

**WILLIAM TELL ELEMENTARY HANDBOOK:**  
**SCHOOL YEAR 2022-2023**

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Dear Parents and Students,

Our faculty and staff would like to welcome you to the 2022-2023 school year. By working together, we can make the learning environment at William Tell Elementary the best it can be for our children.

Throughout this school year, you will hear a lot of information about William Tell Elementary having **C.L.A.S.S....**

- C = Collaborative Workers**  
by developing trust and respect
- L = Lifelong Learners**  
by making real world connections to the State Standards
- A = Active Thinkers**  
by creating meaningful experiences
- S = Successful Producers**  
by constantly assessing the use of essential skills for life
- S = Society Contributors**  
by being productive citizens

We believe that you have  
**C.L.A.S.S.**

"**Connecting Learning Assures Successful Students**"  
when you have **high expectations** for students and teachers.

Communication between school and home is essential if we are to be successful. We ask for your support as we work together as a team to meet your child's academic, social, and emotional needs. Feel free to call the school anytime you have a question and/or concern involving your child. Conferences can be easily established by a call to the office.

Our school policy requires that a student's parent or legal guardian acknowledge that they have reviewed and discussed the school handbook with their child. This handbook has been put together by the school staff to help you better understand the policies of our school. Please go to Harmony and check off the applicable forms.

### **LIFE GOALS:**

Do the right thing! Treat people right!

### **LIFELONG GUIDELINES:**

Be Truthful; Be Trustworthy; Active Listening; No Putdowns; Personal Best

### **LIFESKILLS:**

Respect Manners; Common Sense; Initiative; Empathy; Self-Control; Caring; Organization; Kindness; Grateful; Responsibility; Cooperation; Flexibility; Patience; Friendship; Effort; Resourcefulness; Problem Solving; Perseverance; Integrity

## **VISION STATEMENT**

We believe that all students deserve both a physically and emotionally safe environment. We believe that all students deserve limitless curriculum opportunities that challenge them regardless of their ability level. We believe that all students deserve nurturing and supportive adults with whom they can interact. We believe that all students deserve to experience success daily.

## **I. GENERAL INFORMATION**

### **Trauma-Informed School:**

Many students have had traumatic experiences. Trauma can impact learning, behavior, and relationships at school. Trauma sensitive schools help children feel safe to learn. Trauma sensitivity requires a whole-school effort, to which the Tell City-Troy Township School Corporation is committed.

### **School Safety:**

Tell City-Troy Township Schools and the Tell City Police Department are partners in the educational development of all students. A police officer designated as the School Resource Officer (SRO) promotes positive relationships with students. In addition, this officer assists with educational programs as appropriate. School personnel look to the SRO to also interact with students in an advisory/educational capacity in the most problematic-type situations. To reach this person, parents may call the office at William Tell Elementary.

One of Tell City-Troy Township School Corporation's top priorities has been and will continue to be student and staff safety. Your school corporation has received one of the highest ratings for safety from the Indiana Department of Education and we will continue to add procedures to ensure the safety and wellness of students and staff. William Tell Elementary has received two handheld metal detectors that can be used to further our efforts to protect our students and staff. The handheld metal detectors can be used on school property, on buses/vehicles owned by or contracted for Tell City-Troy Township School Corporation, and at school activities off-site randomly or given that administration has reasonable suspicion. All persons entering Corporation buildings, boarding or riding Corporation buses/vehicles owned by or contracted, for the Corporation, entering Corporation property, attending events on Corporation property, and/or attending school activities off-site are subject to search.

### **Marksmen Matters Parent Advisory Committee:**

An excellent way to be involved in your child's school year activities is to be an active volunteer. This advisory board does a great deal to help with the decision-making that enables our students to have memorable elementary school years. We encourage you to participate or contact these members. Meetings are held on Thursday of every month of the school year at 11:30 A.M. in the school library except August and January. You are always welcome to attend. Virtual participation option will continue.

### **Parent Volunteers:**

Parents and grandparents are an integral part of a child's life. As such, they are encouraged to become involved in the school program. There are a variety of ways parents and grandparents can participate. Volunteers are needed in the library and classrooms. Also, parents with special interests or abilities in an area can contact their child's teacher to volunteer supplemental classroom help. Those interested in volunteering time should contact the school office at 812-547-9727 or complete the form that will be sent home.

### **Textbook Rental Fees:**

All book rental fees are to be paid in full for the entire year at the beginning of the school year. Parents may apply for textbook assistance. Items lost (textbooks or library books) are the responsibility of the student in whose name the items are issued. If the books cannot be located, or if they are marked in, torn-up and not cared for properly, the student is responsible for paying to replace these items.

### **Transfers/Withdrawals:**

When a child is moving from the Tell City-Troy Township School district, we ask that parents/guardians notify the school office at least three days in advance. If you move to a new address the office and the child's teacher should be notified of the new address.

### **Accidents and Illness:**

Minor injuries **acquired at school** may be cared for by general first aid at school. If any question exists as to the severity of the injury, it is the policy of the school to contact the parents and arrange for the child to be taken home for care. In case of illness at school, the pupil will be

examined by school personnel. All students must have emergency information on file with at least four (4) working numbers of people we may contact. By signing the emergency information you authorize emergency treatment of your child if you or the persons named on your information cannot be contacted. If parent and/or emergency contacts are unable to come to school to make a determination of a student's status, the school nurse, principal and/or designee will call the Perry County EMS if deemed necessary, for the transportation of the student to a Perry County medical facility for evaluation and treatment. Please make sure your child's emergency information is up to date.

