become familiar with this plan. Information will be given over the public address system.

#### **Building Lock Down Plan**

All schools in Indiana are required to have a lock down drill once per semester. In the event of a non weather emergency, the building may have to be locked down. Procedures are explained in the classroom. Information will be given over the public address system.

### **Child Custody**

JCD Community Schools are utilizing the following procedures concerning child custody. Any questions concerning documents need to be directed to the school's office.

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 file 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 the 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.

## **School Building Operations**

### **Field Trips**

Classes and organizations take various educational field trips during the course of the school year. The trips allow the students to learn outside of the traditional school setting. All school rules governing student conduct are in effect during the field trips. Children can be excluded from field trips due to behavior or delinquent work, and the decision is at the teacher's and building administrators' discretion. **PERMISSION SLIPS WILL NEED TO BE RETURNED BY THE DESIGNATED DATE LISTED ON THE PERMISSION SLIP.**

### **Field Trip Chaperone Guidelines**

- ALL chaperones must have a completed limited adult criminal history form on file in the office.
- Chaperones should be adults and be related to the student.
- Siblings are not allowed on field trips.
- No smoking in front of students. Do not leave your group to go smoke.
- Correct children in an appropriate manner.
- Keep your group together at all times.
- Don't allow your own child privileges the other students do not have.
- Frequently count the number of children in your group to make sure all are present.
- Report any problems / questions / concerns to the teacher immediately.
- Appropriate language should be used at all times (no foul language).
- Follow the teacher's discipline plan and itinerary. This includes times when you are on the bus.
- Dress appropriately for a field trip. We are all representing JCDE
- Students are not to handle displays, climb on barriers, fences, etc.
- Other instructions and directions may be given by the teachers as determined by unforeseen circumstances.

## **E-Learning/Continuous Learning**

E-Learning Days will be utilized by Jac-Cen-Del Community School to provide teachers with time to participate in valuable professional development. At Jac-Cen-Del Elementary E-Learning will be done through the Google Classroom platform. Teachers will communicate directly with students via the platform the requirements and expectations of their specific assignments.

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Here is the Expectations for [Elearning Live instruction](#)

### **Copyright Infringement**

It is a violation of law to 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 this 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/guardian 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. Complaints 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.

### **Reporting Abuse/Neglect**

Staff is obligated by I.C. 31-5-1 to report to the Child Protective Service workers, concerns of neglect or 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 proves to be unfounded. On the other hand, willful failure to report opens the staff member to criminal or civil liability.

### **Requesting Teachers**

At JCDE we work hard to create an environment where every student is successful. Part of this is placing students in classrooms. There are several factors used when determining class lists and placing students. You may request a specific teacher at the end of the school year for the upcoming year. We will do our best at that time to honor your request, however, there is no guarantee that your child will get that teacher. Once class lists are created and distributed and loaded into Harmony , changes will only be made because of the following criteria:

- Section numbers need to be balanced
- Inclusion needs or specific special education clustering
- A student has been put into a classroom with another sibling and needs to be separated

“Every Child. Every Chance. Every Day.”

Please know that changing placement once schedules go out is not just moving one student to another classroom. It involves other changes as well.

### **Solicitation**

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

### **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 Acceptable Use Policy for student devices that are rented from school.**

### **Visitors**

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

### **Food Service Operations**

JCD Community Schools participate in the USDA National School Lunch and Breakfast Programs and offer nutritious breakfasts and lunches. Students should not bring soda, pop, or energy drinks to eat with their lunch.

**Meal Accounts:** A computerized meal accounting system is used. Each student will have a meal account and will be charged when they eat a school lunch or buy anything extra. If there is not enough money in the account, they will still be served breakfast and/or lunch and their account will go into a negative balance. Parents are encouraged to prepay for a number of meals at one time. Cash and checks made payable to the school are accepted for deposit. Parents also have the option to pay online through EZpay. 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. **In order to purchase a la carte items and/or extra milk, money must be in the student's account. Parents/Guardians are responsible for the full payment of meals until they receive a determination letter from the Food Service Department indicating that their child has been approved for free or reduced price meals. No carbonated beverages are allowed in the cafeteria at lunch time.**

### **Cafeteria Expectations**

**Be Safe:** Sit on seat correctly, Raise hand for help or leaving table

**Be Responsible:** Do not share or touch other's food, Clean up after yourself, Keep all food in cafeteria

**Be Respectful:** Voice Level 1 in food line, Use table manners, Speak to those only at your table

**Be Peaceful:** Talk quietly at your table (Voice Level 2)

### **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 oil. 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:

- **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 the office. All of the students in the household must be on the same application.
- **Why do I have to pay for my child's meals eaten at schools?** JCDES does not receive property tax dollars or state funding for meals. All income is received from the student and adult meals and the Federal USDA National School Lunch and Breakfast Programs.
- **How do I pay for my child's meals?** Cash and checks made payable to Jac-Cen-Del Elementary 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. Your child will complete a deposit slip in the classroom which will be sent to the cafeteria manager to deposit into the student's account. Money can also be added to the account by using the online EZPay Online.
- **How do I apply for free or reduced meals?** Applications are available online through Harmony. If you receive a notice in July that you automatically qualify because of state assistance, you will not need to fill out an application.
- **What happens to the money at the end of the year?** The money left in the account will be available for your child to use the next school year.

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

I have read and understand the JCDE Student Handbook.

I have discussed the JCDE Discipline Guidelines with my child.

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Student Name

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Parent/Guardian Signature

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Date