



**SOUTHWEST  
DUBOIS COUNTY  
SCHOOL CORPORATION**

**2026 - 2027**

## **Student Handbook**

# **Huntingburg Elementary School and Holland Elementary School**



**Huntingburg Elementary School**  
501 W. Sunset Drive  
Huntingburg, IN 47542  
(812) 683-1172



**HOLLAND  
ELEMENTARY SCHOOL**

**Holland Elementary School**  
408 N Meridian St  
Holland, IN 47541  
(812) 536-2441

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*Southwest Dubois County Schools are fully-accessible. Any person requiring further accommodation should contact the Building Administrator at the school office.*

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# VISION AND MISSION STATEMENTS

## HUNTINGBURG ELEMENTARY SCHOOL

We all belong. We all work hard. We all grow. We are HBE.

Every Student. Every Day.

## HOLLAND ELEMENTARY SCHOOL

We work. We grow. We lead. We're HLE!

## WELCOME

Dear Huntingburg and Holland Elementary Families,

Welcome! We are thrilled to have you as a part of our school community and look forward to a successful and rewarding school year.

Sincerely,

Megan Anselment, **Huntingburg Elementary Principal**  
Tracy Bagby, **Huntingburg Elementary Assistant Principal**  
Jakes Moyes, **Holland Elementary Principal**

## IMPORTANT CONTACTS

### HUNTINGBURG ELEMENTARY SCHOOL

Principal, Megan Anselment - (812) 683-1172 ext 1003  
Assistant Principal, Tracy Bagby - (812) 683-1172 1002  
Social Worker, April Susnjara - (812) 683-1172 ext 1006  
Attendance Secretary - (812) 683-1172 ext 1000  
Nurse, Leah Hildenbrand - (812) 683-1172 ext 1005

### HOLLAND ELEMENTARY SCHOOL

Principal, Jake Moyes - (812) 536-2441 ext 4001  
Social Worker, Robin Small - (812) 536-2441 ext 4004  
Attendance Secretary - (812) 536-2441 ext 4000  
Nurse - (812) 536-2441 ext 4005

# ENROLLMENT

## IMMUNIZATION POLICY

### **Minimum Requirements for School Entry**

When a child enrolls in the Southwest Dubois County School Corporation for the first time or any subsequent time and at any level, parents/guardians must show that either the student has been immunized or that a current parental or medical objection to immunization is on file. It shall be emphasized that it is the parent's responsibility to provide the school with proof of immunization or the proper medical or religious exemption. This law includes all children enrolled in Southwest Dubois County Schools, not first time entrees only. The definition of "immunized" will vary according to the age of the child. Certain minimum requirements are established by the Indiana State Board of Health to simplify the task of administration. Parents are encouraged to provide the school corporation with complete immunization records prior to the start of school.

If a parent is not responsive, or if treatment is not successful, a home visit may be warranted. If the student remains out of school for longer than five (5) consecutive days or is not receiving appropriate treatment, this may constitute child neglect and should be reported to Child Protection Services.

## STUDENT SURVEYS

Provides that, if a school corporation or qualified school uses a third party vendor in providing the personal analysis, evaluation, or survey, the school corporation or qualified school must provide parents or students, as applicable, the opportunity to opt out during student registration. Provides that the school corporation or qualified school may administer the personal analysis, evaluation, or survey if a parent or student, as applicable, does not decline the analysis, evaluation, or survey. Requires each school corporation or qualified school to: post a copy of a personal analysis, evaluation, or survey on the school corporation's or qualified school's website. Requires each qualified school to establish and maintain a grievance procedure for complaints regarding a violation of this provision. The following surveys will be given this school year and you will be given the opportunity to opt out during student registration.

**Leader in Me Survey** - The MRA (Measurable Results Assessment) is a rigorously developed tool for grades 3-12 used to annually collect, analyze, and report student, staff, and school level outcomes related to the focus on improving leadership, culture, and academics. It can be used to help a school identify its strengths and weaknesses, develop improvement plans, and monitor progress.

# SCHOOL POLICIES

## SCHOOL HOURS

Students arriving after 8:05 A.M. will be considered tardy. Any student arriving after 8:15 A.M. or leaving before 2:45 P.M. will be counted absent for 1/2 day.

## ATTENDANCE POLICY

An absence will be excused if any of the following are met:

1. The student has authorization in writing by a licensed person in the legal or medical profession, turned in no later than the 2<sup>nd</sup> day after returning to school. This would be considered a certified absence.
2. Death in the immediate family.
3. Special situation as determined by the principal or designee.
4. A parent phone call or signed note by the parent excusing the absence, turned in no later than the 2<sup>nd</sup> day after returning to school.

