Caston Elementary



Student Handbook
2026-2027

ATTENTION PARENTS OF ALL CASTON ELEMENTARY STUDENTS:

Following is the 2026-2027 Student/Parent Handbook. Your electronic signature verifies that you acknowledge the following:

☆ You received a copy of this handbook.

☆ You will support the teachers, staff, and administration in the enforcement of the policies and procedures outlined herein.

☆ You have read the corporation policy on student network and internet acceptable use and agree for your child to have access to all components of the district electronic network, which includes internet access, computer services, computer equipment and related equipment for educational purposes–furthermore, you acknowledge that your child is required to abide by the terms of the policy.

☆ You have received and read the Title I letter informing you of your child's right to a highly qualified teacher AND your parent rights to request information regarding your child's teacher's qualifications.

☆ You have received and read the Title I Home-School Compact.

ADOPTION OF STUDENT HANDBOOK

This student-parent handbook and the inclusive policies and procedures have been presented to the Superintendent of Schools and the Board of School Trustees of Caston School Corporation and validly adopted by the Board of School Trustees on May 27, 2026.

COMPLIANCE OF NONDISCRIMINATION

Caston School Corporation will not intentionally discriminate on the basis of race, color, religion, sex, national origin, disability, or age in its programs or employment policies required by the Indiana Civil Rights Act (I.C. 1971 22-9-1); Public Law 218 (I.C. 1971 Title 20); Title VI and VII (Civil Rights Act 1964); the Equal pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142; and Public Law 93-112, Section 504. The superintendent of the school corporation acts as the contact person in all matters related to discriminatory treatment. The telephone number is 574-598-800 for the superintendent's office.

CASTON SCHOOL BOARD BYLAWS, POLICIES, AND ADMINISTRATIVE GUIDELINES

Caston School Corporation's Bylaws, Policies, & Administrative Guidelines, along with forms relating to such are available and can be accessed by the public through the school corporation website (www.caston.k12.in.us) under the Board tab located at the center of the home page. After clicking the Board tab, the Bylaws & Policies link is located at the bottom right of the page. Hard copies are available for use in the Superintendent's office for non-internet users.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Parents and students are notified that the school uses video surveillance/electronic monitoring systems on school grounds, on school buses and in the schools in order to protect school property, promote security and protect the health, welfare and safety of students, staff and visitors. Information obtained through video surveillance/ electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

VISITORS

Caston School Corporation will be using the RAPTOR Visitor Management System. All visitors MUST report immediately to the main office and request a visitor's permit. Upon entering a building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a visitor for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the system. The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the system. Once entry is approved, the system will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. Caston School staff reserves the right to deny anyone entry to the building. No person shall remain in the school building or on the grounds after being asked to leave by any member of the administration, faculty, or maintenance staff.

VISITING SCHOOL – Parents are welcome and encouraged to visit classrooms. Parents are asked not to visit Kindergarten and 1st grade classrooms until after the first six (6) weeks of school, as this is a critical adjustment period for many students at this level. (However, if the need arises a parent/teacher conference can always be scheduled.) Be sure to make arrangements with the teacher prior to visiting. This will help to ensure that you do, in fact, get to observe the activity or class that you are interested in seeing.

STUDENT VISITORS (AND PRESCHOOLERS) – occasionally a request is made that a student be allowed to have a friend or guest attend school with him or her for a day or so. School practice does not allow for this. Allowing one child to do this makes it necessary to allow every

child to bring a guest. Potentially, this could cause a great deal of distraction to the educational process throughout the course of a school year.

DROP-OFF, PICK-UP, AND DISMISSAL PROCEDURES

SCHOOL HOURS – Students enter their classrooms at 8:25 a.m. with the tardy bell sounding at 8:35 a.m. Students are dismissed at 3:15 p.m.

BEFORE SCHOOL ROOM/DROP OFF- The Before School Room will be available to elementary students beginning at 7:20 a.m. Students being dropped off at school between 7:20 a.m. and 8:20 a.m. should enter door one at the front of the building, and report to the designated Before School Room area.

BREAKFAST- Students may choose to eat breakfast at school. Students arriving between 8:00 a.m. and 8:25 a.m. that want to eat breakfast should report to the cafeteria, when they arrive. Students in the Before School Room that wish to eat breakfast will be released to go to breakfast at 8:00 a.m.

LATE ARRIVAL/EARLY DISMISSAL – Students arriving at school after the tardy bell (8:35 a.m.) must report to the Office upon arrival (the one exception would be a late bus arrival) and sign in. Students leaving prior to regular dismissal time (3:15 p.m.) must report to the Office immediately prior to leaving the school building. Parents are to enter the front entrance Door 1 and report to the office and check their student out. This is reflected on a student's attendance record.

DISMISSAL PROCEDURE- Students will be dismissed in a manner that best ensures their safety. Students may be dismissed at varying times depending on their grade level and means of transportation. Please notify your child's teacher of their dismissal routine (ie: pick up, bus, or ride with an older sibling). Students who will be car pick ups should fill out a form and obtain a "pick up" pass which will be administered by the office. The pick up pass should be displayed in the vehicle's windshield area to be seen by staff.

Parents picking up students should enter gate 4 and drive around the back of the building to get in line along the yellow curb/sidewalk in front of the offices. ***Please do not park in spaces unless coming into the buildings.*** Students will be dismissed from door number one.

IRREGULAR DISMISSAL PROCEDURE – If a child is not going to follow his/her regular dismissal procedure it is expected that a parent/guardian send a note or call the school. Please make every effort to notify the school by **2:00 p.m.** of any changes to ensure that your child gets to their proper destination. It is assumed that you and your child will follow the above procedure. If the school is not contacted your child will follow his/her regular dismissal procedure.

ATTENDANCE

Indiana Law governs school attendance. Caston School Corporation's attendance policies are in accord with Indiana Code 20-33-2, which establishes the guidelines for a student enrolled in a public school in the state of Indiana. Good attendance by all students is not only important to the overall success of the child, but is important for the smooth functioning of each classroom and the entire school. For this reason, students enrolled at Caston Elementary are expected to be in attendance each school day.

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to the success of each student.

Attendance shall mean to be physically present in school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of State law, during the day and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

A. Service as a page or honoree of the general assembly (I.C. 20-33-2-14)
B. Service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
C. Subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
D. Service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
E. Participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
F. Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.
G. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved court or curriculum, represents a unique education opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written or verbal statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

Excused Absences: Excused absences are defined as absences that the Board regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- ☆ Illness verified by note or phone call from parent/guardian
- ☆ Illness verified by note from Physician
- ☆ Professional appointments – parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school date, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- ☆ Recovery from an accident/ Surgery
- ☆ Required court appearance
- ☆ Death in the immediate family or of a relative
- ☆ Observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- ☆ Military Connected Families (e.g. absences related to deployment and return)
- ☆ Such other good cause as may be acceptable to Admin. or permitted by law

Unexcused Absences: An unexcused absence is any absence not covered under the definition of excused or exemption.

All absences will be unexcused unless the school receives a written or verbal excuse explaining the reason(s) for an absence.

When a child is absent from school, it is the expectation that the parents call into the school prior to 9:00 a.m. to report the child's absence. A message may be left on the school's voice mail system. If the school does not receive a call, the child will be considered unexcused until the parent produces verification regarding the absence, which is expected no later than the time the child returns to school. The child's absence will remain unexcused if it does not meet the criteria for an excused or exempt absence. In the event that an absence is known in advance, parents are asked to fill out a pre-arranged absence form which can be obtained in the office.

Pre-Arranged Absences: If you know ahead of time that your child/children will be absent from school please obtain and fill out a pre-arranged absence form from the elementary office.

