

# Tri-County Primary and Intermediate Schools Student Handbook



Welcome to Tri-County Primary and Intermediate Schools! This handbook contains general information about our schools to help acquaint you with school policies and services. To access Tri-County's policies, visit our website at [www.trico.k12.in.us](http://www.trico.k12.in.us). If you have any questions or need additional information, please reach out to the appropriate school directly.

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## Contact Information

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## General Information

### School Schedules

#### Elementary School Hours

7:45 AM	School Arrival- Doors Open
7:45-8:15 AM	Breakfast Served <ul style="list-style-type: none"><li>7:45-8:00 Adult-supervised activities in the gym for students not eating breakfast</li><li>8:00-8:15 Students arrive in classrooms</li></ul>
8:20 AM	Tardy Bell Rings <ul style="list-style-type: none"><li>All doors are locked at 8:20 am.</li><li>Any student who arrives after 8:20 must check in at the office</li></ul>
2:50 PM	Students Prepare for Dismissal
2:55 PM	Dismissal of All Elementary Students

#### Delayed Start

On Wednesday mornings, our staff has professional development time from 7:45-8:45 a.m. Professional development will NOT impact bus schedules for student riders. Buses will operate on the same schedule, and students will be dropped off at the appropriate school on the same schedule. However, students who walk or are car riders have the option to arrive at approximately 8:50 each Wednesday.

#### Cancellations & Delays

When weather conditions or extenuating circumstances cause a delay or cancellation of school, Tri-County schools initiate a call/email/text system to alert families. Sign-up for this service occurs at registration. If you are not receiving alerts, please notify the office. Families are ultimately responsible for knowing school is in session and should check local TV, radio and internet sources for up-to-date information.

#### Early School Dismissal

Families need to make advance arrangements for children in case of early dismissal from school due to bad weather or some other unexpected situation. For safety and security reasons, parents must keep this information up to date in the school office.

### Breakfast and Lunch

Breakfast and lunch are served daily. School menus are included in the corporation newsletter and can be accessed through the school's website, [www.trico.k12.in.us](http://www.trico.k12.in.us).

Lunch and breakfast money must be in an envelope with the student's name and the teacher's name. Classroom teachers collect breakfast/lunch account money daily. Payments may also be dropped off in the Lunch Money box in the main hallway. E-Funds deposits may be made electronically. Contact the school office for more details concerning E-Funds. Children may carry their lunch, but lunches are kept in the rooms or lockers, so pack accordingly.

Free/Reduced lunch assistance is available. Applications are available in the school office. Please update your application when your home situation changes or at least annually. An application must be completed each year.

## **Transportation**

If a family utilizes school transportation for their child, bussing arrangements are confirmed before the child has their first day of school. Students using the transportation system to get to and from school are allowed to have one consistent bus stop in the morning and one consistent bus stop in the afternoon as part of our "One Stop Policy."

Once bussing arrangements are set, these designated pick-up and drop-off stops are the only places to which your child will be permitted to ride to and from school. Any changes to these arrangements must be approved by the Transportation Director. This policy is for the safety of all students and drivers, as well as to create consistency for students, bus drivers, office staff, and teachers, while also helping to eliminate any miscommunication. Family emergencies will be taken into consideration and handled on a case-by-case basis and will be handled via communication with the transportation department.

Please send a note or call the office if your child will be picked up from school or will be going home with another approved adult or student. When time and circumstances do not permit a note, a phone call to the school office by a responsible adult will suffice. Please notify the office by 1:00 p.m., if possible.

## **Visitors**

Visitors must enter through Door 1 to the school office. Visitors will be asked to provide their driver's license in order for us to enter them into our visitor management system. Visitors and volunteers are welcomed and appreciated for pre-arranged visits with school staff.