A student may accumulate 5 excused absences per semester. All absences in excess of this limit will be considered unexcused unless covered by numbers 1, 2, or 3 above.

Further accumulation of unexcused absences during this current school year could result in your child being referred to Project Attend, Dubois County's chronic absence prevention program. The accumulation of 10 or more unexcused absences in a year will result in referral to Dubois County's juvenile probation program. Specific steps of this process are outlined as follows:

### **Step 1: 3 Unexcused Absences**

- Phone call to parent/guardian
- Copy of school attendance policy sent via **registered mail**
- Student's name placed on Attendance Officer's watch list

### **Step 2: 5 Unexcused Absences**

- Phone call to parent/guardian
- Certified letter mailed home (or in person meeting held) with a copy of school attendance policy and a School Attendance Statutory Advisement and Admonition that the parent must sign in person at the school
- School Attendance Officer meets with parent and child (can be done in conjunction with and simultaneously to the above requirement)

### **Step 3: 7 Unexcused Absences**

- Phone call to parents/guardians
- Referral to PROJECT ATTEND through Juvenile Probation Officer

### **Step 4: 10 Unexcused Absences**

- Referral to Dubois County Prosecutor for Educational Neglect and/or Delinquency Petition filing

- Referral to Department of Child Services Abuse/Neglect Hotline

Please call the principal to further discuss this matter and any questions you may have.

## **ARRIVAL/DISMISSAL**

### **HUNTINGBURG ELEMENTARY SCHOOL**

Students should arrive between 7:30 - 8:05 A.M. unless other arrangements have been made through the school office. Upon arrival, all students should report to their classroom except those who are eating breakfast. They should report to the cafeteria. Car riders wishing to eat breakfast need to arrive by 8:00 A.M. The breakfast line will close at 8:05 A.M. All students being dropped off should be brought to the front entrance. The back parking lot is only for buses after 7:15 A.M.

**There is no office pickup at dismissal time.** At the end of the school day all car riders will be dismissed through the front entrance. Students who ride buses will board their buses in the back parking lot as instructed by bus-duty personnel. Dismissal will start at 2:55 P.M. Regular attendance is important to your child's success in school. It is essential that your child be in school each day unless they are ill. If there is a need for a child to be absent from school, parents should call the office (812-683-1172) before 8:30 A.M. to verify the absence. Missed work and assignments may be picked up in the office after 3:00 P.M. If at all possible, parents should avoid scheduling vacations while school is in session.

If your child's transportation arrangements need to change (for example, from bus rider to car rider or vice versa), notify the school office no later than **2:00 PM**.

### **HOLLAND ELEMENTARY SCHOOL**

Students should arrive between 7:30 - 8:05 A.M. unless other arrangements have been made through the school office. Upon arrival, all students should report to their classroom except those who are eating breakfast. They should report to the cafeteria. Car riders wishing to eat breakfast need to arrive by 8:00 A.M. The breakfast line will close at 8:05 A.M. All students being dropped off should be brought to the front entrance.

**There is no office pickup at dismissal time.** At the end of the school day all car riders will be dismissed through the front entrance. Students who ride buses will board their buses in the back parking lot as instructed by bus-duty personnel. Dismissal will start at 2:45 P.M. Regular attendance is important to your child's success in school. It is essential that your child be in school each day unless they are ill. If there is a need for a child to be absent from school, parents should call the office (812-536-2441) before 8:30 A.M. to verify the absence. Missed work and assignments may be picked up in the office after 3:00 P.M. If at all possible, parents should avoid scheduling vacations while school is in session.

If your child's transportation arrangements need to change (for example, from bus rider to car rider or vice versa), notify the school office no later than **2:00 PM**.

## TRANSPORTATION

The school corporation provides bus transportation for all students. Our central office administration will assign students a school bus based upon the location of pick-up and drop-off. A change in a student's regular bus assignment may be granted for special needs if a note from a parent is submitted to the teacher/office stating the reason for the request and the duration of the change. However, all changes must be approved as the capacity of each bus is different and our central office administration will closely monitor the routes.

To ensure the safe and efficient transportation of all students, any requests to change your child's bus route must be communicated to the school office **at least 48 hours in advance** of the requested change date and must be made by the parent/guardian. This advance notice allows us to coordinate with transportation staff and ensure all necessary arrangements are made.

## BUS CONDUCT

Transportation of students is a service provided by the school corporation, and as such may be denied to any individual whose actions threaten the safety and well-being of others on the bus. When children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver, and are subject to disciplinary measures by the bus driver and the governing body of the school corporation.

