

# **Student Handbook**

School Year 2024-25



**South Bend Community School Corporation**

737 Beale St.  
South Bend, Indiana 46616

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## **OPT OUTS & ADVANCED NOTIFICATIONS**

*Please send notice in writing or by email to your school's office asking to opt out or receive advanced notifications. You will need to include your name, address, phone number and email address to be added to the opt out or notification registry. We will notify you 48 hours in advance of the application.*

## **OBJECTION TO THE RELEASE OF DIRECTORY INFORMATION**

Please notify your school if you would like your student's information to not be included in print and digital publications, such as yearbooks, athletics rosters, awards lists, or graduation announcements.

## **OBJECTION TO VIDEOTAPING, PHOTOGRAPHY AND INTERVIEWING**

From time to time, the South Bend Community School Corporation ("SBCSC") invites the local broadcast, digital and print media to cover educational or extracurricular activities of a positive nature. Communication specialists representing SBCSC schools also may cover these events for SBCSC publications, websites and social media communication.

If you **do not** provide notice, it will be assumed that you have granted permission for your child to participate in media coverage and corporation publications including websites and social media communication of a positive educational or extracurricular event.

## **ADVANCE NOTIFICATION OF PESTICIDE APPLICATION**

In compliance with Indiana *Rule 16: Pesticide Use at Schools*, parents can request advanced notification of pesticide application in the school.

## **NOTICE OF RESTRICTION TO RELEASE DIRECTORY INFORMATION TO MILITARY REPRESENTATIVES**

A provision in the Elementary and Secondary Education Act of 1965, as reauthorized by the Every Student Succeeds Act of 2015, requires secondary schools to provide students' names, addresses and telephone listings to military recruiters when requested. However, a student or parent may elect to "opt out" so that this information is not released to military recruiters.

## BEFORE AND AFTER-SCHOOL PROGRAMS FOR 2024-25

**Bright Beginnings** and **Kaleidoscope** are self-supported programs funded by parental fees, which are charged weekly. SBCSC provides an in-kind contribution through the provision of school facilities.

### **Bright Beginnings**

Time: 7:00 AM-9:00 AM

Days: Monday-Friday

Location: Clay International Academy

### **Kaleidoscope**

Time: 2:30 PM-6:00 PM

Days: Monday-Friday

Locations: Swanson, Marshall, and Kennedy

Pick-up: Parents/guardians MUST pick up students by 6:00 PM.

Our goal is to create a stable environment that is inviting, comfortable, orderly, and manageable by the children. This includes active play, dramatic play, science, crafts, construction and other developmentally appropriate activities.

Bright Beginnings and Kaleidoscope are in session if/when school is in session. They are not available on 2-hour delay days or school holidays.

More information is available by contacting Angela Payne, After School Program Coordinator at [apayne2@sb.school](mailto:apayne2@sb.school) or 574-393-6054.

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### **Boys & Girls Club**

Additional after-school programs hosted by the Boys and Girls Club of St. Joseph County are available at additional South Bend Schools.

The Boys and Girls Club may be reached at 574-232-2048. Current host schools for the Boys and Girls Club include Coquillard, Darden, Harrison, Lincoln, Madison, Marquette, Monroe, Muessel, Nuner, and Wilson.

## BREAKFAST & LUNCH PROGRAM

The South Bend Community School Corporation (SBCSC) is excited to announce that all students, regardless of income, will receive free breakfast and lunch for the 2024-25 school year.

For this school year, all SBCSC students will receive one complete breakfast and one complete lunch per school day at no charge. Families do not need to take any additional steps—every student is automatically eligible to participate.

## **NON-DISCRIMINATION COMPLIANCE**

It is the policy of the South Bend Community School Corporation not to discriminate on the basis of religion, race, color, national origin, sex, disability, age, genetic information, sexual orientation, or gender identity in its programs, activities, or employment. Further, it is the policy of the School Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, sexual orientation, gender identity, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. It is also the policy of the School Corporation to provide equal access to the Boy Scouts of America and other designated youth groups. For more information and compliance officers, visit:



## **STUDENT HEALTH & WELLNESS**

### **Required and Recommended School Immunizations Indiana 2024-2025**



### **Meningococcal Disease**

Indiana law requires schools to annually provide information to students and parents or guardians of students regarding meningococcal disease and its vaccines. Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person.

Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about

## TRANSPORTATION GUIDELINES

Free bus transportation is a privilege extended to some parts of each school district. "Walk areas" are established for each school. School board policy states that transportation is not provided for those areas within a one-half-mile radius of a primary center (including kindergarten), a one-mile radius of an intermediate center, and a 1.5-mile radius of a high school. Kindergarten transportation is provided both ways for students in the "ride" areas of an assigned traditional or alternative school.