## **Dress Code**

Students' clothing should be appropriate to the season and weather. We understand that weather can fluctuate in each season, but we give the recommendation of wearing shorts and skirts before fall break and after spring break. Shorts, skirts, and dresses should be mid-thigh or longer. Any holes or tears in a student's pants/ jeans must not exist above the knee unless holes are properly patched or another article of clothing is worn underneath. Students should wear clothing that is non-revealing in nature and free from inappropriate language or pictures. Some examples of clothing that are too revealing are spaghetti-strapped tops, crop tops, muscle shirts, and tank tops.

*Administration reserves the right to deem what is or is not appropriate school dress.* Students who come to school inappropriately dressed will be given alternative clothing to wear during the school day. Hats and hoods are to be removed while in the building.

## **Swimwear**

When swimming or other water activities require swimwear, boys may wear regular swim trunks (no speedo-type), and girls may wear one or two-piece swimming suits with no midriff visible, no low-cut bodice, and no high-cut legs. If the midriff shows the student will be required to wear a shirt covering the top.

## **Personal Communication Device (PCD)**

Personal communication devices such as, but not limited to, cell phones, smart watches, and iPads must be turned off during the school day unless approved by a teacher for academic purposes. Any other use of cell phones during the day is considered a violation of policy. Neither cell phones nor electronic devices may be used during recess, lunch, or late bus. The school is not responsible for items lost, stolen or broken.

- 1<sup>st</sup> offense –device confiscated by a teacher and returned at dismissal.
- 2<sup>nd</sup> offense –device confiscated, office personnel will call the parents, and a parent must pick up the phone in the office.
- 3<sup>rd</sup> offense –device confiscated, a parent must pick up the PCD in the office, student receives 3 days of alternative programming.
- 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.

## Items From Home

- Students who bring equipment/toys claim total responsibility for such equipment. Please make sure items are well-marked with the student's name.
- NO guns, knives, matches, cigarette lighters, or any weapons of real or toy nature are to be at school. This includes squirt guns. (Indiana Code)
- Riding a bicycle to school is a privilege. Bikes should be stored at the bike racks.
- Trading or buying of personal items is prohibited at school.
- NO skateboards, rollerblades, or scooters are allowed before, during, or after school.

## Lockers

Students at Tri-County Intermediate School are assigned a locker. All lockers are property of the school corporation and are available to students for use in storing personal belongings and school supplies. Lockers are not to be defaced. Magnets are best for hanging things. Please do not use tape. They should not be used to store illegal items that could interfere with school purposes. School lockers are a part of school property and, therefore are subject to search at any time.

## Grading Scales

### Pre- Kindergarten/ Kindergarten:

M= Mastered

N= Not Progressing

P=Progressing, continue practicing

Blank= Not evaluated during this grading period

### Grades 1-6:

A 100%-93%

A- 92%-90%

B+ 89%-87%

B 86%-83%

B- 82%-80%

C+ 79%-77%

C 76%-72%

C- 72%-70%

D+ 69%-67%

D 66%- 63%

D- 62%-60%  
F below 59%

## **Report Cards**

Report cards are available at the end of each quarter. Parents are encouraged to stay up to date on assignments and grades throughout the year by utilizing the Parent Portal of PowerSchool. Login information is given at the beginning of the year, but you may contact the office at any time for this information.

## **Volunteers**

Families are encouraged to be a part of their child(ren)'s education. Visitors and volunteers are welcomed and appreciated for visits pre-arranged with school staff. Any adult wishing to be a part of the educational day must complete a limited criminal history background check. Forms can be obtained from any school office.

## **Emergency Information**

In the event of a student illness or emergency situation, it is incredibly important that we have current contact information for our students' families on file. Please remember to update this information throughout the school year as needed. During the registration process, guardians have the option of providing additional family members or friends who can be contacted in the event of an emergency.

## **Recess**

### Indoor Recess

During extreme hot and cold weather, the temperature and wind chill are monitored to determine if it is safe for students to be outside for recess. When it is determined to be too cold or hot or if the playground is too wet, recess will be inside. When in the gym, each student must wear soft, clean-soled, non-marking shoes. Gym shoes are preferred. The adult on duty is responsible for the safety of students. Students may not leave the gym area without permission.