## BUS RULES AND REGULATIONS

1. Each student shall move immediately upon entering the bus to his/her assigned seat.
2. Students are not to use loud, boisterous or profane language.
3. No windows or doors are to be opened or closed except by permission of the bus driver.
4. Students who deface or vandalize the bus will receive the appropriate consequences. Vandalism can be a basis for suspension or expulsion from school.
5. Students are to refrain from eating or drinking on the bus.
6. Any use of or possession of alcohol or tobacco is prohibited.
7. Students are to follow procedures concerning pick-up points as established by the drivers and Director of Transportation.
8. Students are to follow other rules as established by the bus driver, Director of Transportation, or other school officials.

## DISCIPLINARY PROCEDURES FOR VIOLATIONS ON THE BUS

1. Students shall be informed of the rules and regulations by the driver within the first week of the school year.

2. Students who violate rules may be reprimanded by the driver, Principal, or Director of Transportation.
3. A student who continues to violate rules after having been reprimanded, may be suspended from riding the bus for a period of up to five (5) days by an appropriate school official. The parents will be notified of this action, in writing.
4. A student who continues to violate rules may be excluded from riding a bus the remainder of the school year. The following procedures will be used:
  - a. An investigation, by an administrator, of the incident.
  - b. The student and driver will present their version of the incident.
  - c. Notice of decision, in writing, will be sent to the student, parent/guardian, and driver.

For questions regarding transportation, contact the Director of Transportation and School Resource Officer, Larry Fuesler. (812) 683-2272, ext. 2106

## **SCHOOL SAFETY**

All Southwest Dubois County Schools are alcohol, tobacco, drug, and weapon free campuses.

## **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

Students will only be released from the school office. For your protection and the safety of our students, parents must sign their children out in the office if they pick them up during the school day. Children will NOT be released from the classroom, nor will they be permitted to meet their parents outside the school building. In addition, children will not be released to anyone other than listed emergency contacts within PowerSchool without your written permission. In the event of an emergency, a phone call will be accepted only with proper parent verification.

## **BUILDING VISITORS**

Any person entering the school building, should enter through Door 1 and check in at the front office. All visitors will sign in and out at the front office. All visitors will wear a sticker identification badge through the entirety of the visit.

All visitors must have a completed background check through Southwest Dubois County School Corporation. Please contact your school's office for more information.

## **WEATHER AND OTHER EMERGENCIES**

### **SCHOOL CLOSINGS**

Schools may be closed for operation due to weather or other circumstances. When that happens, you should receive a call from the Southwest Dubois County School Corporation. If you are not receiving those calls, please contact the elementary school office.

## **EARLY DISMISSAL (Weather)**

Schools will sometimes need to release early due to impending weather or other circumstances. In that case, you will receive a phone call notification that school is dismissing early. If school is dismissed early, students go home via their normal transportation.

In such situations, we kindly request to only call for emergency transportation changes. It is a priority to keep phone lines open for emergencies only.

## **EARLY RELEASE (Professional Development)**

On designated professional development days throughout the school year, students will be dismissed early at 12:55 PM. All regular dismissal procedures will remain in place during these early release days. To ensure a smooth and safe dismissal, any changes to a student's transportation must be communicated to the school no later than 11:00 AM. This allows adequate time for teachers and staff to be informed and prepared to help students get home safely.

## **TWO HOUR DELAY OR LATE START**

On a two hour delay or on a designated professional day, there will be breakfast served and no morning preschool. Bus transportation will begin two hours later than the normal time. Students may be dropped off starting at 9:30 A.M. and school will begin at 10:05 A.M.

## **MEAL SERVICES**

Breakfast is available for all students who are interested with the cost of \$1.50 and reduced cost of \$0.30. Research has shown that breakfast is the most important meal of the day. All buses are here by 8:00 A.M. Car riders wishing to eat breakfast need to be here by 8:00 A.M. The breakfast serving line will close at 8:05 A.M.

Student lunches are served daily. If you choose to pack your child's lunch, please do not include items that must be heated or refrigerated. Also, please do not include soft drinks in student lunches. Milk, Kool-Aid, fruit juices, water, or similar types of drinks are acceptable. Make sure that any lunch boxes are clearly labeled with your child's name. A student's lunch costs \$2.75, and a reduced student lunch costs \$0.40.

All families are highly encouraged to complete the free/reduced lunch application annually.

Families can create an account through MySchoolBucks to pay for students' meal balances online.

For more information on SWDCS food services, please visit

<https://www.swdubois.k12.in.us/district-departments/food-services> or contact our Food Service Director, Maggie Leavitte. (812) 683-2272, ext. 2607

## COMMUNICATION

Communication between school and home is an important link in your child's success in school. Students will be provided information to connect with their classroom teacher via Parent Square, a mobile communication app. School and classroom information will be sent home via a school newsletter, Parent Square, and/or Facebook. Grades and attendance information can be found by logging into your child's PowerSchool account.