Repeated instances of unexcused absences may result in disciplinary action. Truancy is defined as absence from school without permission of the parent.

Habitual Truancy: IC 20-20-8-8 defines habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. IC 20-33-2-25: Habitual absence from school; report to juvenile intake officer or department of child services. Sec. 25. The superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 31-40.

Chronic Truancy: defined as past ten (10) days unexcused absences. Parents will be notified by the school that their child is chronically truant. Followed by notification to Probation/DCS.

Chronic Absenteeism: includes students absent from school for more than ten (10) days of a school year for **any reason.** Students who fall into this category may be required to attend summer school.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance Letters: Parents and/or guardians may receive a notification from the school to keep parents/guardians informed of their child's attendance.

School Attendance Improvement Plan (SAIP): The SAIP is developed cooperatively with involved stakeholders through a school-family conference, which is required after the fifth (5^{th}) unexcused absence. The school will notify the parent/guardian of the need for a joint conference upon the fifth(5^{th}) unexcused absence. The school-family conference engages all participants involved in the student's life to explore possible solutions to increase the student's school attendance. Maintaining open communication between the student and adults will facilitate positive outcomes.

The purpose of the school-family conference is to discuss the cause(s) of the truancy and to develop a mutually agreed upon plan to assure regular school attendance. The school-family conference provides both parties with the opportunity to identify, understand and explore all issues contributing to the student's truant behavior. Participation by the student and family is an integral component for this conference. In addition, representatives from relevant and/or involved community-based agencies, community and school services and school personnel should be invited to participate. During the school-family conference, a SAIP shall be developed cooperatively with the student and other meeting participants.

Extended School Year: A student who misses 10 or more days of school may be required to attend an extended school year and/ or participate in summer school.

MAKE-UP WORK - Students are expected to make up all schoolwork missed during an absence. Work given ahead of time for pre-arranged absences is per teacher discretion. Teachers will work with children regarding a reasonable timeline for make-up work, but once that timeline has been established students are expected to get the work completed and turned in. Parents should refer to Canvas or Seesaw for students assignments on the day of an absence.

CHILD SENT HOME ILL – When a child is sent home ill by the school nurse during the day a note is expected upon the child's return. Information such as whether or not a doctor was seen, medication prescribed, and what any continuing symptoms may be, help the school nurse monitor your child's situation. If a child is sent home with a fever, he or she is not allowed to come back to school until the student has been fever-free for 24 hours without medication to reduce a fever; or 24 hours without fever and medical documentation allowing a student to return.

ACADEMICS

SCHOOL ACCREDITATION – Caston is fully accredited by the Indiana Department of Education. This process assures that Caston Elementary is meeting all state and regional standards in areas such as curriculum, school climate, administrative leadership, staff development, and certification standards for the teaching and administrative staff.

ACADEMIC STANDARDS - Caston Elementary School teaches each core academic subject in alignment with the recommended Indiana College and Career Readiness Standards for grades K-5. This includes the subject areas of math, English/language arts, science/health,computer science, and social studies. Students also receive formal instruction in the fine/performing arts through music and/or art, and physical education. The standards in all of these areas can be viewed through the Indiana Department of Education; a link is provided on our school web page.

ASSESSMENT - We assess our students' progress through different means, including standardized testing, textbook and teacher- made tests, and performance assessments. In addition to the state-mandated assessment (ILEARN for grades 3-5 and IREAD3 for grades 2-3), we also utilize additional in-house testing for grades K-5 in the areas of math, reading and language. Parents will be provided with assessment results annually so that they are aware of their child's measured academic progress.

REMEDIATION – Remediation is provided to students who qualify through the federally mandated Response to Intervention (RTI) program.

HIGH ABILITY – Instruction for identified High Ability students is provided in reading, math, or both during RTI time, and through differentiated instruction in the classroom.

COMPUTER-BASED LEARNING - Instruction and content presented to students is individualized through computer-based learning opportunities. Such programs allow for skills to be presented to students on a mastery-learning model based upon individual performance. Student instruction and practice is frequently delivered through use of technology involving iPads.

TEXTBOOKS AND COURSES- Fees may be charged if approved by the school board.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY – Caston School Corporation has established administrative guidelines for student use of the school network and the Internet while at school and using school technology. The guidelines are included as an appendix to the student handbook, and parent signatures are required to verify that students and parents have received the information.

FIELD TRIPS – Field trips are planned as an extension of the daily curricular activities taking place at school. Students are expected to attend field trips just as they would be expected to attend a regular day of school. Parents may opt to sign off on all field trips at enrollment time, through Final Forms. Information sent home informs parents that the child will be away from the school and returning the slip assures the school the information has been received. Some field trips must extend the time of a regular school day; in these cases it is greatly appreciated when parents make the needed provisions to see that the children have the necessary transportation to allow them to participate in the field trip.

REPORT CARD INFORMATION – Each grade level has a report card tailored to the grading procedures at that particular grade level. Report cards are sent home four times a year. Parents should sign verifying receipt of report cards per request of the teacher; and return report card if applicable. Final semester marks are recorded in the child's Permanent Record File (PRF).

PROMOTION, PLACEMENT, AND RETENTION - The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student progress in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. A student will be promoted to the succeeding grade level when s/he has:

- ☆ Completed the course requirements at the presently assigned grade.
- ☆ In the opinion of the professional staff, achieved the instructional objectives/standards set for the present grade.

☆ Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

☆ Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the decision of the Case Conference and the student's individualized educational plan (IEP). A student who has completed a grade successfully shall not be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extracurricular athletic programs. Following sound principles of child guidance, the Board discourages the skipping of grades. If a student fails to meet one or more of the criteria listed above, and reasonable efforts have been made to remediate the student:

☆ Parents will be informed of the decision to retain in a timely manner and given opportunities to conference with the teacher and staff members working with the student.

☆ Although parent input and opinions are strongly valued and considered in making final decisions the Principal will make the final decision regarding the promotion, placement, or retention of each student.

CO-CURRICULAR, EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS

Caston Elementary School provides extra-curricular opportunities for students and encourages students to participate in those activities available. The privilege of participation is open to all students in the appropriate grade levels. The following rules and regulations are part of the privilege of participation:

☆ Practices and games are scheduled by the H.S. Athletic Director and based upon availability of gymnasium space. Parents have the responsibility of transportation for practices (both ways when not scheduled right after school), as well as transportation home after games. Parents are expected to be at the school when the bus arrives back at the school from away events to pick up their child.

☆ Unless practice and/or leave time for a game is scheduled at/before 4:45 p.m. students are expected to leave after school and return to school at the time of practice or the game. No supervision is regularly provided after school for student athletes waiting for the event. If there is a hardship, arrangements should be made in advance with the coach and/or Principal.

☆ Under no circumstances are younger siblings to stay after school with older siblings participating in an extra-curricular event – the coaches and sponsors cannot be responsible for supervising younger students while conducting their extra-curricular activities. Likewise, elementary students are not allowed to stay after school with their older siblings in Jr./Sr. High for their practices and activities; they are expected to go home and return with parents for these events.

☆ Acceptable school behavior; which means that a student does not spend any part of the day of practice or competition in detention. If a student's behavior warrants this level

of discipline, the student will be sent home after school and will not participate in the after-school event.

☆ Student grades are monitored at midterm and at the end of each nine-week grading period. Midterm grades become effective the day midterms go out, and report card grades the day report cards are distributed. If a student has a D- or an F on either a midterm or a report card this prevents a student from practicing for and participating in athletic and/or other extra curricular contests until the next midterm or report card. This differs from the Jr./Sr. High Policy, but has been determined to be most appropriate for elementary students.