### Outside Recess

Children are expected to go outside as the weather permits. Please dress your child appropriately for the weather. If a child is not able to go outside for medical reasons, parents should provide the child's teacher with an explanatory note. Notes should be dated and signed by the guardian(s). Any request for a week or longer should be accompanied by a doctor's note.

### Playground Equipment Expectations

Shoes with backs are required to play on the playground equipment (no flip-flops or open-backed shoes). For safety reasons, students should not play tag on or jump from the playground equipment.

## Registration and Enrollment

In order to register a child for school, the following steps should be completed:

- Complete online registration by visiting the school's website or contacting the main office prior to the student's first day
- If needed, present an official birth certificate to verify the child's date of birth within 30 days of your child's enrollment and furnish the school with the required health information concerning the student
- If applicable, provide legal documentation of any custodial arrangements

### Withdrawing From School

For students withdrawing and moving to another school corporation, parents should notify the school at least one week prior to the date of withdrawal to ensure proper transfer of records. The records will be released upon request from the new school.

### Homeschooling & Private School

Students who withdraw to be home-schooled or attend a private school are encouraged to come into the school to officially withdraw to a nonpublic school.

## Tri-County Attendance Policy

Volumes of research confirm that regular attendance at school is essential for student success. Please insist that your child be at school unless he/she is ill. PLEASE schedule vacations and routine doctor's appointments for before or after school hours or during times when your child is not expected to be in school. Absences from school are necessary during illnesses (see the Health and Safety Regulations section below for more guidelines).

### Attendance Regulations

The following attendance regulations exist to assist the parents and school team in working together to help students develop good punctuality and attendance patterns. In addition, if your child is enrolled in school, the state law applies to the parents regarding Compulsory Attendance. Failure to adhere to these laws can result in a report to the Prosecuting Attorney's Office and/or the Division of Family and Children.

### Attendance Definitions

Following Indiana Code (IC) 20-33-2-3.2, "*attend*" means to be physically present: (1) in a school; or (2) at another location where the school's educational program is being conducted (e.g. a work-based learning opportunity occurring outside the four walls of the classroom.)

SEA 282 (IC 20-18-2-26.5): This legislation requires public school, including charter school, attendance officers to:

- Establish a local truancy prevention policy (IC 20-33-2.5) that defines an "absent student" as a student who:
  - Is enrolled in kindergarten through grade twelve, and
  - Is absent five days from school within a 10-week period without being excused (IC 20-33-2.5).
  - The policy must also specify that schools will notify absentee students' parents of their responsibilities regarding their child's attendance and participation in an attendance conference.

*Exempt Absences:* Exempt absences do not count against a student's attendance and do not count toward the six (6) day per semester limit. Exempt absences require appropriate documentation.

Examples of exempt absences are:

- Participating in an educationally related non-classroom activity
- Subpoena to appear in court as a witness in a judicial proceeding
- Service as a page or honoree of the general assembly
- Field trips
- Religious Education as stated in the requirements from IDOE

- Participating or exhibiting at the Indiana State Fair (either student or member of student's household) or an FFA event

*Excused Absences:* Excused absences are limited to six (6) days per semester:

. These absences require appropriate notification of school officials and/or supporting documentation. Students may make up missed work for credit. Any excused absences beyond the six (6) day maximum will be counted as unexcused absences; however, administration reserves the right to excuse those absences.

The following verified absences count towards the six (6) day per semester:

- Pre-arranged trip- these absences must be arranged with the principal and student's teacher no later than three (3) days before the absence; two (2) days are excused, all the rest are unexcused
- An illness that does not require seeking medical attention

The following excused absences do not count towards the six (6) day per semester:

- Medical appointments- as long as you have a letter from the physician to excuse the absence; documentation should be received within two school days of the student's return to school
- Death of immediate family member
- Emergency family illness that has been approved by school administration
- Court appearance or appointments that are verified
- Observance of a religious holiday
- Situations as determined by the Principal or designee

*Unexcused Absences:* Unexcused Absences are absences not listed above, any absence without documentation from the parents, or any absence beyond the six (6) excused day limit per ten (10) week period. Unexcused absences are limited to ten (10) days per year. If a student is unexcused/unverified for the day, they are not able to participate in extracurricular activities or athletics for that day.