If you have any questions or school related concerns, please follow this procedure:

1. Contact the classroom teacher involved, or if the question concerns general policy, contact the office. Every attempt should be made to resolve the problem with the classroom teacher.
2. If you do not feel that the problem has been resolved after contact with the classroom teacher or office, you may then talk with the building principal.
3. If, after contact with the building principal, you do not feel the issue is resolved, you should contact the superintendent.

## SECLUSION/RESTRAINT INFORMATION

Per state law, Southwest Dubois County School Corporation has adopted a Seclusion/Restraint Policy. To access this policy, please visit our school accountability webpage at <https://www.swdubois.k12.in.us/about/schoolstate-reports> and click on seclusion and restraint.

## STUDENT EXPECTATIONS

### DRESS CODE

Personal appearance and activities/behavior are not allowed to disrupt the educational process. Students will be directed to change their clothing if it violates any of the bullet points below.

1. Shoes or sandals are to be worn at all times during the school day. Flip flops and high heels are not acceptable footwear.
2. Students' dress, including body piercing and hair color, should be clean, safe, and non-disruptive to the educational process.
3. Shorts must be of reasonable fit and length. Shorts are not permitted between fall break and spring break. (i.e., volleyball spandex)
4. No skin is to be exposed between the waist of the pants or skirt and the bottom of the upper garment (i.e., crop tops).
5. Offensive or suggestive slogans on clothing are not permitted (alcohol, drugs, profanity, sexual innuendo, etc.).
6. Hats are not to be worn inside the building unless it is a schoolwide spirit day.
7. Skirts and dresses are to be of reasonable length.
8. Pajama type clothing is unacceptable for school unless it is a schoolwide spirit day.

9. Teachers are to send students to the office if any of the above guidelines are violated. There are obviously varied interpretations concerning dress, and if students exercise reasonable judgment as spelled out above, there should be no problems.

## **ELECTRONIC MEDIA**

It is a violation of school policy to send, share, view, or possess pictures, text messages, emails, or other materials of an explicitly sexual nature and unrelated to a serious educational purpose, in electronic or any other form or media, including, but not limited to, cell phones, computers, and other electronic devices.

All families agree to the Responsible Use Agreement upon registration each year.

### **Cellular Phones:**

In accordance with new Indiana legislation (Senate Enrolled Act 78 / [Indiana Code § 20-26-5-40.7](#)), Huntingburg and Holland Elementary will continue its Personal Communication Device (PCD) policy: Cellular phones, smart watches, and any other PCD should remain switched off and in students' backpacks while on school premises.

## **DISCIPLINE**

### **SCHOOL WIDE BEHAVIORAL EXPECTATIONS**

Students at Huntingburg and Holland Elementary will be expected to abide by the following School Wide Behavioral Expectations:

- I will treat everyone with kindness and respect. I will put people up, not down.
- I will meet classroom, recess, hallway, restroom and cafeteria expectations.
- I will keep hands, feet, and objects to myself.
- I will not use inappropriate language.
- I will never tease, cause harm, name-call or bully another student.
- I will immediately notify my teacher or another staff member if I am bullied or see someone else being bullied.
- I will not keep myself, or others, from learning.
- I will follow directions the first time given.
- I will always be in the proper place with permission.
- I will use all materials and equipment properly.
- I will always try to do my best.

### **DISCIPLINE PROCEDURES**

Huntingburg and Holland Elementary will use the progressive discipline plan as a guide to promote consistency. Prior to any disciplinary action by an administrator or staff member, a conference will be conducted with the student. During due process, the student will be given the opportunity to explain the incident.

Administrators at Huntingburg and Holland Elementary reserve the right to apply other disciplinary consequences and measures as deemed appropriate in order to help students develop positive and productive behavior.

Students on a specific behavior or educational plan will be handled on an individual basis to determine appropriate steps.

## **SUBSTANCE ABUSE**

All discipline at Huntingburg and Holland Elementary shall adhere to the laws of Indiana, including all drug, alcohol, tobacco, and other chemical abuse related laws. The current Indiana law is can be viewed using this url: [www.in.gov/legislative/ic/code/title20/ar33/ch8.html](http://www.in.gov/legislative/ic/code/title20/ar33/ch8.html)

## **BULLYING**

Southwest Dubois is committed to providing students with a safe and nurturing learning environment. A [form](#) is provided to allow for the anonymous report of a bullying incident. This form will allow the Southwest Dubois staff to investigate any allegations and, if they are substantiated, pursue the proper course of action in response to a report of bullying. Form: [https://docs.google.com/forms/d/e/1FAIpQLSfAFzzVFtMYTQu-yCy5\\_59TLbiyX6PUZhrf1t8-dnEdNI4UVQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfAFzzVFtMYTQu-yCy5_59TLbiyX6PUZhrf1t8-dnEdNI4UVQ/viewform)