☆ Students who are not in school during the day for nonacademic reasons or who go home sick may not participate that evening in an athletic contest with exceptions to this rule being determined by the Principal in the events of extenuating circumstances. (i.e. death in family, etc.)

☆ School athletics and extra-curricular activities are not meant to interfere with the priority of academic success, but are available to enhance the total school experience.

Following is a list of extra-curricular/co-curricular activities typically available to Caston Elementary Students:

☆ Boys' Basketball	Grade 5
☆ Girls' Basketball	Grade 5
☆ Girls' Volleyball	Grade 5
☆ Battle of the Books	Grade 4-5
☆ Announcements Crew	Grade 5
☆ Robotics	Grades 4-5
☆ Spell Bowl	Grades 4-5
☆ Math Bowl	Grades 4-5
☆ Elementary National Honor Society	Grades 4-5
☆ Elementary Student Council	Grades 3-5

Throughout the school year and during the summer months, short clinics may be offered to students in grades K-5 for sports & cheerleading. Typically the varsity coaches offer sporting clinics, and there is usually a fee involved for student participation.

OUTSIDE ORGANIZATIONS UTILIZING SCHOOL GROUNDS- Many Caston students participate in the Cass County Youth Football League and/or the Logansport Youth Soccer League. These organizations practice and sometimes play games on school grounds with teams that are primarily Caston students. Although these organizations utilize the school facilities, they are independent leagues and are not directly sponsored/endorsed by Caston School Corporation. Parents with students participating with these organizations should communicate through the coaches and/or the leagues for questions and/or concerns regarding your child's participation. While the school will attempt to get information to students from these organizations if we are provided with that information, we are not always informed regarding

members of teams, schedule changes, etc. Other organizations that frequently meet at the school include the Girl Scouts and Boy Scouts. As stated above, parents should direct questions and/or concerns directly to the troop leaders regarding meeting times, pick-up arrangements, etc.

HOMEWORK POLICY

The Caston School Corporation views homework as a part of the instructional process. Purposeful homework assignments may provide an extension of the classroom, enhance study habits, and practical application of lessons, which may enrich the learning environment. Teachers provide the most influence regarding the instructional program and may ask students to perform specific tasks outside of classroom time. Guidelines have been formulated to assist the instructional staff in making meaningful homework assignments.

- ☆ Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience, or to complete work not completed in class.
- ☆ Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- ☆ Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- ☆ The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities that make a legitimate claim on the student's time.
- ☆ As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- ☆ The school should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- ☆ Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

EMERGENCY PROCEDURES

Caston Elementary School has an Emergency Preparedness & Crisis Intervention Plan, The plan is readily accessible to each teacher in the classroom. This outlines procedures for a variety of emergencies, both natural and man-made, which could potentially happen in a school setting. Routine drills, as required by law, are conducted to prepare the students and staff for emergencies. In all circumstances, the safety of the students and staff is the highest priority. Entrances to the building during the school day are locked. A buzzer system at the front of the building allows for the monitoring of those entering the office throughout the day. We ask for the patience and understanding of parents as they enter the building in the event that they need to wait for a short period of time to gain entrance. The school secretary and/or principal can sometimes get pulled away from the front desk for short periods of time. This is for the safety of your child, as well as all the other children and staff in the building.

EMERGENCY SCHOOL CLOSING – In instances of emergency school closings and/or delays, we will first attempt to utilize the school-wide calling system. Parents should regularly update the numbers they wish to be called for this purpose: each family is limited to (6) phone numbers – thus, you may list one or more home phones, cell phones, and/or work phone numbers to be reached. School cancellations and delays during the school year are also announced on local radio and television stations. As well, parents can log onto the school website at www.caston.k12.in.us, for postings regarding delays or cancellations. When circumstances permit this information is supplied by 6:30 a.m. If it becomes necessary to close school during the day, this information will be supplied to the radio stations at least 45 minutes prior to students being dismissed when possible, and the emergency calling system will be utilized as soon as possible. The school has little control over the circumstances dictating an emergency closure during the school day. Parents are asked to make emergency arrangements, in advance, with friends, family or neighbors in case it is necessary to send students home during the day on very short notice. Discussing this procedure with your child is extremely important. Please be sure to communicate to your child what they are to do in the event of an early dismissal and state such arrangements on the enrollment form. As well, communicating this clearly to the classroom teacher is one more level of assurance that the child will end up where you wish should we need to have an emergency closure.

STUDENT DISCIPLINE POLICY

As teachers and students are brought together so that learning may take place in our school, an environment permitting an orderly and efficient operation of the school must be maintained. This environment is enhanced through consideration for others and self-discipline so that individuals do not infringe upon the rights of others as they seek just and legal privileges as members of the school society. The responsibility of the maintenance of discipline becomes a combined effort of students, parents, teachers, and administrators along with our community at-large when establishing the value system we accept. When self-discipline fails, regulations for management of school behavior must be outlined by those responsible for the operation of the school. Caston School Corporation has the legal responsibility for the school in which your children are enrolled. A breach of discipline may result in reprimand, loss of privileges, approved classroom disciplinary consequences, referral to special personnel in the school, parent conferences, suspension, expulsion, or even referral to law enforcement in some cases. Discipline issues will be documented in Harmony, for parents to access. The Principal and the teachers are expected to maintain order and discipline during the school day. Observance of rules, good citizenship, and leadership shall be required and encouraged of all students throughout the school environment. Below are some examples of How to be A Comet Leader:

- ☆ Be Respe**C**tful
- ☆ Be C**O**urageous
- ☆ Be **M**indful
- ☆ Be Saf**E**
- ☆ Have Integri**T**y

COMET CASH - As part of our Positive Behavioral Interventions and Support (PBIS), Caston students earn Comet Cash when they are caught doing something positive that sets them apart from their peers and/or are exhibiting leadership. Comet Cash is used to reinforce expected Comet behaviors. The cash is placed into grade level boxes in the office, and students are chosen from each grade level at the end of each nine weeks. These students will be screened for discipline write ups and be recognized for their Exceptional Leadership.

DISCIPLINE TICKETS- are issued to students who choose to ignore the above noted school rules. When a student receives a discipline ticket, homeroom teachers should document the discipline issue in Harmony.

CONSEQUENCES FOR MISBEHAVIOR- When negative consequences become necessary, every effort will be made by teachers or administrators to consider each incident and student individually, keeping in mind students' best interest. These consequences are intended to be progressive in nature and move to a more serious consequence with each violation. Some of the negative consequences for inappropriate behavior will include:

☆ **Warning and discussion** – students have the right to a clear understanding of what rule is being broken and what alternative behavior is acceptable.

☆ **Structured Lunch/Recess**- the student will have limited choice and/or be in a more structured environment. The amount of time will be at the discretion of the teacher, supervisor, or administrator.

☆ **Loss of privileges** (including recess time) – the student will spend a privilege time or recess time in a supervised location. The amount of time will be at the discretion of the teacher, supervisor, or administration.

☆ **Parental Contact** – We know parents want to be informed of their child's behavior so that we can work together to help the child develop appropriate behavior. Most discipline offenses, unless very minor, are documented in Harmony. If a parent has an email on file, these notices can be directly e-mailed to the parent. Parents have access to their child's Harmony documentation, as well. Additionally, notes are sent home with students and/or phone calls are made to parents when appropriate.

☆ **Exclusion from special activities** – this could include but is not limited to field trips, convocations, classroom parties; particularly if the child's behavior has deteriorated to the point that it will diminish the positive experience for the other children.

☆ **Writing alternatives –** The student will put down in writing the alternative behaviors that could have been chosen and share this with his/her parents with a required parent signature to be returned to school.