### Habitual Truant/Absent

When a student accumulates five (5) unexcused absences within a ten (10) week period, they are identified as an "*absent student*." The student's family will receive written notification making them aware of the student's attendance and requesting a meeting to discuss the truancy prevention measures that will be put in place and if any additional supports would be beneficial for the student. The attendance conference shall be held not more than five (5) instructional days after the student's fifth absence in a ten (10) week period regardless of whether the parent or the parent's chosen representative is able to attend the conference. Prior to accumulating the five (5) unexcused absences, the family will receive notification when a student accumulates three (3) and four (4) unexcused absences as a warning.

A student is considered "*habitually truant*" when they are absent from school for ten unexcused (10) days during the school year. (IC20-33-2-25). The student's parent may be subject to prosecution under I.C. 35-46-1-4.

A student is "*chronically absent*" when they are absent for 10% of the school year (18 days). School administration is required to report to the juvenile court or DCS when a student is habitually truant.

Please see Tri-County's attendance policy (accessible on our website) for more information.

Indiana State Attendance Law		
5 Days Unexcused Absence	10 Days Unexcused Absence	18+ Absences in Total
<p>Student is identified as an "absent student": a student enrolled in Kindergarten-Grade 12, and is absent five days from school within a 10-week period without being excused.</p> <p>Result: Mandatory parent conference with school attendance officer and creation of an attendance plan</p> <p>IC 20-33-2.5</p>	<p>Student is identified as "habitually truant/absent": a student having 10 or more unexcused absences within a single school year</p> <p>Result: Legal notice of student's truant status and mandatory referral to the Prosecutor's Office</p> <p>IC 20-18-2-6.5</p>	<p>Student is identified as "chronically absent": missing ten percent or more of a school year for any reason</p> <p>Result: Student reported to prosecuting attorney and intake officer of juvenile court or the Indiana DCS</p> <ul style="list-style-type: none"> <li>- Failure to ensure School Attendance- Class 8 misdemeanor</li> <li>- Educational Neglect- Level 6 felony</li> </ul> <p>IC 20-18-2-2.4 IC 20-33-2-2.5 SEA 282-2025</p>

**Tardies & Early Departures**

Your child learns best when he or she is in class on time and has access to a full educational day. The learning process for all students in a class can be disrupted when a student comes in late or leaves early. A final morning bell will ring at 8:20 am, and students should be in their classes at that time. Students who arrive late or leave early must have a guardian present to sign in/out at the office. Please see the points/chart below for information on what actions are taken for tardy arrivals or early departures.

If a student arrives....	Their attendance is marked as....	Additional Actions Taken
8:21-9:29	Tardy	The accumulation of five tardies will convert to a half-day absence.
9:30-11:30	Absent for the Morning	The TC Attendance Policy will be followed as appropriate.
If a student leaves....	Their attendance is marked as...	Additional Actions Taken

before 1:45	Absent for the Afternoon	The TC Attendance Policy will be followed as appropriate.
1:46-2:35	Early Departure	The accumulation of five early departures will convert to a half-day absence.

### Remote Learning Attendance

Teachers in grades K-12 utilize Google Classroom for remote learning activities. Students are counted as present on a remote learning day by responding to the teacher’s attendance post or by completing the remote learning activities. Students have two days to complete the assigned remote learning activities. Classroom teachers can be reached via email on remote learning days if there are any questions or issues with remote learning. If students have a problem with their school-issued device, our technology department can be reached by emailing them at [technology@trico.k12.in.us](mailto:technology@trico.k12.in.us).

### Absence Procedures

A call or voicemail to the office by 9:30 am is expected when your child needs to be absent from school. (TCP 219-261-2214 or TCI 219-279-2138)

### Certificate of Child’s Incapacity

Whenever a student, for medical reasons, misses five or more days during any semester, the school may request the parent/guardian to provide the school with a Certificate of Incapacity (I.C. 20-8.1-3-20) signed by a physician.