## **BULLYING POLICY**

Huntingburg and Holland Elementary believes that every individual deserves to be able to come to school without the fear of harassment or being bullied. Harassment or Bullying will not be tolerated. If this behavior is substantiated, intervention and/or penalties will be used. This policy will apply in accordance with the Indiana Bullying Law IC 20-33-8-0.2 and with the SWDCS Bullying Policy (both listed below). Reporting bullying and harassment to school staff is encouraged. Anyone may and should report harassment/bullying incidents. Individuals may report harassment/bullying to any school staff member or through our school website. The information will be acted on and reported to school administration for a complete investigation. The school will do all that is possible to maintain confidentiality. Parents are also encouraged to listen to their children, ask questions, and be in contact with school officials if they suspect problems.

## **BULLYING STATE LAW As defined by IC 20-33-8-0.2**

(a) “bullying” means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, 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:

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

(b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1) Participating in a religious event.

- (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student's parent.
- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

*As added by P.L.106-2005, SEC.6. Amended by P.L.285-2013, SEC.5.*

#### **SWDCS SCHOOL BOARD BULLYING POLICY – 0670**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the building principal or his/her designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the building principal or his/her designee. This report may be made anonymously.
5. The building principal or his/her designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

6. Each building principal or his/her designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2 I.C. 20-33-8-13.

## **STUDENT HEALTH AND WELLNESS**

### **STUDENT ILLNESS**

If your child becomes ill while at school and needs to go home, the nurse's office will try to contact a parent. If the parent is unavailable, the school will attempt to contact other family members through emergency numbers provided on the enrollment form. Symptoms that indicate a child should go home include (but are not limited to) vomiting, diarrhea, an infection of the eye or a temperature in excess of 100 degrees. If your child is sent home sick, he or she must be symptom free for 24 hours without medication before returning to school.

### **ADMINISTRATION OF MEDICATION AT SCHOOL**

#### **Medication Administration Policy – Non-Prescription Medications**

To ensure the safety and well-being of all students, the following policy outlines the administration of non-prescription (over-the-counter) medications by the school nurse:

### **Daily Non-Prescription Medications**

The school nurse **will not administer daily non-prescription medications** (such as daily vitamins, iron supplements, or allergy medications) unless the following conditions are met:

- A **written order from a licensed healthcare provider** is submitted, stating that the medication must be administered during school hours.
- A **completed and signed parent/guardian consent form** is on file.

In the absence of a provider's order, **daily non-prescription medications must be administered at home.**

### **Non-FDA Approved Medications**

The school nurse **is not permitted to administer any non-FDA approved medications or supplements** (including but not limited to herbal remedies, essential oils, or homeopathic products) under any circumstances.

### **As-Needed (PRN) Non-Prescription Medications**

The school nurse **may administer certain non-prescription medications on an as-needed basis** for common ailments, provided that **prior written parental/guardian consent** is on file. Parents/Guardians must provide these medications for their students. Examples include:

- Acetaminophen (Tylenol) or ibuprofen (Motrin) for minor headaches or discomfort
- Antacids or anti-nausea medications (e.g., Pepto-Bismol) for stomach aches

All as-needed medications will be administered in accordance with the school's standing orders and dosage guidelines appropriate for the student's age and weight.

### **Parent/Guardian Responsibilities**

- Ensure the school has up-to-date health information and emergency contacts.
- Provide necessary documentation and consent forms when requesting medication administration at school.
- Administer all daily medications at home unless a medical necessity requires school-day administration with proper documentation.

## **HEAD LICE INFESTATION**

In the event a child is examined by the school nurse or any other designated school official and found to have an infestation of live lice present on the scalp and/or body with nits closer than 1/2" from the scalp the parent will be called and the child will be sent home for treatment. Information will be provided about proper treatment techniques for family members and personal belongings.

An infested child should not be allowed to return to school until after treatment. Upon re-entry the child should be checked by the school nurse or designated person who understands the control measures. Evidence for treatment includes no live lice, no nits closer than 1/2" from the scalp, clean hair and scalp, and a statement from the parent(s) as to what treatment was used.