All children are to remain at home (unless they have a doctor's statement) until they have been without a fever, vomiting, and/or diarrhea without the aid of medication. The student should also be feeling much better and able to resume school activities.

### **Homework Policy:**

When you wish to obtain homework for an ill child, please call the school office before 9:00 A.M. Please state the child's name, grade, and homeroom teacher. Assignments will be available after 2:30 P.M. If you are requesting that another child pick up the homework, be sure the other child has been notified. Homework is an out-of-school assignment that contributes to the educational process of the student. Homework shall be viewed as an extension of class work and related to the objective of the curriculum.

### **Pesticides:**

District policies on pesticides can be found on the corporation website at [www.tellcity.k12.in.us](http://www.tellcity.k12.in.us) under District Policies.

## **II. SCHOOL DAY INFORMATION**

### **Pre-School:**

There is a morning session that begins at 8:00 A.M. and ends at 11:00 A.M. The afternoon session runs from 11:45 A.M. to 2:45 P.M. In case of a 2 hour delay there will be NO AM Pre-School.

### **Grades Kindergarten – 6th:**

Students should arrive at school between 7:30 and 7:50 A.M. A 7:50 A.M. bell dismisses children from the Café and the gym to the classroom. A warning bell will ring at 7:55 A.M. Students will be dismissed at 2:45 P.M. Please notify the teacher if your child is not going to ride the bus home.

### **Attendance Policy:**

Irregular school attendance hinders the student's progress and minimizes the benefit of the total school experience. Your child should come to school each day they are healthy. Children must be fever-free for 24 hours without the aid of medication prior to returning to school. Children who are ill should not be in school since this may further impair their own health and may result in other children being exposed to communicable diseases.

### **Valid reasons for school absence:**

- Personal illness.
- Death in the family.
- Exposure to contagious disease, such as COVID-19
- Medical appointments.
- Prearranged absence approved by the Principal. In the case of extended absence, teachers should be given one week's notice for homework requests.

If a child is absent, parents must call the school office before 9:00 A.M. If we do not receive your call, we will call you. We want to be sure your child is safe and at home with your knowledge. Parents must call in or students must present a written excuse to their classroom teacher upon returning to school after each absence. All notes from home should include the child's name, the date of absence, reason for absence, and the parent's signature. The office will keep all written excuses in the student's daily record.

Students who are absent from school due to illness on the day of a scheduled extra-curricular school activity will not be permitted to attend the school function.

### **Excessive Absenteeism:**

Punctual and regular school attendance is important to each child's educational well being. Absenteeism is one of the greatest causes of poor work habits and failure in school. Please get a doctor's statement when applicable. Absences will be considered unexcused until verbal or written communication is made with the school. In most instances all school work missed during an absence must be turned in within 2 school days.

Parents will receive letters concerning absenteeism as follows:

- After 10 undocumented absences, a letter will be sent by the Principal of William Tell Elementary. Call or send a note/email for each absence.
- The Indiana Department of Education recommends referral to the Perry County Truancy Court after 18 days of absences for any reason. The parent may be required to attend a hearing before the Judge to explain why the child has not regularly attended school.

### **Tardies:**

Being on time to school is important. It is a good habit we want our students to have. A warning bell will sound at 7:55 A.M. Students must be in their seats and prepared for class by the 8:00 A.M. bell.

Anyone arriving after the 8:00 A.M. bell should report to the office with a parent or a signed note explaining why they are late. Students who are late to class will be issued an A.M. tardy.

If students must leave school during the day, they must bring a note to the teacher upon arrival at school. The note should state why they need to leave. Parents must present a photo ID and sign out their child in the office before leaving. If a child leaves school before 1:45 P.M. it will be counted as a P.M. tardy.

### **Changes in Daily Schedules:**

From time to time parents must inform children of a different procedure to follow in the afternoons when leaving school. Please join us in our efforts to transport all students home safely and keep these changes to a minimum. We, the school personnel, are requesting that parents wishing to make a change from the normal routine **WRITE A NOTE IN THE MORNING INDICATING THE CHANGE TO BE MADE.**

**EMERGENCY TRANSPORTATION CHANGES SHOULD BE EMAILED TO THE FOLLOWING ADDRESS BY 2:00 P.M.:**  
[transportation@tellcity.k12.in.us](mailto:transportation@tellcity.k12.in.us)

Please refrain from calling the office with last minute changes unless it becomes an emergency situation.

### **Drop Off and Pick-Up of Students:**

If it is raining at dismissal, students will stand outside under the awning. Only on extreme cold days will students be dismissed from inside the gym.

**Back of Building in the A.M.:** Students being dropped off should exit car on passenger side and utilize the entire front sidewalk. No drop off in Kindergarten lot except for a student who needs assistance.

**Back of Building in the P.M.:** No pick-up in the office unless checking out early.

### **Release of Students During School Hours:**

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. When students must leave school early due to illness, they too must be signed out in the office.

Safety measures are in place so that a student will never be released to an unidentified person. Any person who may pick up your child from school must be listed in the office. It is very important that the information is current. Please update this annually. A convenient time to do this is when you come in to pay book rental. In extraordinary circumstances, a note identifying another person, not on the emergency list, will be honored if signed by the parent. The child will be asked to identify the person in this instance.

**School Closing Information:**

If Tell City-Troy Township Schools are closed, it will be announced on WTCJ 1230 AM, WKCM 105.7 FM, WLME 102.9 FM, or WBKR 92.5 FM radio stations. Some area T.V. stations will also carry this information.