### Make-Up Work

In the event of an absence, parents may request make-up work for students. Please call by 9:00 a.m. for make-up work requests. Work can be picked up in the school office after school or sent home with a sibling or neighbor. If make-up work was not picked up for a student, then that student needs to check with his/her teacher for any make-up work. Students have one (1) day to make up work per day absent.

## Behavior Expectations

At Tri-County Primary and Intermediate, we expect students to:

DO THE RIGHT THING and TREAT PEOPLE RIGHT

1. Be Safe
2. Be Respectful
3. Be Responsible

Teachers are responsible for discipline in the classrooms, playground, and other supervised areas. Principal referrals are handled as necessary. Tri-County Primary and Intermediate Schools will follow all laws from Indiana Code, Burns Acts, and Federal Laws. Suspensions, expulsions, and exclusions will be used if necessary.

Each teacher and any other school personnel shall, when students are under his or her charge, have the right to take any action reasonably necessary to carry out, or to prevent an interference with, the educational function of which he is then in charge (IC 20-1-5-2-Delegation of authority.)

The following are examples of behavior that may warrant discipline by the principal. Other instances not included in this list may warrant similar disciplinary actions.

- Spitting on another person
- Willfully inflicting harm on another child
- Destroying/defacing or attempting to destroy/deface school property
- Stealing property of any kind
- Possessing drugs, alcohol, tobacco, a weapon or any item associated with the use of these
- Bus conduct that interferes with the safety of the driver and students

Recognizing that the behavior of some students may be so disruptive that it interferes with the school purpose or educational functions of the school corporation, school officials may find it necessary to

discipline a student. In accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. Conference with student
2. Loss of recess time or preferred activity
3. Parent/guardian phone call
4. Removal from class/ activity
5. Lunch detention
6. Parent/ Student/ Teacher conferences
7. After-School Detention
8. In-School Suspension
9. Out-of-School Suspension
10. Expulsion

Disciplinary Chart

The following list of violations and penalties is provided to aid in the communication of our expectations and obligation to the student body to ensure a proper school atmosphere. Each student who is subject to disciplinary action by the school administration may be dealt with according to this list, however, administration will determine what disciplinary steps are appropriate for each situation. The unique circumstances of each individual’s case will be considered before a decision regarding punishment is made. This list is not intended to be the “last word” concerning penalties. The merits of each case require flexibility; however, this list is provided to demonstrate a conscientious attempt to deal consistently and fairly with each individual. Misbehaviors not listed here will also be handled with this stated intent in mind. In cases involving expulsion, the Student Due Process will be followed.

<u>Infraction</u>	<u>First Occurrence</u>	<u>Second Occurrence</u>	<u>Third Occurrence</u>
Leaving class without permission	warning	lunch detention	After-school detention
Profanity, inappropriate language, or gestures	lunch detention	After-school detention	in-school suspension
Insubordination: not following classroom rules, failure to follow teacher's request, excessive rudeness, defiant attitude, being disruptive, refusing to do assigned work. etc.	lunch detention	After-school detention	in-school suspension
Harassment, intimidation, threat	in-school suspension	out of school	reprimand to recommendation for expulsion pending the seriousness of the

			matter
Inappropriate display of affection	conference and warning	lunch detention	2 lunch detentions
Bus behavior violation	student conference and parent contact	bus suspension for 1 week and detention	Permanent bus suspension and in-school suspension
Dress code violation	Parent notified, student change clothes	detention and student change clothes	after-school detention and student change clothes
Theft	In school suspension	In school suspension	out-of-school suspension
Penalty for Weapon	Parent Contact and or suspension up to 10 days or expulsion	Parent Contact and or suspension up to 10 days or expulsion	Parent Contact and or suspension up to 10 days or expulsion

\*After-school detentions apply to TCI only

Grounds for Suspension and Expulsion:

