



DIXIE BEE ELEMENTARY SCHOOL
 1655 E. JESSICA DRIVE
 TERRE HAUTE, IN 47802
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WELCOME

The staff at Dixie Bee Elementary extends a most cordial welcome to all students and their families. The Dixie Bee staff is committed to helping all students develop educationally, emotionally, and socially. Establishing high academic expectations for achievement, promoting positive self-esteem, and encouraging responsible citizenship are important goals.

This handbook is prepared to provide you with information concerning our school. We hope it will be helpful to you throughout the school year. It provides information, but in no way answers all the questions that arise during the school year. For this reason, I encourage you to call the school office or stop by school anytime when you have a question or concern regarding your child.

The Dixie Bee staff appreciates the opportunity to work with you in an educational partnership. Together, we can enhance your child's academic progress. We look forward to a successful and enjoyable school year.

Mika Cassell, Principal

DIXIE BEE ELEMENTARY SCHOOL PURPOSE STATEMENT

Teachers, administrators, parents and the community of Dixie Bee School maintain high expectations for the academic growth of all students. Students learn best when actively engaged in the learning process in a positive, safe, and secure environment.

DIXIE BEE PLEDGE

Today is a new day. Yesterday is in the past. Today I pledge to believe in myself, explore opportunities, experience excellence, and serve others. I am proud to be a bee!

V. C. S. C. MISSION STATEMENT

The Vigo County School Corporation will equip students with life-long learning skills and prepare them to become productive and responsible citizens.

OUR CHILD

“Whose child is this?” I asked one day
 Seeing a little one out at play.

“Mine,” said the parent with a tender smile,
 “Mine to keep a little while;
 To bathe his hands and comb his hair
 To tell him what he is to wear:
 To prepare for him his daily food
 To train him – that he may always be good.”

“Whose child is this?” I asked again
 As the door opened and someone came in.
 “Mine,” said the teacher with the same tender smile.
 “Mine to keep just a little while;
 To teach him how to be gentle and kind;
 To train him and direct his dear little mind;

To help him to live by every rule
 And get the best he can from school.”

“Whose child is this?” I asked once more
 Just as the little one entered the door.
 “Ours,” said the parent and teacher as they smiled.
 And took a hand of the dear child.
 “Ours to love and train together.
 Ours – this blessed task forever,
 The noblest work that has ever been given
 Teaching a child for a life worth living.”



SCHOOL VISITATION AND CONFERENCES

Parents are encouraged to visit the school. As posted at every entrance, visitors must come to the office before going to any area in the building or on the playground. Because of a growing concern, both locally and throughout the country, there will be greater enforcement of rules regarding visitors to the school.

Upon entering the building, all visitors must come to the office and sign in, and apply a visitor pass, before going to any area in the building or to the playground. Do not be surprised or insulted if a staff member asks if you have been to the office, if he/she should see you somewhere in the building or on the playground without a visitor pass displayed.

No one is permitted to go to any classroom unannounced. If you need to speak with the teacher, we can help you arrange a time for a conference.

Please call to make an appointment twenty-four hours prior to visiting a classroom. Siblings or other students are not to visit school unless accompanied by a parent.

Parents who desire a conference with a teacher, need to make prior arrangements to confer with the teacher before or after school. Teachers are not available for conferences when they are working with students.

TEXTBOOK RENTAL

Book fees need to be paid as soon as possible. Parents experiencing difficulty paying fees should complete the free meal/textbook assistance forms. Partial payment will be accepted in the office for books fees. If rental textbooks or library books are lost or destroyed, parents will need to replace them.

ABSENCE AND TARDINESS

Parents are required to call the school before 9:00 a.m. to explain a student's absence. If a student has a communicable disease or should need to be absent for an extended length of time, the parent should notify the school as soon as possible. Parents of children with frequent or a great number of absences will be contacted by the school office or a home visit. Any student who is tardy must report to the office before going to class.

The Vigo County School Corporation, in cooperation with the Juvenile Probation Department meets regularly to update the “Truancy Prevention Program” for our schools. If a student accumulates 10 absences or 4 truancy's, the name of that student is sent to the Juvenile Probation Department. The Chief Probation Officer works with the prosecutor to enforce State Laws regarding school attendance. Parents should keep in contact with their child's home school to provide them information when a child is too sick to come to school or is hospitalized. Your cooperation is necessary to avoid unnecessary referrals.

EXCUSING A STUDENT FROM CLASS

No student shall be released from school into the custody of any individual other than the parent or to the adults listed on the emergency cards supplied to the office. Special circumstances for release shall be considered by the principal or administrative designee.

When a parent must pick up a child during school hours, the parent must come to the school office rather than going directly to the room. If possible a note should be sent to the teacher prior to the release.

When students must be absent for medical or dental appointments, please bring them back to school as soon as possible. A partial day of attendance is better than absence for the entire day.



DIXIE BEE GUIDELINES

Children should:

- * Come to school to work and learn.
- * Have necessary supplies (pencil, pen, paper, etc.).
- * Have lunch money or sack lunch every day.
- * Be mannerly and respectful at all times.
- * Know **before** arriving to school, any changes to their regular transportation schedule with an appropriate note. Without a note, we will assume a regular after-school schedule.
- * Wear appropriate clothing:
 - tennis shoes on P. E. day
 - no short shorts
 - coats and gloves in winter

BOOKS AND SCHOOL SUPPLIES

There is a supply list on the Dixie Bee Website. Each child should come to school with the necessary supplies.