In case of early dismissal due to snow or ice, please tell your child what to do if school is closed early. Each student will receive a paper from his/her homeroom teacher for you to fill out and return with information for early dismissal.

**Visitations:**

Visitation will be based on recommendations from the Perry County Health Department.

**III. STUDENT POLICIES**

**Behavior/Discipline:**

Maintaining discipline is an important aspect of a successful school. Developing respect for others (students, teachers, and other adults) is our primary goal in the area of discipline. It is essential that students discuss proper behavior with their teachers and parents. It is also important to the children for parents to support the school and its discipline policy.

**Rules of Behavior:**

- Students are expected to abide by school and classroom procedures.
- Address all staff members and classmates in a respectful manner, avoiding profanity and disrespectful language.
- Walk on sidewalks at all times.
- For the safety of all concerned, bikes must stay on designated routes.
- Remove your hat upon entering the building.
- Refrain from chewing gum, screaming, running in the building, playing in the restrooms, fighting and/or rough play.
- A student may not knowingly possess, use, transmit, or be under the influence of any illegal drug, alcoholic beverage, or intoxicant of any kind. (Indiana Code 35-48-4-4.5) A student may expect to be expelled for a violation of this rule.
- It is a violation of Indiana Code 35-46-1-10.5 for a person under the age of 21 to purchase tobacco or to accept tobacco for personal use. Students can expect to be suspended or expelled based on individual circumstances.
- Students are not permitted to use pens for any school related assignment. Pens or markers are not permitted at school unless it is cleared by a teacher or administrator.
- No weapons of any kind (real or play).
- Bullying is prohibited and defined as follows:  
 “Overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” (Indiana Code 20-33-8-0.2)

**(See Bullying Consequences on Page 10)**

Consequences may include, but are not limited to:

- Reprimand
- Counseling
- Forfeiture of recess
- Conferences
- Detention
- Conduct cuts
- Suspension
- Time Out Room
- Assigning additional work
- Disciplinary probation
- Written report on behavior
- Rearranging class schedules
- Restriction or denial of extracurricular activities
- Requiring students to remain in school after regular hours

Suspension or expulsion may also be used with the principal filing charges according to Indiana Code 20-8.1-5-6 and Indiana Code 20-8.1-5-8.

The items on this page are not intended to be an all inclusive list. Schools reserve the right to address any other forms of misconduct not listed and to apply any reasonable penalty in response to such misconduct. It is in your child's best interest that we work together regarding his/her education.

The majority of William Tell students are very well behaved. However, there are times when it is necessary for school officials to make a decision concerning the acceptability of students' behavior. These decisions must be based on the welfare of the total school community and how the behavior will affect the learning environment. Any corrective measure used must be in accordance with the laws of the State of Indiana and the policies of the Tell City-Troy Township School Corporation.

**Sexual Harassment:**

Sexual Harassment is a violation of *Title VII of the Civil Rights Act*. Sexual harassment—defined as any sexual attention that is unwanted or not freely and mutually agreeable to both parties—will not be tolerated in the Tell City-Troy Township School Corporation.

The following evidence assists in determining the extent to which sexual harassment has occurred: 1) Severity of the conduct, 2) Number and frequency of encounters, and 3) Apparent intent of the harasser. Suspension or expulsion may be a direct result of incidents of sexual harassment.

**Tell City-Troy Township School Corporation**

**Student Transportation Rules:**

School bus drivers are to have control of all school children who are transported. The drivers should expect complete cooperation from students and school officials in his/her efforts to maintain good order. The driver shall treat all children in a civil manner, see that no child is imposed upon or mistreated, and will report misconduct cases or the violation of any involved. The driver shall use every care for the safety of the children under his/her charge and will keep his/her vehicle clean and in top performance.

- Conduct yourself at all times in such a manner that would bring credit to yourself and upon your school.
- Be on time at the designated school bus stop or pick-up point. The driver does not have to wait beyond the established time schedule for the bus.
- Stay off the road at all times while waiting for the bus and do not move toward the bus until it has been brought to a complete stop and the driver motions for you to board.
- Be seated upon loading the bus and remain seated while the bus is in motion. Keep faced towards the front of the bus and your feet out of the aisles.
- Large or heavy objects can be carried on the bus only with the permission of the driver.
- Head, arms, and hands will not be allowed to protrude from the windows. Windows and doors will not be opened or closed by students except by permission of the driver. Nothing is to be thrown out of the bus windows.
- Keep the bus sanitary. Food, candy, and beverages will not be consumed on the bus unless the driver approved; possession/use of tobacco products will not be permitted.
- Loud talking is to be avoided so that the driver can give full attention to his tasks. Be courteous and thoughtful to fellow passengers. Keep absolutely quiet when approaching a railroad crossing so the driver can listen for a train.
- While on the bus, students are in the driver's charge. Obey him/her promptly and cheerfully. Misconduct on a bus will be regarded in the same manner as misconduct in a classroom. School officials may deny the privilege of riding a school bus to any student who refuses to conduct himself or herself properly.
- When it is necessary to cross a road after getting off the bus, walk at least ten feet in front of the bus, crossing only after looking to be sure that no traffic is approaching from either direction.