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, threat, intimidation, fear, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct (coercion).
2. Causing or attempting to cause damage to school property or private property, stealing or attempting to steal school or private property
3. Threatening, intimidating, or attempting/causing physical injury to any person for any purpose, not including self-defense.
4. Possessing, handling, or transmitting any object that can reasonably be considered a weapon, or is represented to be a weapon. Including but not limited to: knife, firearm, or weapon parts
5. Possessing, using, transmitting, selling, or being under the influence of any illegal drugs. Use of drugs authorized by a medical prescription from a physician is not a violation of this rule.
6. Violating or repeatedly violating any school rules or Indiana laws, including but not limited to:
  - a. engaging in sexual behavior on school property
  - b. disobedience of administrative authority
  - c. willful absence or tardiness of students

The grounds for suspension or expulsion listed above (1-6) apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group
- b. Off school grounds at a school activity, function, bus stop, or event
- c. Traveling to or from school or a school activity, function, or event

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on off school grounds if the unlawful activity may reasonably be considered to be an interference with school purpose or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### Suspension Procedures

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

1. A meeting (in-person or via phone) 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;
  - 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. The parent or guardian of a suspended student will be notified of the suspension, the student's misconduct, and the action(s) taken by administration. The suspension and action(s) taken will be documented by school staff as appropriate.

### Expulsion Procedures

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events leading up to the expulsion.
2. An expulsion will not take place until the student and the student's parent(s) are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent(s) to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent(s).

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent(s). The board will then take action deemed appropriate.

#### TRI-COUNTY PRIMARY AND INTERMEDIATE SCHOOLS' SAFETY PROGRAM

It is our goal to provide a safe and non-threatening learning environment for all of our students. Tri-County asks for your help in identifying any situation where a student, staff member, or any other person might present a threat to school safety.

#### Consequences of School Safety Violation

Tri-County has an obligation to keep our schools safe and take a rule violation seriously. School is not an area for practical jokes or off-handed comments. All potential safety concerns will be investigated thoroughly and actions appropriate to the situation will be taken, up to and including school discipline, criminal justice intervention, or any other applicable measures.

## Reporting Procedures

Any student, staff member, or any other person may report concerns and/or ask questions. Reports can be made to any school administrator.

## Bullying

"Bullying" means repeated overt, unwanted, 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. (IC 20-33-8-0.2)

Tri-County will not allow bullying behavior. All reported instances of bullying will be investigated within the time requirements of the law, and appropriate procedures taken. Appropriate procedures include any actions up to school discipline, juvenile justice intervention, and any other measure applicable to the situation.

## Student Records Review and Annual Notice to Parents

Parents and/or students of the age of majority have the right to access and review their student record file and to an interpretation of the record by a school official. They have the right to a hearing should they desire to challenge any part of the file and/or to lodge a complaint with the Department of Education. Parents and students have the right to refuse permission to the schools to make public any portion of "Directory Information" but they must notify the school principal in writing of those parts they do not wish to be public. Directory information is as follows:

Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received and the most recent educational institution attended by the student. Within ten days following the publishing of the Annual Notice to Parents, directory information listed above may be released unless written notice to the contrary is received by the school principal.

## Health and Safety Regulations

### Injury

Students injured at school should report to the office. When the illness or injury requires further attention, parents will be notified. In the event that neither parent can be reached, the person listed as the emergency contact will be called. For this reason, it is important that emergency information and phone numbers are current.

## Medication

Medication must be brought in the original container with the label intact and a valid expiration date. A signed note from the parent or guardian must accompany the medication stating the name of the student, name of the medication, dose, time, and dates (start and end date) medication is to be given. Parents may give permission to allow students to bring completed medication home.

## Religious Exemptions for Immunizations IC 20-8.1-7-2

If a student's family wishes to refuse immunizations for religious reasons, the parent should inform the school at registration. The Indiana State Department of Health policy requires that the parent verify the written statement each year.

## Health Exemption to Immunizations IC 20-8.1-7-2.5

A written document, signed by the physician, must state that a particular immunization is contraindicated for a child because it is detrimental to the child's health. This Indiana State Department of Health policy requires that school personnel verify a written statement each year until it is found that the particular immunization is no longer detrimental to the child's health.