☆ **Removal from the classroom -** If behavior of a student becomes so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from school. In this event and in accordance with the provisions of IC 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions: REMOVAL FROM CLASS OR ACTIVITY – Teacher: 1) An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. This could be an isolated place or another teacher's classroom.

☆ **Referral to the Principal** – In order to provide every child with a safe environment conducive to learning, in all but the most severe cases, referral to the principal will be made after a warning/discussion and parental contact have occurred. It may be necessary for the Principal to implement one or more of the following: In-School Detention, After-School Detention, Saturday School, Out-of School Suspension, Expulsion, Referral to Law Enforcement, Referral to Child Protective Services or other appropriate social agencies.

☆ **Suspension/ Expulsion-** A student may be suspended or expelled from school under any of the following situations:

- ☆ for engaging in misconduct and/or substantial disobedience, as defined by a school or school corporation written student discipline rules that occurs:
  - -on school property immediately before, during, or immediately after school hours or at any other time when the school is being used by a school group;
  - - off grounds at school activity, function, or event; or
  - - traveling to or from school or a school activity, function, or event (IC 20-33-8-14);
- ☆ for committing acts of bullying against other students in the school corporation by conduct, action, or use of electronic devices at any Time (IC 20-33-8-13.5)
- ☆ for engaging in unlawful activity on or off school corporation property, Including times when school is not in session, if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or the student's remove; is necessary to restore order or protect persons on school property (IC 20-33-8-15):
- ☆ for possession of a firearm, destructive device, or deadly weapon at school or on school property (IC 20-33-8-16);

☆ **Suspension from School-** A school Principal (or designee) may temporarily remove a student from the corporation's program for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.

☆ **Expulsion-** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion from school is for at least one calendar year with the return of the student being at the beginning of the first semester after the one year period.

GROUNDS FOR SUSPENSION OR EXPULSION- Disciplinary procedures will be in accordance with the Student Discipline Act in Indiana Code 20-8.1-5.1-9. Certain acts of Misconduct and/or Substantial Disobedience would subject a student to disciplinary actions including suspension or expulsion. Some of the acts listed in Indiana Code include:

- ☆ Using violence, force, noise coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. Including intentionally making noise or acting in a manner so as to interfere with the ability of any teacher or other person to conduct or participate in an education function.
- ☆ Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
- ☆ Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- ☆ Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
- ☆ Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law
- ☆ Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- ☆ Causing or attempting to cause damage or destruction to school property or private property, stealing or attempting to steal school or private property.
- ☆ Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it is necessary to protect oneself and/or another person is not a violation of this rule.
- ☆ Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- ☆ Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
- ☆ Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

- ☆ Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- ☆ Failing to comply with directions of teachers of other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or educational function.
- ☆ Possessing, using, distributing, purchasing, or selling tobacco or nicotine containing products of any kind or in any form. These product include electronic cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
- ☆ Possessing, using, transmitting, or being affected by a controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substance. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

  Exception: a student with a chronic disease or medical condition may Possess and self-administer prescribed medication for the disease or Condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following: that the student has an acute or chronic disease, nature of the disease or medical condition that requires emergency administration of the prescribed medication, the student has been instructed in how to self-administer the prescribed medication, and the student is authorized to possess and self-administer the prescribed medication
- ☆ Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbituate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- ☆ Taking, recording, displaying and/or disturbing pictures, video, or audio recordings without the consent of the student or staff member in a situation not related to a school purpose of educational function.
- ☆ Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
- ☆ Using possessing, gunpowder, ammunition, or an inflammable substance
- ☆ Aiding, assisting, agreeing, or conspiring with another person to violate the student conduct rules or state or federal law
- ☆ Unlawful activity that interferes with school purposes or an educational function
- ☆ Possessing sexually related materials which include images displaying uncovered breasts, genitals, or buttocks.
- ☆ "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and ny images suspected to violate criminal laws will be referred to law enforcement authorities
- ☆ Engaging in sexual harassment of a student or staff member
- ☆ Engaging in speech conduct, including clothing, jewelry or hair style, that is profane,

Indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity

- ☆ Engaging in pranks or other similar activity that could result in harm to another person
- ☆ Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function

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

- ☆ On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school
- ☆ Off school grounds at a school activity, function, or event or traveling to or from school or a school activity, function, or event.

Definition of terms:

- ☆ Intimidation means communicating a threat to another person, with the intent that the Person engage in conduct against their will, be placed in fear of retaliation, or be forced to take or refrain from taking action. A "threat" includes an expression, by words, actions, or electronic communication, of an intent to injure a person, damage property, commit a crime, or expose information intended to harm another person.
- ☆ Harassment means conduct directed toward a student or staff member that is Unwelcome and has the purpose or effect of creating an intimidating, hostile, or offensive school environment, interfering with a student's ability to participate in or benefit from school activities, or causing emotional distress. Harassment may include repeated or continuing contact (in person, written, or electronic), bullying, taunting, or threatening behavior, cyberbullying or online harassment or conduct Based on protected characteristics (e.g., race, sex, disability), or otherwise. As single severe incident may also constitute harassment.

- ☆ Battery means knowingly or intentionally touching another person in a rude, insolent, or angry manner, or placing bodily fluids or waste on another person. Battery includes, but is not limited to hitting, striking, pushing, kicking, throwing objects at another person, or spitting on or otherwise making unwanted physical contact. No physical injury is required for conduct to constitute battery.
- ☆ Hazing means forcing or requiring another person with or without consent of that person and as a condition of association with a group or organization, to perform an act that creates a substantial risk of bodily injury.
- ☆ Provocation means recklessly,knowingly, or intentionally, engaging in conduct that is likely to provoke a reasonable person to commit battery.
- ☆ Theft means knowingly or intentionally exerting unauthorized control over property of another person, with intent to deprive the person of any part of Its value or use.

SUSPENSION PROCEDURES - When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
    A. A written or oral statement of the charges

B. If the student denies the charges, a summary of the evidence against the student will be presented; and
C. The student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES - should a student be suspended pending expulsion, parents will be provided with a written explanation of the procedures for expulsion and their due process rights by law at the time of the suspension.

STUDENT DRESS CODE – Students are expected to wear appropriate clothing complying with health and safety requirements. The weather is a major consideration in determining such appropriateness, along with the age and maturity of the student. Clothing which calls undue attention to a student and serves to disrupt the educational function and process of the school is considered inappropriate.

☆ Jeans, slacks, and appropriate sweats preferably with no rips or holes above the knees. Jeans, slacks, shorts and skirts should be of proper waist size and be worn at the waist. Extreme baggy/sagging jeans, slacks and shorts are not acceptable.

☆ Shorts, skirts, and dresses shall fall at mid thigh (approximately 5 inches above the knee). Students are advised that although lengths may meet criteria, they may be deemed inappropriate when sitting if they reveal underclothing.

☆ Shirts must be able to be tucked in or else they are too short. No midriff or cropped tops are allowed at school.

☆ Shirts with sleeves are preferred. If an elementary student wears a shirt without sleeves it must have straps across shoulders of at least two inches in width and the cut under the arm should be close to the armpit, no undergarments should show. "halter tops," are not allowed.

☆ All students must wear soled footwear appropriate for school activities. Teachers may ask a student to change into gym shoes if he/ she determines that the shoes the child is wearing are not conducive to the day's activities.

☆ A student's clothing, person, and hair must be neat, clean, and appropriate at all times. Face painting is not allowed at school, unless it is a designated "Spirit day". Parents are asked to partner with us in helping keep education the focus with as few distractions as possible.

☆ Students should be dressed in accordance with the community standard. Students who wear unacceptable clothing will change clothes and will turn in the offensive clothing to the supervising teacher and/or Principal. Clothing items may be picked up at the end of the day and the expectation is that they will not return to school. If a student is sent home to change clothes, it is considered an unexcused absence.