### Dress Code:

It is the responsibility of the parents and students to maintain a healthy and respectful-looking appearance while attending school and school activities. Specific regulations of the dress standard include:

- Wearing any form of clothing which is indecent, too short, torn or ripped, too transparent, too revealing, vulgar, etc., or displaying/infering offensive or lewd words, sayings, and/or pictures is considered a violation.
- If holes are present, they may not be above the knee.
- Clothing may not display any forms of/or references to alcohol, tobacco products, and/or illegal substances.
- Clothing should not be inadequate or excessive in size. Blouses, shirts and tops must be long enough to cover the midriff at all times. No halter dresses.
- Hair should be clean, neat, and out of the eyes. It is not to be extreme in color or style (except on special designated days).
- Hats and sunglasses are not to be worn in the school building (except on special designated days).
- The wearing or displaying of any gang related article of dress or adornment is not allowed at school or at any school activity (chains, bandanas, etc.).
- If make-up is worn, it should not be extreme in color or be a distraction.
- All shoes should allow for safe play on the playground and in P.E. class. **No open-toe shoes!**
- Piercing rings or studs are permitted in ears only. If placed on any other portion of the body, it must not be present during school hours and/or events.
- Clothing should be appropriate to the weather conditions. We require jackets or sufficient long-sleeved clothing/outerwear to be worn during recess when the temperature is less than 55 degrees. Shorts and/or short-sleeved shirts are not appropriate in these conditions.
- Shorts guide: A general guide is fingertip length. (Refer to first bullet.)

Appearance must not be considered a disruption to the educational process, cause a distraction, or interfere with school purpose. **The administration reserves the right to determine what is considered inappropriate or disruptive to the educational process.**

If the administration finds that the school dress code is in violation, parents will be contacted and the student will be removed from the classroom until the dress is appropriate.

### Technology:

#### William Tell Elementary Computer Discipline Code:

The Tell City-Troy Township School Corporation is pleased to offer its student's access to the Internet.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well.

Even should the Corporation institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Corporation's acceptable use policy.

That notwithstanding, the Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Toward that end, the Tell City-Troy Township School Corporation makes the Corporation's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the

option of requesting for their minor children alternative activities not requiring Internet use.

Depending on the offense, we reserve the right to skip to higher levels of punishment. Listed on the following page is information from the Tell City-Troy Township Policy on Corporation-Provided Access to Electronic Information, Services, and Networks.

The following uses of school-provided Internet access (monitored daily) are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to transmit obscene, abusive, or sexually explicit language;
- to vandalize, damage, or disable the property or another individual or organization;
- to violate any local, state, or federal statute;
- to access another individual's materials, information, or files without permission; and
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

<u>OFFENSE</u>	<u>PENALTY</u>
1st offense	Three week suspension of use (except mandated curriculum-based lessons)
2nd offense	Suspension of use for remainder of year
3rd offense	Permanent suspension of use

### Personal Items:

There is no safeguard for keeping such items. The school **WILL NOT BE RESPONSIBLE** for personal items brought to school. If balls are brought to school, the student is responsible for the ball. Otherwise no toys are to be brought to school, including items for trade.

No deliveries of flowers, balloons, etc. to students, please. For safety reasons, these items will not be allowed on the buses.

**Also, invitations to birthday parties should not be distributed at school unless each child in a classroom receives one.**

### Personal Technology Devices:

When personal technology devices are brought to school, the school is **NOT** responsible for lost, stolen, or damaged items. Cell phones must be kept off and in backpacks. The personal technology devices will be used at the teachers' discretion. Any form of harassment via email, telephone, cellular device or paging, whether through language, symbols, or photographs is not acceptable at school. Any unauthorized use of forging of information via computer or electronic devices is not acceptable at school.

Any student found in violation of this policy will be subject to the student code of conduct up to and including expulsion from school.

### Bicycles:

Students may ride bicycles to school. They should be stored in the bike rack in the designated area. Bikes must be walked when on school grounds.

### Classroom Parties:

The Tell City-Troy Township School Corporation Wellness Policy, recommended by the USDA and the Indiana Department of Education, is to promote the health and well-being of our students. Birthday parties and classroom parties will be limited to non-food items. This will also benefit those with allergies and medical conditions.

### Physical Education Classes:

Students participate in physical education twice throughout the week. Please be aware of the following guidelines for these classes:

- For your child's safety, tennis shoes **MUST** be worn on P.E. days! No flip flops, high heels, sandals, hiking boots, dress shoes, Crocs etc.
- A doctor's excuse is needed for an extended illness or injury in order for your child NOT to participate in physical education class. In addition, a doctor's excuse is needed for a student to resume physical education classes.
- A note from a parent requesting a student to sit out of P.E. class may be accepted for 1 day only if a student has been absent from school the day before due to illness. An exception may be made if the teacher or nurse feels that a student is too ill to participate.

- The child will also sit out at recess.
- Time does not permit us to allow a child to change clothing for any physical education class.

**Recess:**

It is important that young children get exercise and fresh air during a school day and every effort will be made to get the children outside whenever possible. The principal and teachers make these decisions recognizing the physical welfare of the children.

It is also necessary that parents send their children appropriately dressed to go outside for recess.

On days when weather is questionable, recesses are sometimes shortened, still allowing for fresh air and exercise. When making these decisions, the principal or staff member takes into consideration the following: wind, temperature, moisture, and playground conditions.

Regarding outdoor activity at WTE, inherently cold weather does not cause illness. If weather conditions are such that moisture associated with winds occurs, teachers/administrators may make decisions of staying in with temperatures in the 32 degree F. range (freezing). Likewise, outside activities may need to be curtailed with temperatures greater than 95 degrees F. associated with high humidity.

**If there are special circumstances of which we should be aware, communication must be established by the parent with the school nurse.**

**Media:**

If you prefer that your child's picture NOT be used in the newspaper, on class newsletters, on the school web page, or in other forms of media, we ask that you please put your request in writing. This request should be sent to the classroom teacher. At times movie clips or entire movies can be shown that are carefully chosen to enhance the curriculum. These could have a PG rating. If you have any concerns about this, please contact your child's teacher to make him/her aware.