## Herbal Remedies

Since there has been little research to document the effectiveness of herbal products, especially related to children, students will not be allowed to carry or use herbal remedies on school property. School nurses will not distribute herbal remedies unless it accompanies a doctor's note stating the following: 1. The symptom for which the remedy is being given. 2. Potential for toxicity or interactions, particularly in children. 3. The dosage ordered and whether dosage guidelines exist for the student's age and /or weight.

## Possession and Self-Administration of Medication IC 20-33-8-13

A student with a chronic disease or medical condition may be allowed to possess and self-administer medication for the chronic disease or medical condition if: The student's parent or guardian has filed an authorization with the school for the student to self-possess and administer the medication. The authorization must include in writing from the student's physician that:

- a) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- b) The student has been instructed in how to self-administer the medication.
- c) The nature of the disease or medical condition requires emergency administration of medication. *The authorization and statement must be filed annually with the office.*

## Sharing of Food

- No gum, unless approved by administration.
- Students are allowed to bring a water bottle, with water only. No pop.
- Students are not allowed to share food or beverages with other students. This policy is in effect to protect those students with food allergies and/or medical conditions affecting diet specifications, and to prevent the spread of illness.

## Infection Control (Ex: MRSA, Staph, Hepatitis B&C, etc.)

Recommendations set by the Centers for Disease Control and the Department of Health in regards to prevention of spreading infections:

- Keep your hands clean by washing thoroughly with soap and water or using an alcohol based hand sanitizer.
- Keep cuts and scrapes clean and covered with a bandage until healed.
- Avoid sharing personal items such as towels, clothing, combs, brushes, and water bottles.
- Do not store wet or dirty clothing in lockers.
- Report any cuts, abrasions or wounds to the school nurse and if applicable, the coach.

### Illness

Cold, flu, and other contagious diseases are a serious issue in a school environment because they can spread so rapidly. Parents are asked to keep children home when they show symptoms of illness. If the child is ill, please call the school before 9:00 am to report the absence. The following should be used as a guideline to keep your child home from school.

- Fever- If your child has a fever at night, he/she must not attend school the next morning. A temperature of 100.4 or above is considered a fever. Temperatures are low in the morning, and a fever may occur again in the afternoon. You are required to wait 24 hours after the fever breaks before sending your child back to school.
- Diarrhea- If your child has had diarrhea, please do not send them to school the next day. You are required to wait 24 hours before sending your child back to school.
- If your child vomits at school they will be asked to be taken home, but if they are feeling better and do not vomit again they may return to school the following day.
- Strep Throat- A strep infection requires a doctor's visit and antibiotic. Strep can lead to a more serious illness if not properly treated. The child must be on antibiotics for at least 24 hours before returning to school.
- Cold- Be sure your child knows how to handle tissues for coughing, sneezing, and nose blowing, along with good hand-washing hygiene. Your child may go to school as long as he or she does not have a fever or discomfort. If symptoms are severe (example: persistent cough, severe runny nose with thick mucus that will consistently interrupt their work), please keep your child at home so he/she may rest and recover.

### Lice Policy

Head lice is a universal problem and is particularly prevalent among elementary school- age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact and are known to spread diseases. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen. Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary. The school nurse or his/her designee shall be the only ones authorized to conduct examinations if students for head lice.

Based on clinical judgment, the school nurse shall determine if the student's severity of lice requires the student to be picked up immediately for treatment or if they may remain in the classroom for the remainder of the school day. The parent shall be advised to administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic

specializing in lice and nit removal. The school nurse will do a lice recheck on the next school day and follow-up in one week from the date of treatment for progress monitoring.

After treatment and upon returning to school, the student will be examined by the school nurse or designee, which may include the principal. The Corporation practices a policy of "no live lice" as the criterion for return to school.

The Superintendent shall prepare administrative guidelines to provide for the implementation of this policy. (NEOLA Policy 8451)