The following **will not** be allowed:

☆ Any headwear (hats, sock caps, hoodies, bandannas, etc.) unless for a designated "Spirit Day" or other approved reason.

- ☆ Students may wear headbands & barrettes for purposes of holding hair away from the face.
- ☆ Clothing with unacceptable writing or pictures (advertising tobacco, alcohol, obscene language, sexual innuendos, or drug use, etc.)
- ☆ No type of cloth, such as a handkerchief or other material wrapped around the head, legs, or arms.
- ☆ Wearing sunglasses, unless for a designated "Spirit Day" or other approved reason.
- ☆ Students should have no other piercing visible besides earrings worn in the ears and/or nose studs.
- ☆ Pajamas or slippers unless for a designated "Spirit Day."

The staff has final discretion about the Dress Code. It is to be understood that there is a vast difference in the physical maturity level of students within a K-5 setting; thus something that might be deemed appropriate for a young child may not be appropriate for a 5th grade student. Teachers should monitor student dress and seek the assistance of the School Counselor or Principal if students are not following the dress code. It is our regular procedure that students will be asked to change clothes if it is deemed necessary by the staff. The school has clothing available (typically a clean T-shirt and a pair of jeans or sweats) if the student does not have appropriate clothing available to change into. Parents are not routinely notified when this occurs unless the student is uncooperative. Should a student habitually abuse the dress code guidelines, a more severe punishment may be deemed necessary. Parents and school personnel do not always agree with dress code decisions, but it is important to remember that the school has an important job of maintaining a positive educational environment where learning is the focus, and student dress at school lends to this environment. We appreciate parental support when trying to enforce the school dress code.

BULLYING (IC 20-33-8-0.2(a)) - the definition of bullying for purposes of student discipline rules read as follows:

"Bullying" means overt, 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 that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that: places the targeted student in reasonable fear of harm to the targeted student's person or property; has a substantially detrimental effect on the targeted student's physical or mental health; has the effect of substantially interfering with the targeted student's academic performance; or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. School policy prohibits bullying on school grounds immediately before or during school hours, immediately after school hours or at any time the school is being used by a school group, off school grounds at a school function or event, traveling to/from school or a school activity, function or event or using property or equipment provided by the school. Bullying via the Internet by use of any personal electronic device while at school is also prohibited. *NOTICE REGARDING SOCIAL NETWORKING OF STUDENTS: Students do not have approved access to social networking on school computers while at school. Parents of elementary-age students should monitor social networking (i.e. Facebook, X, Instagram, Tik Tok activity, etc.) if they*

choose to allow their children access to it at home, and take appropriate action if use becomes abusive. Should a parent become aware of a valid threat to a child at school through social networking, parents should contact the school authorities so that it can be monitored and/or dealt with as deemed necessary. Routine abuses of social networking, however, cannot be monitored/controlled by school authorities, and parents need to work together to establish guidelines for their children addressing these types of concerns and/ or prohibit their child from accessing the social networks.

HARASSMENT AND INTIMIDATION - Caston Elementary School shall maintain an environment in the school for all students, teachers, and staff free from discriminatory and/or sexual insult, intimidation, or harassment. Persons who feel they have been offended under this policy should report it immediately to a Counselor, Principal, or Superintendent. Behavior including, but not limited to the following, shall be grounds for disciplinary action:

- ☆ Sex-oriented verbal teasing or kidding (slang terminology or jokes)
- ☆ Subtle or overt pressure for sexual activity (Unwelcome conversation about sexual prowess).
- ☆ Unwelcome physical contact (patting, pinching, hugging, etc.)
- ☆ Wearing any clothing that depicts sexual reference.
- ☆ The threat or suggestion that a student's educational career and/or advancement depends on whether or not the student submits to sexual demands or tolerates such improper behavior.
- ☆ Retaliation against any student for complaining about harassment or intimidation.

Policy 5517 in the Caston School Board Policy outlines the policy for sexual harassment. Board policy may be requested at the Superintendent's Office or may be accessed on-line through the Caston Web Page.

POSSESSION OF FIREARM OR DESTRUCTIVE DEVICE- No student shall possess, handle, or transmit any firearm or a destruction device on school property. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion. For the purpose of this rule the following constitutes a destructive device: an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above, a combination of parts designed or intended for the use in the conversion of a device into a destructive device. The penalty for possession of a firearm or destructive device is suspension up to ten days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period.

POSSESSION OF A DEADLY WEAPON- No student shall possess, handle, or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons for the purpose of this rule: a weapon, taser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury. The penalty for

possession of a deadly weapon is up to ten days suspension and expulson from school for a period of up to one calendar year.

LOCKER RULES – Any and all lockers on the school premises remain the property of the school corporation. These lockers are made available for student use. The school corporation adopts the following rules and regulations:

- ☆ LOCKS – students may not use their own locks. Any unauthorized locks may be removed without notice and destroyed.
- ☆ LOCKER USE – Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband." These are items that cause, or can reasonably be foreseen to cause an interference with school purposes, an educational function, or which are forbidden by State Law or school rules. Students are expected to keep their lockers clean and orderly.

SEARCHES OF SCHOOL PROPERTY - School facilities such as lockers and desks are school property provided for student use. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of lock or other device.

SEARCHES OF STUDENT PERSON AND POSSESSION - Prior to a search of a student's person and personal items in the student's immediate possession the consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted only upon the administrator's individualized reasonable suspicion to believe that a search will produce evidence of a violation of law, school rule or condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four hours if possible.

USE OF DOGS - The Board authorizes the use of specially trained dogs to detect the presence of drugs or devices such as bombs on school property.

SCHOOL BUS - TRANSPORTATION

BUS BEHAVIOR – Our philosophy: We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation. Providing transportation for students in the state of Indiana is not mandated. Therefore, it is to be considered by the student and his or her parents to be a privilege. Students who cause disruptions on the school bus will be removed and the transportation of that student becomes the sole responsibility of the parent/guardian. Typically, a security camera is monitoring a student's behavior on the school bus.

Bus Drivers have both Comet Cash and Discipline Tickets available to them and are encouraged to use them. If a student's behavior on the school bus is deemed inappropriate, the following is the procedure for the student to be removed from the school bus:

1st incident: Warning by driver.
2nd incident: Student sits in special/designated seat.
3rd incident: Student is referred to the Principal.
Upon referral to the Office when efforts by the driver to correct the behavior have been unsuccessful:

- ☆ 1st Referral to Office: the student will conference with the principal and receive a written warning.
- ☆ 2nd Referral to Office: The student *may* be removed from the bus for a short period of time (up to five days depending on the severity of the incident). Student will conference with the principal, be written up, and parents will be contacted.
- ☆ 3rd Referral to Office: The student *may* be removed from the bus for the remainder of the school year.
- ☆ The principal will work with the bus driver and transportation director to ensure the safety of the students on the bus and deal with discipline issues as they arise.

SEVERE BUS MISBEHAVIOR – Certain behaviors by students cannot be tolerated nor accepted by the school corporation. Behavior threatening the health and safety of other students riding the bus would be examples of this type of severe misbehavior. Students can be removed from the bus for the remainder of the school year due to severe misbehavior without receiving the consequences stated in the 1st and 2nd referral if the situation warrants such action and this is determined by the Principal.