**Walking to School:**

Children are reminded that if they walk to school they should walk on the side walk.

**Lost and Found:**

The lost and found box is located in the cafeteria. Students should have all of their items well marked for identification purposes. At the end of each nine weeks, items left will be donated to a local agency.

**IV. NURSE INFORMATION**

**Health Services:**

The school nurse provides many services to our school. A nurse is available daily at William Tell Elementary School. Students should only be sent to the nurse's office by their homeroom teacher, unless they are obviously ill or injured.

The school nurse provides support for many health programs/services: hearing and vision screening; measuring height and weight; special health needs services; assistance for injured/ill students/staff; keeps track of and distributes medicines; provides current, updated state standards, procedures, and policies for the school. She may also provide information that can be used in the classrooms and/or at home.

I understand that my child may have his or her hearing and vision checked at any time if the school nurse or staff feels necessary. I understand I will be notified only of abnormal findings.

The nurse's office at school is not a primary care facility. The nurse by law is not allowed to make a diagnosis, prescribe treatment, or administer prescription medication without a doctor's order.

First aid and medical care provided by the school nurse are primarily for illnesses or injuries that occur during the school day.

**Medication:**

You must comply with the following rules if you wish medication to be administered to your child at school. This does include cough drops.

- Send the medication to school in the original container. We are required to know about each medication before giving it to a student. Prescription medication must be sent with prescription label from the Pharmacy.
- A note requesting school personnel administer the medication to your child must be sent to school. This note must be signed by the parent or guardian.
- Cough drops will be kept on the teacher's desk and will be given for excessive coughing. Students are allowed three (3) cough drops per day. No cough drops will be allowed during recess, gym class, or any physical activities.
- Medication will be given if it specifies times that fall during school or if it is given four (4) or more times a day. Medication given only 3 times a day should be given at home. It can be given before school, when the student arrives home from school, and at bedtime.
- Controlled medication such as Adderall, Ritalin, ect. will be counted upon arrival to the nurse. No medication will be given back to the parent/guardian once received by the nurse. This means parents should count medication carefully and only send the amount the school will need. Controlled medication must be kept in a current prescription bottle issued by the pharmacy. Please ask your pharmacist for a duplicate Prescription bottle for school use when getting medication filled.
- Aspirin, aspirin containing medication, and herbal medication will not be administered by school personnel without a prescription due to the risks of Reye's Syndrome and/or lack of FDA Approval.
- If your child is prescribed an inhaler to carry to and from school, we must have a physician's statement on file in the health office every year. Please ask your physician's office to show your child how to self-administer their inhaler.
- Over-the-counter and prescription medications are not kept in the health office over the summer. Medications must be picked up by a responsible adult no later than the last day of school or they will be discarded by the nurse. The school will not send medications home with students.

**If school is delayed for any reason, A.M. medications will not be administered by the school nurse. In this event, please give your child their medication as scheduled at home.**

The following is a **sample** of the note that needs to be turned in to the school office if your child is to be given medication by school personnel during school hours. A new permission slip has to accompany each new medication the student is to be given at school. A new permission slip must be sent if the dosage of the current medicine changes.

I request that William Tell Elementary staff members administer medication to my child during school hours in accordance with the instructions I have written below:

Date: \_\_\_\_\_

Child's name: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Purpose of medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Time or times to be administered: \_\_\_\_\_

Termination date for administering medication: \_\_\_\_\_

Unusual side effects to watch for: \_\_\_\_\_

Any special instructions: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

**V. ACADEMIC POLICIES**

**Standards-Based Reporting:**

Report cards will be given each nine weeks. Ratings are available online through Harmony Family Access. If you are concerned with something when you see these reports, do not hesitate to set up a conference with the teacher.

## **Standards-Based Reporting Scale:**

Four levels of progress are noted on the report cards using a numeric marking system (4,3,2,1). A descriptor for each score is provided below:

4

### **Exceeding Grade-Level Standard:**

Student consistently demonstrates an understanding above and beyond what is expected at this grade level and requires differentiated instruction

3

### **Meeting Grade-Level Standard:**

Student consistently demonstrates mastery of the knowledge and skills expected at this grade level

2

### **Progressing Towards Grade-Level Standard:**

Student is adequately progressing toward mastery of the knowledge and skills expected at this grade level

1

### **Does Not Meet Grade-Level Standard:**

Student is not yet demonstrating an understanding of the knowledge and skills expected at this grade level and requires differentiated instruction

### **Awards:**

There will be classroom and/or grade-level awards each 9 weeks given for core subject areas (Reading, Math, Social Studies, Science) as well as co-curricular areas (PE, Music, Art, Technology).

Criteria for the awards may include: mastery of subject matter, improvement/engagement/interest in subject matter, and application of the lifeskills needed to be good citizens (responsibility, initiative, problem solving, courage, etc.)

### **Extra-Curricular Activities:**

A student is expected to put forth equal or higher effort in the classroom as he/she would in an extra-curricular activity. When the teacher notes a 1 in the section "Student Responsibilities" on a report card or progress report, communication will be made with the parent/guardian and coach. A 1 would require a meeting for the development of an improvement plan. Failure to comply with the improvement plan can exclude participation until improvement plan goals are met.

### **Retentions:**

Retention will be handled on an individual basis. Teachers will communicate with parents throughout the year as to their child's progress. All efforts will be made to work with parents in making decisions in regard to retention. The building administration or case conference committee will make the final decision.