## **IMMUNIZATION POLICY**

### **Minimum Requirements for School Entry**

When a child enrolls in the Southwest Dubois County School Corporation for the first time or any subsequent time and at any level, his parents/guardians must show either that he/she has been immunized or that a current parental or medical objection to immunization is on file. It shall be emphasized that it is the parent's responsibility to provide the school with proof of immunization or the proper medical or religious exemption. This law includes all children enrolled in this School Corporation, not first time entrants only. The definition of "immunized" will vary according to the age of the child. Certain minimum requirements are established by the Indiana State Board of Health to simplify the task of administration.

Parents are encouraged to provide the School Corporation with complete immunization records prior to the start of school.

If a parent is not responsive, or treatment not successful, a home visit may be warranted. Failure to comply may constitute child neglect and should be reported to Child Protection Services.

### **Children Enrolled with Less Than the Minimum Requirements**

Children with a history of receiving less than the minimum requirements for immunization have a period of twenty (20) calendar days in which to begin or resume their series. Students may remain in school at the end of a granted waiver period by documenting that they have:

1. Completed all requirements,
2. Entered upon a specific schedule of immunization approved by a physician or the local Health Department, or
3. Qualified for exemption.

### **Children Exempted from Minimum Requirements**

In order for a child to be exempted from complying with minimum immunization requirements for medical or religious reasons, the parent(s) or guardian(s) are required to submit a written request for exemption and the request must be filed annually with this School Corporation. In the case of a medical exemption, the signature of a physician is required. For other exemptions, the signature of a parent or legal guardian is sufficient.

For their own protection, exempted students will be excluded from school in the event of an outbreak.

### **Documentation of Immunization**

An immunization history may be documented in one of three ways:

1. By a physician's certificate, including the number and dates of doses administered;
2. By records forwarded from another School Corporation including number and dates of doses administered;

3. By a record maintained by the parent(s), which documents the date each dose of vaccine was received. Month, day, and year are required for the measles, mumps, and rubella vaccine because children receiving this vaccine prior to their first birthday are less likely to be adequately protected.

### **Exclusion**

Any student currently enrolled in the Southwest Dubois County School Corporation who is not meeting minimum requirements for immunization or who does not have an annual medical/religious exemption filed according to this policy, will be excluded from school until immunization has been initiated and exemptions on file. Failure to comply will result in notification to Child Protection Services.

## **SPORTS PHYSICALS**

All students participating in school related sports teams or cheerleading are required to have a physical form on file.

## **ACADEMICS**

### **GRADING SCALES**

Kindergarten, First, and Second Grade ratings are standards-based using a scale of 1, 2, or 3.

- 1 = Below grade level/Does not meet standard
- 2 = Approaching grade level/standard
- 3 = On grade level/Meets standard

Third, Fourth, and Fifth Grades use the basic scale used for determining grades for students:

|                |                |                |                 |              |
|----------------|----------------|----------------|-----------------|--------------|
| A = 93-100%    | B+ = 87-89.99% | C+ = 77-79.99% | D+ = 67-69.99 % | F = Below 60 |
| A- = 90-92.99% | B = 83-86.99%  | C = 73-76.99%  | D = 63-66.99%   |              |
|                | B- = 80-82.99% | C- = 70-72.99% | D- = 60-62.99%  |              |

Students receiving an F on a mid-term or regular grading period report may not participate in any school-sponsored team. A student may regain their eligibility at the next reporting period if they do not receive an F. Inappropriate conduct may also cause a student to lose their eligibility to participate.

PowerSchool <https://swdubois.powerschool.com/public/>

## **HONOR ROLL**

Students in grades 3-5 must receive all A's and/or B's in academic areas to qualify for the Honor Roll.

## **ACADEMIC HONORS**

Students will be eligible to receive an academic award in which they earn a 3.7 grade point average through the first three quarters of the school year.

## **HOMEWORK**

Homework is an out-of-school assignment that contributes to the educational process of the student; homework is an extension of class work and is related to the objectives of the curriculum. All homework sent home is to practice skills that have already been taught. Parents are not expected to help their child excessively, but parental interest goes far in encouraging a child. Study assignments are just as important as written assignments. How your child views homework is largely dependent upon your interest and involvement. Parents can do their part to improve homework by:

1. Parents can check folders/backpacks daily.
2. Stay in communication with your child's teacher.
3. Establish a homework routine at home.

## **PROMOTION OF STUDENTS**

The principal shall adopt the criteria for promotion within his/her building. Parents who request to have their child retained, even though the student has been promoted, are to submit their request in writing to the principal. The request is to contain the reasons for retaining the student in the previous grade level. The request is to be submitted to the principal within two (2) weeks after the end of the second semester.