THE FOLLOWING RULES MUST BE OBSERVED ON THE BUS

☆ Each student shall seat himself or herself immediately upon entering the bus in the seat assigned by the driver.
☆ Students shall not stand or move from place to place while the bus is moving.
☆ Students are not to open or close windows without permission from the driver.
☆ Students are to keep arms, hands, feet, and head inside the bus. They're not to stick anything out of the windows or throw anything out of the bus.
☆ Students are to observe school conduct (except for ordinary conversation) while loading and unloading and while riding in the bus. Loud, boisterous, or profane language or indecent conduct while on the bus will not be tolerated.
☆ Students should not tease, scuffle, hold, hit or use their hands, feet, or body in any objectionable manner.
☆ There is to be no talking by students while the bus is preparing to cross a railroad crossing.
☆ There shall be no smoking, vaping, eating, or drinking on the school bus. (Exceptions may be made at the discretion of the driver as to eating and drinking on the bus for extra-curricular trips.)
☆ Students are not to tamper with any safety device or other equipment.
☆ Students may transport projects, musical instruments, or school-related items on the bus if they do not create a danger to other passengers. Books or other items being transported should be kept out of the aisles.

☆ Students are not allowed to transport to or from school animals, insects, reptiles, or birds on the bus.
☆ Students are to obey the driver and report promptly to the school principal if instructed to do so by the driver.
☆ All students are to have assigned seats with a copy of the seat assignments available for substitute drivers.
☆ Rules applying at the school are to continue on the buses until the students reach home or their destination.

Repeated violations of the above rules will be reported to the building Principal. Following a conference with the student the Principal shall administer consequences in accordance with the handbook.

Bus Routes: **Listed below are the regular bus routes, the drivers, and their contact numbers** (routes are subject to change)**.**

Route	**Driver**	**Phone Number**
1	Joyce Zartman	574-360-2924
2	Randy Zartman	574-382-2304
3	Dave Emery	574-382-2295
4		
5	Greg DuVall	574-721-5858
6		
7	Tanyna Hubenthal	574-727-1283
8	Peggy Dague	574-653-2877
9	Tricia Martin	574-817-0158
10		
11	Darla Powlen	574-817-0583
12	Devin Ball	
13	Marla DuVall	574-721-2313
14	Patty Geier	

SCHOOL NURSE/HEALTH POLICIES

HEALTHFUL SCHOOL LIVING FOR YOUR CHILD – Our school is interested in protecting and promoting the health of your child. In fact, as you know his/her health greatly influences his/her work at school. We want you to feel this is your child's home away from home. Listed below are some factors to help our home run more smoothly:

☆ Do not send your child to school if he/she has fever, excessive cold symptoms, diarrhea, vomiting, running sores, red swollen eyes with matter, or active/untreated head lice.

☆ Your child shall be sent home if found too ill to be here. Specific problems may make it necessary for your child to see a physician before returning to school.

☆ A good night's rest is essential to health and conducive to good schoolwork.

☆ If your child is entering kindergarten or first grade we recommend that he/she be checked by his/her doctor, dentist, and eye doctor. These three areas help in finding those with remedial problems and help in the classroom to make adjustments for the student with a problem that cannot be corrected immediately.

☆ A note is asked for upon returning to school after absence stating the symptom, disease, or reason for being absent. Please let us know of serious illness or extended absence. This notification is helpful in determining which classes are experiencing certain symptoms and illness.

☆ Breakfast of some type should be encouraged. Dinnertime until lunch the next day is about 17 hours. Breakfast is available for elementary students to purchase.

☆ If your child has a special health problem, please make sure it is noted by the school nurse or your child's teacher. Your school nurse is available for consultation on any health problem concerning your child at any time. Please feel free to ask or confer with your child's teacher if you have a question.

☆ Help us promote daily health habits of brushing teeth, washing hands before eating and after going to the bathroom, bathing daily and wearing clean clothes.

COMMUNICABLE DISEASE - Please notify your school nurse or your child's teacher when there is a question of a contagious disease. This helps us to alert other parents of possible disease symptoms in their children. Upon returning to school your child shall be checked by the nurse before returning to his/her classroom. If the nurse feels he/she is not ready to return to the classroom she will send the child back home. Securing a doctor's release shall only be necessary for limitations or serious illness.

IMMUNIZATIONS – are a shield against disease. A report must be made to the Indiana State Board of Health by our school as to immunizations. Students who fail to receive proper immunizations will be excluded from school and reported to the proper authorities. No Kindergarten student will be allowed to begin the school year without proper verification or immunization or an acceptable exemption on file.

MEDICAL EMERGENCY INFORMATION – must be on each child's enrollment form. This includes working phone, home phone and neighbor or relative who will assume responsibility for care of injury. Make necessary changes throughout the year as necessary.

STUDENT MEDICATION – No medication shall be given to a student by anyone other than the nurse, building secretary or Principal. For the protection of your child, ALL medication sent to school must be in the original container bearing the original pharmacy label which shows the prescription number, date filled, physician's name, directions for use, and name of student. Additionally, written authorization from the parent must also be on file prior to the school administering the medication. All medication is to be given to the nurse immediately upon arrival at school. Medication sent for an elementary student which is no longer needed at school will only be released to a parent or individual 18 years of age or older who has been designated, in writing, by the student's parent to receive the medication. Any medication that is beyond the expiration date on the original container and is not picked up within a reasonable period of time will be properly disposed of.

GUIDELINES FOR HEARING CONSERVATION PROGRAM – Indiana Law states that every school corporation shall annually conduct hearing tests as follows:

- ☆ All students in grades 1, 4, 7, and 10 are screened.
- ☆ Students new to the corporation are screened.
- ☆ Students with known hearing losses and/or with history of ear problems and/or suspected to have hearing loss are monitored and tested during the year.
- ☆ Any student will be tested upon request by parents and/or school staff.

NOTIFICATION OF UNIVERSAL DYSLEXIA SCREENER – In compliance with Indiana Code 20-34.5 all students K-2 will be given a universal screen for reading foundations/dyslexia.

ADDITIONAL ELEMENTARY SCHOOL POLICIES

CELL PHONES/ELECTRONIC DEVICES/PERSONAL COMMUNICATION DEVICES (PCDs)

During school hours, all electronic devices not being utilized for classroom learning activities should remain **OFF** and in the student's backpack, and/or locker (**not on the student's person)**. Examples of these may include, but are not limited to: electronic games, electronic music devices,watches,and cell phones. School personnel may give permission for students to remove and use these items under their supervision as deemed appropriate. Students are expected to have all items turned off upon entering school property.

- ☆ The use of PCDs in gymnasiums, locker rooms, shower facilities, rest/bathrooms is prohibited.
- ☆ A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal or assistant principal.
- ☆ Possession of a PCD by a student at school during school hours and during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.
- ☆ Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Except as authorized by a teacher, administrator or IEP team/case conference committee ("CCC"), students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person.

- ☆ Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.
- ☆ Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Bullying and Other Forms of Aggressive Behavior

Students may not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to:

1. transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and
2. engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child protection services as required by law.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also will refer the matter to law enforcement or Child Protection Services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the Principal or Assistant Principals office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with the Search and Seizure Policy. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

PCD on School Property

The Caston School Corporation (Caston Jr/Sr HS and Elementary) shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

PCD/Cell Phone Discipline

1st violation:

- ☆ Teacher confiscates the phone/PCD, and the student may pick-up the phone/PCD at the end of the day.
- ☆ Teacher communicates with the parent/guardian through call, email and documentation in Harmony.

2nd violation:

- ☆ Teacher confiscates the phone/PCD, turns it into the office, and the student may pick-up the phone/PCD at the end of the day.
- ☆ Teacher communicates with parent/guardian through call, email and documentation in Harmony.

3rd or additional violations:

- ☆ Teacher confiscates the phone/PCD, turns it into the office, a parent or guardian will have to pick-up the phone/PCD, it will not be returned to the student.
- ☆ Principal communicates with parent/guardian through call, email and documentation in Harmony.