### **6<sup>th</sup> Grade Band:**

6<sup>th</sup> Grade Band is considered a year long class. Any exceptions must have the mutual approval of the principal, teacher, student and parent and can only occur between semesters.

## **VI. FOOD SERVICES**

### **Breakfast Program:**

Daily serving begins at 7:30 A.M. and continues until 7:55 A.M. Students may pay daily or through money already in their account. Breakfast prices are as follows: paid \$1.60 and reduced \$.30. If school is delayed for any reason, breakfast will not be served to the students.

### **Lunch Program:**

Our lunch policy is set up as follows:

- All students will be given an "account" and a PIN number (personal identification number) in the cafeteria. Parents may put money into this account for their child to purchase meals. When the account gets low on money, a note will be sent to the parent. Lunch prices are as follows: paid \$2.85 and reduced \$.40. Students eligible for free meals will also have a PIN number even though no money is needed in the account.
- Students with negative lunch accounts cannot buy "extra" items.
- Students who bring their lunches to school each day should store them on the cafeteria table. Size of lunch boxes should not exceed 9"x7 1/2" as we do not have space to house large containers. Soft drinks and glass containers will not be allowed. A doctor's excuse will be required if a child must substitute juice for milk. Food from fast food restaurants is not allowed for your child.

## **VII. SPECIAL PROGRAMS & SERVICES**

### **Child Protection:**

By state law, school personnel are required to report any suspected cases of child abuse or neglect.

### **Community Agencies:**

- **PERRY COUNTY MEMORIAL HOSPITAL**  
812-547-7011  
Immunization clinics to insured individuals
- **PERRY COUNTY HEALTH DEPARTMENT**  
812-547-2746  
Free immunization clinics; free anonymous, confidential HIV/AIDS counseling and testing
- **LIFE SPRING HEALTH SYSTEMS**  
812-547-7905 Perry County
- **TROY TWP. TRUSTEE**  
812-547-3001
- **DIVISION OF FAMILY RESOURCES**  
800-403-0864  
Medicaid and Aids for Dependent Children; Food Stamps
- **PERRY COUNTY COUNCIL OF AGENCIES**  
812-547-7780
- **LINCOLN HILLS DEVELOPMENT CORP.**  
812-547-3435

### **School Services:**

The elementary school services department is designed to foster growth in areas of self-esteem, problem solving, classroom behavior, and interpersonal relationships. The program will allow children to try reaching their full potential academically.

Some of the services of the program are:

- Availability for immediate problems.
- Group counseling to help children deal with specific issues.
- Individual sessions to help children adjust.
- Classroom lessons to help children learn how to get along with others.
- Groups for parents to share and learn ways to communicate with their children.

### **High Ability Program:**

The EXCEL Program is a K-12 program that addresses higher levels of thinking and creativity across the curriculum. A wealth of resources provides teachers with the tools to empower the students to research and create innovative products.

At the elementary level, cluster grouping is utilized in Grades 3, 4, 5, and 6. Up to 10% of the students are grouped within an otherwise heterogeneous classroom. The teacher, who has been trained in cluster grouping, provides challenging materials and emphasizes the following: accelerated instruction, research products, and novels.

Both parents and teachers are given an opportunity to recommend children to be tested for high ability placement.

### **Special Needs:**

State guidelines determine eligibility for students once they are tested by the Dubois-Spencer-Perry Exceptional Children's Co-Op. Parents who think their pre-school aged child may qualify for special services should contact the Dubois-Spencer-Perry Exceptional Children's Co-op at (812) 482-6661.

Pre-school services are available. School-aged students are referred to the Student Assistance Team (SAT). This council consists of a group of teachers who recommend a variety of accommodations for a student who is having difficulties. The child's progress is then monitored over a period of time.

If progress is not satisfactory, then further recommendations are made. An evaluation may be done at this time with parental consent.

Section 504 of the Rehabilitation Act of 1973 was enacted to eliminate discrimination on the basis of disabilities in any program or activity receiving federal assistance.

In understanding Section 504, it is important to remember some key definitions:

**An individual with disabilities is one who:**

- has a physical or mental impairment which substantially limits one or more major life activities; or
- has a record of such impairment; or
- is regarded as having such impairment.

If you believe your child fits these qualifications and is not receiving appropriate services, please contact the principal.

### **Speech/Hearing Program:**

The speech/language pathologist provides services to:

- Children with speech disorders (articulation, language, voice and fluency problems).
- Children with hearing disorders.
- Children who are intellectually impaired.
- Children with autism.
- Children with cerebral palsy.
- Children with cleft palates.
- Children with any other disabilities that may affect their speech/language/hearing abilities.

Services also provided include: identifying children with hearing/communicating problems by screening and/or referral; and periodic reassessment/evaluation of children's progress in achieving goals and objectives.

### **Privacy Information:**

The Family Educational Rights and Privacy Act of 1974 (as amended on December 19, 1974) provide certain safeguards to the privacy of our patrons and students. Parents have certain rights under this act until such time as their student is 18 years of age or is enrolled in a post-high school institution, after which the student may exercise those rights.

Although, school policies may be promulgated to establish procedure, generally speaking, the parents have the right to examine their children's record and request corrections if records are "inaccurate, misleading or otherwise in violation of the privacy or other rights of students". If there is a disagreement on this matter between the parents and the school, parents may request and receive an informal hearing. Even if the results of the hearing support the school, parents may place additional comments or a dissenting opinion in their child's permanent record.