## **RETENTION OF STUDENTS**

Results obtained from standardized achievement tests and academic progress will be important factors in the retention decision. The combined views of the teachers, principal, and parents will be considered. The final decision on retention shall remain with the principal of the school. The principal or designated teacher will send a statement by the end of the fourth grading period, notifying parents of the possibility that their child may be retained. The principal of Huntingburg and Holland Elementary Schools have additional guidelines relating to the retention of students on file in their respective offices. It is prohibited to retain a student in a grade level for the sole purpose of improving a student's ability to participate in extracurricular athletic programs.

## **STATE ASSESSMENTS**

**ILEARN and IAM** are administered in April through May to all third, fourth, and fifth grade students. The ILEARN and IAM are summative evaluations of student achievement and growth

measured through Computer Adaptive and Performance Task assessments. More information can be found on the IDOE ILEARN website: <https://www.in.gov/doe/students/assessment/ilearn/> or IAM website: <https://www.in.gov/doe/students/assessment/i-am/>

**IREAD-3** is administered in March to all second grade students and to third grade students who need to retake the test. IREAD-3 measures foundational reading skills based on the Indiana Academic Standards through grade two. More information can be found on the IDOE IREAD-3 website. <https://www.in.gov/doe/students/assessment/iread-3/>

**WIDA ACCESS** is administered in January through March to all identified English Learners with a proficiency score of 1.0-4.9. WIDA ACCESS measures the student's current level of English proficiency in Speaking, Listening, Reading, and Writing domains. More information can be found on the IDOE WIDA website. <https://www.in.gov/doe/students/assessment/wida/>

## **PROGRESS REPORTS/REPORT CARDS**

All grade progress can be viewed in PowerSchool at any time. PowerSchool can be located through the parent portal <https://www.swdubois.k12.in.us/parent>. Quarterly grade cards are released via Parent Square no more than one week after the end of each quarter.

## **PARENT/TEACHER CONFERENCES**

Fall conferences will be scheduled each year for the purpose of discussing students' progress. Additional conferences can be arranged with a teacher at any time throughout the year. A request for a conference should come in the form of a written note or phone call to the office. Please allow at least one day's notice to allow time to schedule the conference. In an emergency, the principal may be contacted to arrange a suitable conference time.

## **SPECIAL PROGRAMMING**

### **TITLE I (HUNTINGBURG ELEMENTARY)**

#### **PARENTS RIGHT TO KNOW**

In accordance with the Elementary and Secondary Education Act, Section 111 I(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Southwest Dubois School Corporation to every parent of a student in a Title I 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 that 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 Megan Anselement, Huntingburg Elementary School Principal, at 812-683-1172.

## **TEACHER/PARENT/STUDENT COMPACT**

Huntingburg Elementary believes that significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s).

### **Teacher Responsibilities:**

To accomplish the goal, the teacher commits to:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment
- Hold parent-teacher conferences as needed or requested
- Provide parents with frequent reports of their child's progress
- Provide parents with the opportunity to participate in school activities
- Provide parents with reasonable access to staff

### **Parent Responsibilities:**

A parent will support their child's learning in the following ways:

- Monitoring my child's attendance
- Making sure that homework is completed
- Monitoring the amount of screen time for my child
- Participating in decisions related to my child's education
- Promoting positive use of my child's extracurricular time
- Attend fall parent information meeting, parent workshops, and school activities

### **Student Responsibility:**

The student agrees to:

- Do my homework every day and ask for help when needed
- Try to read at least 20 minutes every day outside of school time
- Give my parents all notices and information given to me from my school
- Respect my teacher and other students
- Be responsible, be respectful, be safe, and be ready to learn
- Speak up, reach out, and be a kid against bullying

## **ENGLISH LANGUAGE LEARNERS**

As required by Lau v. Nichols, and further defined by Castaneda v. Pickard, identified EL students at all grades and English proficiency levels must receive language assistance services. Services must be provided to all EL students until reaching proficiency, with students meaningfully and equally participating in educational programs without the need for language support.

We follow the WIDA framework, which provides a comprehensive approach to language development and academic achievement. This framework helps us tailor our instruction to meet the unique needs of each student.

Additionally, our curriculum is designed to be inclusive and supportive of English Language Learners. Our teachers are trained in diverse teaching strategies to promote language acquisition and ensure student engagement.

## **SPECIAL EDUCATION**

All schools must provide special education support and/or programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. To inquire about the procedure, a parent should contact the school and speak with a teacher, school psychologist, or principal.

Southwest Dubois County Schools are a part of the Exceptional Children's Co-Op who oversee the policy and procedures of special education services. For additional information, contact the Co-Op at 812-482-6661.

## **SECTION 504-AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act requires the school to ensure that no individual is discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the corporation programs and facilities.