Repeated violations will be subject to progressive disciplinary actions; which could include suspension from school. This is in accordance with IC 20-26-5-40.7

Artificial Intelligence (AI)

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, the use of Artificial Intelligence ("AI") tools **is strictly prohibited for the completion of school work**, except as outlined below. The use of AI tools **without the express permission/consent of a teacher** undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Board Policy 7540.09 Artificial Intelligence (“AI”)

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

A. Research Assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying unseen aspects, and suggesting other perspectives.

B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments (e.g., scientific experiments and marketing research).

C. Language Translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.

D. Writing Assistance: AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed captioning for spoken material).

When AI tools are used responsibly and effectively, they can help to supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

At the teacher's discretion, students may be required to share (with editing privileges) their doc with their teacher. Students may also be required to justify their work in a verbal conference with the teacher. Failure to adhere to this policy is considered plagiarism.

GYM SHOES – All students are expected to have gym shoes. These are used during physical education classes and during recess held in the gym due to inclement weather. These shoes should not be used for anything else and students are encouraged to mark their shoes with their names.

CAFETERIA POLICY – The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Caston School Corporation will adhere to the following meal charge procedure. All cafeteria purchases are to be prepaid before meal service begins [*Cash or check in an envelope with students first and last name, PIN, Grade, and Amount. If writing a check please provide your students PIN on the memo line as well as on the envelope. An Electronic payment option exists, and is located in all students Harmony accounts*].

☆ A student may charge up to 5 meals maximum (one charge per lunch meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.

☆ A staff member may charge up to $8.50 as long as they establish and maintain a good credit history of making payments on their food service accounts.

☆ A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or make purchases in the Grab-N-Go.

☆ If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

☆ Café staff will not deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
OR Caston Cafe could provide an alternative meal of Deli Meat & Cheese Sandwich with milk to a student who pays reduced or full price and who does not provide the required payment for that meal.

☆ Alysha Marrs, Food Service Director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

☆ If Caston's Cafe staff suspects that a student may be abusing this policy, written notice and/or email will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
OR If Caston's Cafe staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused.

☆ The automated email system will notify parents every *week at the end of the week* of any outstanding negative balance in the student's lunch/meal account. The Food Service Director will also send home letters each week to parents of students who carry negative balances in elementary.

☆ All negative accounts must be settled within two weeks. If a parent/guardian makes communication with the Food Service Director, Alysha Marrs, arrangements can be made considering the situation. All situations are not the same. Students who have a negative balance at the end of the year, will have the negative balance rolled over into the new school year. If a student withdraws with a negative balance our Helping Hands account will cover the cost. However, in a situation where Helping Hands does not have the fund, the payment will come from Caston School Corporation General Fund.

☆ Students who graduate or withdraw from the corporation and have $5.00 or more left in their lunch/meal food service account will be notified by mail by food services at the *end of the graduation month* and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than $*5.00* will not receive a direct notification by mail, but the household can contact Liz Taylor or Susan Loftain to receive a refund. If no response is received within 30 days, the student's lunch/meal account will close, and the funds will no longer be available. Unclaimed remaining balances will be transferred to Café Helping Hands fund.

BIRTHDAY/HOLIDAY CELEBRATIONS – Elementary students may celebrate their birthdays by sharing a small treat with their classmates. Teachers should be notified in advance. Students may bring their own treat or their parents may leave it in the Office. Treats for students in grades 1-5 should be in the Office by 1:00 p.m. All treats should be pre-packaged and individually wrapped. The school setting should not be used to pass out invitations unless all members of the class are being invited; otherwise feelings are unnecessarily hurt. CELEBRATING BIRTHDAYS, VALENTINE'S DAY, AND SUCH WITH BALLOONS, etc., is considered disruptive and is not allowed. **Do not have such items delivered to the school**, as the school will not accept delivery for students. Gum is not allowed and is not to be brought to school for even special occasions such as birthdays or parties. Candy is allowed on special occasions and is to be eaten in the classroom or taken home still in the wrapper and not eaten on the school bus. Moderation is encouraged regarding the type, size and quantity of treats sent to school since they must be eaten in a short period of time and should not cause a great mess.

COMMUNICATION/CONFERENCING WITH THE PRINCIPAL – Communication between home and school is an important part of a strong functioning educational environment. Caston Elementary has various means of communication that may be utilized on a daily basis, to create a strong home-school relationship. Harmony and Canvas are two of these tools that help provide insight to your child's school day. It is highly recommended that parents and guardians establish routines to monitor each of these as they will provide information on objectives and lessons taught each week, attendance, discipline records, grades, and cafeteria balances. Email is a commonly used tool and oftentimes is the best means of communication; however there are times when an in person conference is best. For your convenience, it is recommended that when a conference is sought that an appointment be made to ensure that the Principal is available. Communication is encouraged and welcomed.

COMMUNICATION/CONFERENCING WITH A TEACHER – Communication between parents/guardians and teachers is a cornerstone of a positive home-school relationship. Teachers commonly use email, newsletters, Remind, and phone calls to communicate with home on a regular basis. There are times throughout a school year when a conference may be appropriate and necessary based on a student's progress or individual needs. In the event that a teacher deems it necessary to set up a conference all efforts will be made to accommodate the parents/guardians schedules. Conferences may occur in various formats such as in-person, via phone, or virtually. Parents/Guardians are encouraged to initiate a conference if they feel it would be helpful to them or their child. Parents/Guardians are encouraged to set up an appointment with the teacher directly to ensure availability; as teachers have several responsibilities throughout the day; which may not allow them to be available for a conference on the spot. Student participation in conferences is highly encouraged, when appropriate.

PTO – PARENT/TEACHER ORGANIZATION – Caston has an active PTO striving to provide support to the school in a variety of ways. All parents, teachers, and community members are invited and encouraged to become a member of this group. There is no membership fee and the meetings last for approximately 1 hour and are held throughout the school year. Look for information regarding PTO activities on the school webpage, on Facebook, and in communications sent home with your child, to determine how you can get involved!

RECESS – Exercise outdoors is healthy and is strongly encouraged; students who have a regularly scheduled recess time are expected to take part. Recess time can revitalize children and prepare them for more academic learning. For various reasons, a teacher, parent, or guardian may request a student not participate in recess. Children with special health conditions may need special accommodations; parents/guardians in conjunction with the school nurse should create a workable system for determining when other arrangements are necessary and the child's supervision. Recess times may vary on a day-by-day basis due to the following weather conditions that will be considered:

- ☆ Temperature
- ☆ Wind Chill
- ☆ Humidity
- ☆ Grade level
- ☆ Length of time outdoors
- ☆ Condition of the playground

CHILD CUSTODY – If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody agreement stipulating any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student, or student information, may be released to either parent. – (Board policy 5230)

RELEASE OF INFORMATION (CONFIDENTIALITY) – Notice to Parents and Students of Their Rights Concerning Education Records: Education records are governed by federal law and regulation. Records are confidential and may be disclosed only as provided in the policy.

☆ The policy concerns both elementary and secondary student education records.
☆ Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue code.
☆ Students have a right to examine their records at reasonable times.
☆ Before education records are disclosed to third-parties, the school requires a signed and dated written consent of a parent of a student less than 18 years of age and not attending a post-secondary educational institution, or a student who is at least 18 years of age or attending a post-secondary institution.

☆ Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.
☆ Directory information will be released to media organizations (including photos, radio, newspapers and television), colleges, civic or school-related organizations, and state and local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, address, photograph, e-mail address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, hair and eye color, race, sex, date of birth, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age may object to disclosure of any of the categories of directory information by filing the (Denial of Permission to Release Certain Directory Information without Prior Written Consent) form to the Principal's office not later than 14 calendar days from the beginning of the school year. This form is available from the school office if requested.