Certain "directory information", including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information, may be released without parental consent unless the parents notify the school district by October 1 of the current school year that they do not want certain designated directory information released without prior consent.

### **Wellness Program:**

As required by law, the Board of Education establishes the following wellness policy for the Tell City-Troy Township School Corp.

William Tell Elementary recognizes that good nutrition and regular physical activity affect the health and well-being of the students of this Corporation. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the development process by which students establish their health and nutrition habits, and promoting increased physical activity both in and out of school.

William Tell Elementary, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the school alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

### **On-Target:**

On-Target is William Tell Elementary's after-school program offered from 2:45-6:00 P.M. on school days. The program is free due to a federal 21st Century Community Learning Center grant. A registration form must be completed and on file. An after school snack is provided, followed by numerous opportunities for tutoring, homework help, STEM activities, recreation, etc.

## **VIII. TITLE I**

Title I is a federally funded program which provides assistance to the students most in need in the areas of Reading and/or Math. William Tell Elementary is a school-wide Title I school. A school-wide program is a comprehensive school reform model. The model is designed to generate high levels of academic achievement in core academic areas for all students, especially those who are not demonstrating proficiency in meeting the state's academic content and achievement standards.

### **Every Student Succeeds Act (ESSA):**

At the beginning of each school year, the school will notify parents of each student attending a Title I school that the parents may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- As a school will provide to each parent:
  - Information on the level of achievement of the parent's child in each of the state and local academic assessments, the State's academic content standards and student achievement standards to improve the achievement of their children.
  - Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher of a core academic subject who is not qualified.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact our office at 812-547-9727.

## **School-Parent Compact**

The school and the parents of the students participating in activities, services, and programs funded by Title I, ESSA, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.



### **School Responsibilities:**

Our school will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables all participating children to meet the State's student academic achievement standards as follows:
  - State standards will be used when developing and implementing lessons.
  - Instruction will include whole group, small group, and individual.
  - Teachers will provide an environment conducive to learning.
  - Help each child reach his/her maximum learning potential with assessment-driven instruction and best practices.
  - Students will be treated fairly.
2. Hold parent-teacher conference during which this compact will be discussed as it relates to the individual child's achievement.
  - Annually in the fall of each year our school will hold Parent/Teacher Conferences.
3. Provide parents with frequent reports on their child's progress.
  - Midterm Progress Reports – 4 weeks into each grading period.
  - Beginning, Middle, and End of the Year DIBELS Reports.
  - ISTEP test results sent home with a letter of explanation.
  - Child's work will be sent home routinely.
  - Parent conferences arranged on an "as needed" basis to inform parents of child's progress.
4. Provide parents reasonable access to staff.
  - Call school for consultation dates and times for after school or before school meetings. All teachers are available before school from 7:45-7:55 and after school from 3:00-3:15 unless another time is agreed upon by the teacher and parent. All visitors should first report to the office. Meetings will be held in the child's classroom unless a different location is agreed upon by the teacher and parent.
  - Call school for available dates and times for in-class observations. Dates and times should be agreed upon by the teacher and parent.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities. Dates, times, and locations are coordinated between the classroom teacher and parent.

### **Parent Responsibilities:**

As a parent or guardian, I will support my child's learning in the following ways:

- Encourage my child to attend school regularly and arrive on time.
- Review my child's homework and make sure it is complete.
- Monitor amount of television my child watches and encourage positive use of his/her extracurricular time.
- Volunteer in my child's school and/or classroom if time or schedule permits.
- Stay informed about my child's education and communicate with the school by promptly reading all notices from school or the school district either received by child or by mail and respond, as appropriate.
- Establish a quiet, well lighted place and time for homework and daily discussions about school work.
- Spend at least 15 minutes each day reading with my child.
- Attend parent-teacher conferences and participate, when appropriate; in decisions relating to the education of your child.

### **Student Responsibilities:**

As a student, I will share the responsibilities to improve my academic achievement in the following ways:

- Do my homework every day and ask for help when I need to.
- Read at least 15 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Pay attention to instruction.
- Attend school every day and on time prepared to work and learn.
- Be respectful to all adults, peers, and school property.
- Try my best at all times to do what is required.

### **Parent Involvement Policy and Procedures:**

#### **I. Purpose**

Education is shared responsibility of students, parents/family, and community. The purpose of this policy is to support parents/guardians in their effort to provide their children with a home/school/community environment that support students to achieve and excel in meeting state and district grade level standards.

#### **II. Scope**

This policy applies to all parents/guardians who have children attending William Tell Elementary School, to administrators, teachers and other support personnel in William Tell Elementary School and the community. This policy specifically addresses the requirements of ESSA.

#### **III. Policy Statement**

1. Parents retain the primary responsibility for the education of their children. They provide the foundation of academic success. This school respects the roles and responsibilities of parents to assure that their children are provided a quality education, and are committed in developing a strong, ongoing partnership with parents to create and strengthen stimulating home, school, and community learning environments. Administrators, teachers, and support staff must create a climate of respect and cooperation with parents that will be evident in all parent, teacher, and staff interactions.