Students with identified disabilities who do not qualify for IDEA may be served through a 504 Plan. This plan entitles the student his/her right to take part in the general education program with accommodations developed through an interactive dialogue between the school, the student, and the student's parents. Parents who believe their child may have a disability that

interferes substantially with their child's ability to function properly in school should contact the school principal.

## **DUAL LANGUAGE IMMERSION (HUNTINGBURG ELEMENTARY)**

Huntingburg Elementary has a two-way, 50/50 Dual Language Immersion (DLI) program in grades K-5. Students in the DLI program are taught 50% of their school day in Spanish and 50% of their school day in English. They are taught the same academic standards as their peers while receiving instruction in both languages. The DLI Information Night for incoming Kindergarten families is held in February of each year. Applications must be completed in order to be considered for the program. For more information, contact Megan Anselment.

## **MCKINNEY-VENTO ACT**

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Please contact April Susnjara 812-683-1172, ext 1006 for more information.

## **LEADER IN ME**

Our school has chosen to operate through a uniquely different lens. Leader in Me is about empowering your child to reach their full potential while ultimately finding their voice. As a school, the staff in this building have made five core commitments to your child. We call these our Core Paradigms. In these paradigms you will find the belief and way we view all students. At this school we see that: • Everyone is a leader. • Everyone has genius. • Change starts with me. • We empower students to lead their own learning. • Educators and families partner to develop the whole person.

## **PBIS**

Positive Behavioral Interventions and Supports (PBIS) is a research-based framework for teaching and supporting the academic, social, emotional, and behavioral competence of ALL students along a multi-tiered continuum.

The benefits of implementing a PBIS framework include:

- Fewer behavior issues
- More instructional time
- Better attendance our school has chosen to operate through a uniquely different lens. Leader in Me is about empowering your child to reach their full potential while ultimately

finding their voice. As a school, the staff in this building have made five core commitments to your child. We call these our Core Paradigms. In these paradigms you will find the belief and way we view all students. At this school we see that: • Everyone is a leader. • Everyone has genius. • Change starts with me. • We empower students to lead their own learning. • Educators and families partner to develop the whole person.

- Positive, predictable, and safe learning environments

## **PARENT-TEACHER ORGANIZATION (PTO)**

The PTO plays a vital role in supporting our school community and enhancing our students' educational experiences. If you're interested in joining the PTO, you are highly encouraged to do so! By becoming a member, you'll have the chance to contribute your ideas, skills, and time towards organizing events, fundraising, and collaborating with other parents and teachers. It's a fantastic way to connect with other families, support our school, and make a positive impact. If you have any questions or need more information, please email.

Huntingburg Elementary PTO: [huntingburgpto@gmail.com](mailto:huntingburgpto@gmail.com)

Holland Elementary PTO: [hollandelementaryptoinc@gmail.com](mailto:hollandelementaryptoinc@gmail.com).

## **COMPLIANCE**

### **AMERICAN DISABILITIES ACT (ADA)**

The American Disabilities Act provides access to educational programs and services for any person who is disabled. The Southwest Dubois Schools are aware of the need to provide this access. Any individual who finds that access is difficult or being denied due to accessibility, should contact the ADA Corporation Compliance Officer, Superintendent Chip Mehaffey. All activity sites at Southwest Dubois County Schools are fully-accessible. Any person requiring further accommodation should contact the building administrator at the school office.

### **ANTI-HARASSMENT**

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's education opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). The full policy can be found on the corporation page of the SWDCSC website under policy #5517.

### **INSURANCE**

The Corporation does not carry coverage for students who are injured on our property. Insurance is offered through a private carrier.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access identifying the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate through a written request to the school principal that clearly identifies the part of the record they want changed, and specifies why it is inaccurate. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment and additional information regarding the hearing procedures. (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Dubois County School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901. FIELD TRIPS Field trips for K-6 students are limited to one (1) per semester with

## **ADDITIONAL INFORMATION**

### **FIELD TRIPS**

Field trips and special activities and programs are a privilege. Decisions on student attendance/participation can be based on completion of assigned work and behavior.

### **STUDENT VALUABLES**

The school cannot assume responsibility for broken, lost, or stolen items. Cell phones should not be brought to school. Students should not bring toys, trading cards, electronic games, play equipment, etc., to school. All toy guns, knives, matches, lighters, and any other sharp or pointed object will be taken from students.

### **LOST AND FOUND**

The school maintains a lost and found area that is available throughout the school year.

## **WHEN TO CALL THE SCHOOL**

I need:

- to enroll or withdraw my student.
- to access my child's grades/PowerSchool.
- to request a transportation change.
- to ask questions about my child's grades, attendance, or outstanding fees.
- to obtain an additional copy of academic records including state testing results.
- to request a scheduled meeting with the teachers and/or administration.
- to stay connected to your child's education.