Your child will be picked up at the assigned pickup stop and dropped off at school, and vice versa. Bus drivers do not allow the students to get off at a stop other than their own except by written note from the parent to the principal. Only children enrolled in South Bend Community School Corporation may be transported on a school bus. If your student has some specific medical problem (asthma, epilepsy, etc.), please be sure that the bus driver is made aware of that problem. Parents are not permitted to ride a school bus unless they are acting as chaperones for a field trip and have been requested to do so by the school.

Students are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation.

*LEGAL REFERENCE I.C. 20-27-10-2*

### Bus Rules

1. Follow the bus driver's directions at all times.
2. Get on the bus quickly and take your assigned seat.
3. Remain seated, facing forward.
4. Keep your feet out of the aisle.
5. Keep your hands, feet, books, pencils, etc. to yourself.
6. Talk in a quiet voice.
7. No eating or drinking on the bus.
8. Remain seated upon arrival at school.
9. Do not cross the white line at the front of the bus while the bus is in motion.

*LEGAL REFERENCE I.C. 9-21-12-16*

### Consequences

1. Misbehavior will result in a bus discipline conduct report.
2. If a student is suspended from the bus, the student may not ride any SBCSC bus.
3. Serious incidents may result in immediate suspension. To reinstate bus privileges, parents may be required to attend a conference with their child's principal. In some cases, parents may be required to ride the bus with their child.

### Other transportation guidelines:

- Be at your assigned bus stop five minutes prior to the scheduled arrival time of the bus.
- While waiting at the bus stop, stay back from the roadway and refrain from horseplay.
- Only ride your assigned bus.
- Wait until the bus is completely stopped with the stop arm extended before crossing the street, and cross at least ten feet in front of the school bus.
- Do not write on bus seats, floors, or walls, or poke holes in seats. Students will be held responsible for vandalism, and parents may be billed for damages caused to the school bus.

## SCHOOL SAFETY

One of our highest priorities at the South Bend Community School Corporation is the safety of our students and faculty. We have taken the necessary steps to make each of our facilities safe. We are devoted to keeping our schools and our students protected. The SBCSC will continue to participate in the St. Joseph County Safe Schools Task Force, a coalition of 13 school systems.

### Safety Measures:

- All school entrances are locked. Access is limited through camera entry security systems and/or other means.
- Closed student lunches at all schools.
- Locker and vehicle searches are conducted in collaboration with the South Bend and St. Joseph County Police Departments.
- Student photo ID cards issued to all high school and intermediate students.
- Photo ID cards issued to all SBCSC faculty and staff.
- QuickTip is to report to school personnel incidents of bullying, fighting, threats, weapons, drugs, alcohol, theft, cyberbullying, and gangs. Anyone can report anonymously if they wish via QuickTip, available on all school websites.
- A full-time security officer is stationed at each high school and intermediate center.
- A police officer (“School Resource Officer” or “SRO”) is assigned to each high school and most intermediate centers.
- All inside and outside entry/exit points at all schools are systematically numbered to aid emergency response personnel.

## STUDENT EXPECTATIONS



## SBCSC POLICIES



## **FERPA NOTICE TO PARENTS AND STUDENTS ON THEIR RIGHTS CONCERNING EDUCATION RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the school (“School”) receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, teacher/instructor (including substitutes), School psychologist, therapist, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School board. The following individuals and entities are also designated as “school officials” for purposes of FERPA:
  - A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
  - B. school psychologists, whether employed by a special education cooperative, interlocal, joint services organization, or an outside contractor, for purposes of the referral, evaluation and identification of students suspected to have a disability;
  - C. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the School would otherwise use its employees, (b) be under the direct control of the School with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his/her tasks



(including volunteers) is also considered a “school official” for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties. “Designated school official” may also include but is not limited to employees or agents of an insurance carrier providing a defense to the School or its employees or agents. “Legitimate educational interest” shall be defined as a “direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the School” or if the record is necessary in order for the designated school personnel official to perform an administrative, supervisory or instructional task for the School or to perform a service or benefit for the student or the student’s family or to provide a defense to the School with respect to any of these tasks.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the South Bend Community School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. Schools may disclose, without consent, “directory information” such as a student’s name, address, telephone number, date and place of birth, email address, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, awards received, honor rolls, scholarships, type of diploma awarded, date of graduation, dates of attendance, grade level. Parents or eligible students may object to disclosure of any of the categories of directory information.