SCHOOL VOLUNTEERS (Board Policy 8120) – Caston School Corporation requires volunteers in the school to submit to a Limited Criminal History check. All volunteers including those chaperoning field trips must complete the Criminal History Check found on the corporation website: www.caston.k12.in.us under the *Employment* tab. The check will be free of charge for the volunteer and will be paid for by the corporation. Be sure to select *Volunteer* or you will be charged.

ASSIGNING ELEMENTARY STUDENTS TO TEACHERS FOR NEXT SCHOOL YEAR – What considerations are made in determining class lists for each school year? No two teachers in this or any other school are identical in philosophy, classroom management style, attitudes, temperament and personality. They each possess unique qualities that over a child's career ensure a broad, rich and varied experience. For this reason parents are encouraged to communicate and cooperate with their child's teacher(s), whomever he or she might be. The following points are relative to development of class lists:

☆ Many of the students are assigned at random. In such cases there is typically a 50/50 chance that a child will get a certain teacher.
☆ Regardless which teacher a child is assigned to for homeroom he/she will encounter other teachers during the course of the day. This includes other teachers supervising recess and lunch as well as special subject teachers or special needs teachers.
☆ Some grade levels switch students for grouping practices at various times for various activities. In these cases your child may have a different teacher.
☆ Effort is made to have approximately the same number of boys and girls in a classroom.
☆ Generally, siblings or 1st cousins are not put in the same room.
☆ Effort is made to distribute equally among the sections, students who demonstrate academic, social, behavioral or work habit difficulty.
☆ A student's ability to interact effectively with other students is reviewed.
☆ Retained students may or may not be placed with the same teacher based upon parent and teacher input.

The assignment of students to classes is a decision made by the school. Later this school year the teachers will be recommending to the Principal class rosters for next year. Parents who have concerns they feel should bear on this decision should meet with the Principal **prior to the end of the school year.** It should be emphasized that the sharing of these concerns is not to be considered the same as designating your child's teacher. Ultimately the decision for class lists must be one that is in the overall best interest of the school, and we do not allow parents to pick their child's teacher nor designate classmates.

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APPENDIX

☆ Student Network and Internet Acceptable Use and Safety Policy
☆ Parent's Right to Know Letter
☆ Caston Elementary Home-School Compact

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the Corporation's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Corporation's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

☆ Students are responsible for their behavior and communication on the Internet.
☆ Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/ password is prohibited. Students may allow other users to utilize their passwords.

☆ Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
☆ Students may not use the Internet to engage in "hacking" or other unlawful activities.

☆ Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

☆ Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

☆ Students are expected to abide by the following generally accepted rules of network etiquette:
☆ Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

☆ Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.

☆ Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

☆ Never agree to get together with someone you “meet” on-line without prior parental approval.

☆ Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

☆ Use of the internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation’s computers/network (e.g., viruses) are also prohibited.

☆ Malicious use of the Corporation’s computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Corporation’s computer/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.

☆ All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

☆ Downloading of information onto the Corporation’s hard drives is prohibited; all downloads must be to a removable drive. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

☆ Students are prohibited from accessing or participating in online “chat rooms” or other forms of direct electronic communication.

☆ Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Corporation reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation’s computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

☆ Use of the Internet and any information procured from the Internet is at the student's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

☆ Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."

☆ Proprietary rights in the design of web sites hosted on the Corporation's servers remains at all times with the Corporation.

H.R. 4577, P.L., 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended, 18 U.S.C. 2256 18 U.S.C. 1460 18 U.S.C.2246

Caston Elementary School

"HOME OF THE CASTON COMETS"

www.caston.k12.in.us

9815 S.State Rd. 25 Rochester, IN 46975

(574) 598-8000 – Phone

August 11, 2026

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Caston School Corporation to every parent of a student at Caston Elementary school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

☆ If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
☆ If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
☆ The teachers baccalaureate degree major, graduate certification, and field of discipline; and
☆ Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the School Principal, at (574) 598-8000 ext. 334.

Caston Elementary Home-School Compact

Caston Elementary School takes responsibility for providing curriculum that is aligned with the standards prescribed by the State of Indiana as well as local guidelines for curriculum. Each child's instruction will be provided by highly qualified teachers and staff members. Staff members will utilize methods that are research-based and consistent with best instructional practice. Each day your child will be welcomed to a school providing a supportive environment conducive to learning. Each child's needs shall be accommodated through a support system involving teachers, support staff, community volunteers and peers. As a parent, you are responsible for providing the needed support at home complimenting your child's schooling and assuring that your child comes to school ready to learn. A child who receives the proper nutrition & sleep is more likely to be an active and productive learner at school. A cooperative partnership with the home and school will assure that your child has every advantage necessary

to allow maximum growth and learning potential.

Ongoing communication between the school personnel and the parents is of utmost importance in best meeting the needs of a child. Parent-teacher conferences, which may involve the child, are helpful in keeping communication lines open and gives both parties an opportunity to discuss a child's educational needs. A conference should occur at least one time each school year, but may occur much more frequently as a child's needs may warrant. Parents should always feel free to contact their child's teacher or the Principal to set up a conference should there be something to discuss regarding the child. Frequent reports on your child's progress will be sent home to keep parents informed as to how their child is progressing. Parents are always encouraged to contact their child's teacher with questions or concerns after receiving the progress reports. Parents may also visit their child's classroom or serve as a volunteer as per the guidelines of our school volunteer program; the Parent/Student Handbook outlines the procedure for contacting your child's teacher to make arrangements for this.

Following are suggestions as to how you can work at home with your child:

- ☆ Work together with your child in challenging activities.
- ☆ Take your child to the library — Fulton Public Library, Kewanna Public Library, Rochester Public Library, Cass County Public Library.
- ☆ Read and discuss books. Asking your child simple questions about the big ideas in the book enhances your child's comprehension.
- ☆ Support your child in the area of art, music, or drama.
- ☆ Read the newspaper with your child. Point out things of interest to your child & discuss what is interesting to you.
- ☆ Make sure your child has a comfortable work area at home for homework — assist with homework as needed.
- ☆ Encourage your child to experiment and invent with science
- ☆ Provide art materials for your child to do projects at home
- ☆ Listen to your child — take an interest in what is happening at school.
- ☆ Play board, word, & strategy games at home and in the car.
- ☆ Talk about and teach the 7 Habits and practice them at home.
- ☆ Check your child's backpack, take-home folder and/or planner daily.

Following are suggestions as to how you can get involved at school to help your child and others:

- ☆ Attend PTO meetings.
- ☆ Volunteer in a classroom or at school.
- ☆ Chaperone a field trip.
- ☆ Attend Parent/Teacher conferences.
- ☆ Contact your child's teacher when you have a question or a concern.
- ☆ Take time to review information distributed regarding your child's classroom and curriculum.
- ☆ Visit Harmony school management system to view your child's progress and important information about the school.

☆ Visit the on-line Parent Information Resource Center that has a link provided on our Caston School Corporation web page.

Following are suggestions for getting your child positively involved in the community:

☆ Familiarize your child with the small towns that make up our school district — visit festivals and activities held in the small towns.

☆ Become involved in either Cass or Fulton County 4-H.
☆ Join Cub or Boy Scouts
☆ Join Brownies or Girl Scouts
☆ Visit the local parks (Fulton, Twelve Mile, Kewanna, Grass Creek).
☆ Visit historical sites in the community or near surrounding communities: Fulton County Museum, Cass County Museum, etc.
☆ Exercise with your child — walking, bike riding, hiking, swimming, etc.
☆ Get involved in one of the local churches — check out the youth programs available.
☆ Get involved in the local sports leagues (baseball, soccer, football, etc.)