2. On an annual basis, this Parent Involvement Policy will be reviewed and revised as needed by parents of this school.

3. In accordance with ESSA, the school will:

- Convene an annual meeting in September.
  - Explain the requirements and the rights of the parents to be involved.
  - Offer a flexible schedule of meetings, such as meetings in the morning or evening, and provide transportation, child care, or home visits, as such services related to parental involvement.
- Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities.
- Involve parents in an organized, ongoing, and timely way to plan, review, and improve programs such as:
  - Parental Involvement Policy
  - School Improvement Plan which includes Title I activities
- Provide the parent of participating students with:
  - Timely information
  - Description and explanation of curriculum to be used.
  - The forms of academic assessment used to measure student progress.
  - Proficiency levels that students are expected to meet.
  - Opportunities for decision-making related to the education of their children.
  - Provide materials and training on how to improve their child's achievement, such as literacy and math training, as appropriate, to foster parent involvement.
- Educate school staff on how to build interpersonal relationships between home and school.
- Coordinate and integrate, as appropriate, parent involvement with Head Start and public preschool programs.
- Develop appropriate roles for community-based organizations and businesses and encourage partnerships with elementary, middle, and high schools.
- Respond to any parent suggestions in a timely manner.
- Provide a School-Parent-Student Compact which is a written agreement of the expectations of the school, students, and parents in order for student achievement to occur.

**IX. Olweus Bully Prevention Program**  
**William Tell Elementary Bullying Consequences**

Type of Bullying	Behavior Exhibited	Disciplinary Response
<p style="text-align: center;"><b><u>Level 0:</u></b> Incident</p>	<p>The 1<sup>st</sup> occurrence of any bullying-type behavior. There is no previous behavior of this type. This is not BULLYING at this point.</p>	<ul style="list-style-type: none"> <li>• Verbal or written correction from school.</li> <li>• Harmony Documentation by <b>certified teacher</b></li> </ul>
<p style="text-align: center;"><b><u>Level 1:</u></b> Single incident of suspected bullying (spoken, written, electronic communication, physical acts without injury)</p>	<p>Name calling, threatening, derogatory, malicious comments, tripping, pushing, shoving, horseplay</p>	<ul style="list-style-type: none"> <li>• Verbal or written correction from school personnel</li> <li>• Harmony documentation by teacher or administrator</li> </ul>
<p style="text-align: center;"><b><u>Level 2:</u></b> Repeated incidents (spoken, written, electronic communication, physical acts without injury)</p>	<p>Name calling, threatening, derogatory, malicious comments, tripping, pushing, shoving, horseplay</p>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• Notify concerning staff as needed</li> <li>• School counselor referral (email Harmony entry)</li> <li>• Lunch Detention</li> <li>• Harmony documentation by teacher or administrator</li> </ul>
<p style="text-align: center;"><b><u>Level 3:</u></b> Physical acts of any type where injury occurs and/or continued behavior listed above in Levels 1 &amp; 2</p>	<p>Slapping, punching, hitting, kicking, and/or continued behavior listed above in levels 1 &amp; 2</p>	<ul style="list-style-type: none"> <li>• Notify parents/guardians and arrange conference</li> <li>• School counselor referral (email Harmony entry)</li> <li>• After School Detention</li> <li>• Harmony documentation by teacher or administrator</li> </ul>
<p style="text-align: center;"><b><u>Level 4:</u></b> Continued behaviors of Levels 1-3</p>	<p>Name calling, threatening, derogatory, malicious comments, tripping, pushing, shoving, horseplay, slapping, punching, hitting, kicking, and/or continued behavior listed above in levels 1-3</p>	<ul style="list-style-type: none"> <li>• Notify parents/guardians</li> <li>• School counselor referral (email Harmony entry)</li> <li>• All day ISS</li> <li>• Harmony documentation by teacher or administrator</li> </ul>
<p style="text-align: center;"><b><u>Level 5:</u></b> Physical acts of any type involving a weapon or any instrument that could be used as a weapon</p>	<p>Possession of a weapon or any instrument that could be used as a weapon</p>	<ul style="list-style-type: none"> <li>• Notify parents/guardians and law enforcement</li> <li>• School counselor referral (email Harmony entry)</li> <li>• Out of school suspension with possible recommendation for expulsion</li> <li>• Harmony documentation by teacher or administrator</li> </ul>

# TELL CITY-TROY TOWNSHIP SCHOOL CORPORATION

## 2022-2023 SCHOOL CALENDAR

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### AUGUST

8	MONDAY	First Day for Students
11	THURSDAY	No School
12	FRIDAY	No School

### SEPTEMBER

5	MONDAY	Labor Day (No School)
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### OCTOBER

17-21	MONDAY-FRIDAY	Fall Break (No School)
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### NOVEMBER

23	WEDNESDAY	Happy Thanksgiving (No School) (1 <sup>st</sup> Make-Up Day)
24	THURSDAY	Happy Thanksgiving (No School)
25	FRIDAY	Happy Thanksgiving (No School)

### DECEMBER

21	WEDNESDAY	Last Day of 1 <sup>st</sup> Semester Merry Christmas (Break-No School December 22-January 3)
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## FIRST SEMESTER TOTAL DAYS: 87 STUDENT DAYS

### JANUARY

4	WEDNESDAY	Start of 2 <sup>nd</sup> Semester
16	MONDAY	Martin Luther King Day (No School) (2 <sup>nd</sup> Make-Up Day)

### FEBRUARY

10	FRIDAY	Winter Break (No School) (3 <sup>rd</sup> Make-Up Day)
13	MONDAY	President's Day (No School) (4 <sup>th</sup> Make-Up Day)

### MARCH

20-24	MONDAY-FRIDAY	Spring Break
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### MAY

24	WEDNESDAY	Last Day for Students
25	THURSDAY	Last Day for Teachers (½ Day) (5 <sup>th</sup> Make-Up Day)
26	FRIDAY	Commencement (6 <sup>th</sup> Make-Up Day)

## SECOND SEMESTER TOTAL DAYS: 93 STUDENT DAYS