The Dixie Bee Student Council will continue to operate a school supply store for the convenience of the children. It is open daily from 8:00 – 8:15 a.m. Please be sure your child has paper, pencils, etc., to work with throughout the school year.

MONEY

Students should not bring money to school except for meals, extra milk, school supplies, or special events. Money should be kept in a purse or a pocket and is the responsibility of the child. Parents will be informed if a child brings an unusually large amount of money to school.

EMERGENCY SCHOOL CLOSING

A School Emergency Closing Form must be on file stating a plan for your child to follow if school is closed during the day. When it is necessary to close school because of an emergency, children are sent home on the bus and the after school program is canceled. With enrollment at almost six hundred students, it is not possible for parents to be called, alerted of an emergency closing, or given a time for student arrival home. Therefore, it is essential you inform your child what procedure to follow for going home and discuss a plan for what to do when he/she arrives at home. When there is a need for a delay in the start of the school day, students may still be dropped off at the school at 8:00 a.m.

BEFORE AND AFTER SCHOOL CHILD CARE

Students may not arrive at school before 8:00 a.m. to wait inside the entrance doors. They must be dropped off at 8:00 a.m. or be enrolled in the before school care program. The before school program is available from 6:30 – 8:00 a.m. Monday through Friday. The after school program is available from 2:45- 6:00 p.m. There is a fee for the before and after school supervised care. Visit: vigocountymca.org to set up arrangements for your child.

BUS TRANSPORTATION

Students should ride the bus to and from school. Our bus safety record is exemplary. Buses load and unload on the west side of the building. Please do not park or plan to pick up your child on the west side. Children being transported by car to or from school should use the east side of the building. Please make sure your child arrives before the 8:15 a.m. take up time. **IF THERE ARE ANY CHANGES MADE IN THE CHILD'S REGULAR TRANSPORTATION SCHEDULE, THE OFFICE AND THE TEACHER NEED TO BE NOTIFIED IN WRITING.** Children riding the bus must obey the driver and respect others on the bus. Students may be suspended or denied bus privileges for persistent misbehavior.

Students that are brought back to Dixie Bee after school by their school bus driver or students that are not picked up at designated times for after-school programs will be placed in the after-school child care program located in the cafeteria. This is for the safety of the child. There is a cost for the after-school child care service.

SCHOOL MEALS

Our cafeteria provides a tasty, well-balance breakfast and lunch program for students. Cafeteria menus are published in the newspaper, announced daily on the radio, posted in the classrooms and school office, and sent home monthly with students.

Students may purchase breakfast at school. Students wishing to have breakfast at school must arrive by 8:10 a.m.

Children should remain seated while eating. They are expected to use good table manners, speak in conversational tones, and conduct themselves in a responsible manner.

Parents are encouraged to prepay for student meals. Charges are not allowed to accumulate. Parents will be notified to make immediate payment and send lunches until charges are paid.

Parents wishing to apply for free or reduced must complete and turn in a community assistance application. Children participating in the program last year eat free or reduced until the application card comes back to school approved or denied. Free meals and textbook assistance applications are the same form. Children not approved for free meals last year will have to pay for lunches until approved applications are returned. Parents will be notified when applications are approved or denied.



MEDICATION

STUDENTS are not permitted to keep any medication in their possession. Parents **must** transport medicine to and from school. Children may not carry medication. If medication must be administered during the school day, the following procedure must be followed:

1. The medication is to be brought to the Health Room.
2. A note signed by the parent/guardian must accompany the medication specifying the name of medication and times and amount to be given. No medication will be administered without written authorization by parent/guardian.
3. If medication is a prescription, it must be brought in a labeled prescription bottle with the doctor's instructions as to time and dosage.
4. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime without interrupting the school schedule.

IMMUNIZATION

(PL 150 SENATE ENROLLED ACT #197208, 1-7-10)

Legislation requires all children (kindergarten through grade 12) enrolled in school to be immunized. Your immediate attention and cooperation is needed if your child has not been immunized for the child to continue in school.

Parents should have students immunized according to current state law and students may be excluded from school for non-compliance. A list of required vaccines is posted on the nurses' page of the V.C.S.C. website. The only objections that the State of Indiana will accept are religious or medical objections. Contact the school nurse for more information.

SCHOOL COUNSELING SERVICE

The elementary guidance and counseling program in the Vigo County School Corporation is based on the belief that guidance services are to be provided to all students. Every student should have the opportunity to develop his or her learning potential to the fullest. Students at risk of school failure are often beset by a number of personal problems that interfere with their ability to benefit from instruction. School counseling can attend to the special needs and help children cope with stressful life events. Academic success is determined by many factors including one's self concept, social skills and problem solving abilities. The developmental guidance model is one effective means of developing these characteristics in each child. Parents interested in their child receiving counseling services for some specific reason should contact the school.

APPROPRIATE STUDENT BEHAVIOR

Please help your school aged child to avoid any problems for bringing items to school that could cause her/his to be disciplined. Those items include but are not limited to: knives, weapons of any kind, medication (both prescription and over the counter), etc.

Responsible student behavior underlies the whole educational structure. To guarantee a good social and educational climate in our school, it is important students understand acceptable standards of behavior will be expected at all times. Discipline will be administered fairly, but firmly, when a student's action interferes with the right of teachers to teach and students to learn. All school staff members have the right and responsibility to correct inappropriate behavior.

Good conduct is primarily each student's responsibility. The entire staff at our school cares about each student, respects each one as an individual and expects each child to do his/her very best. Please refer to the "Student-Parents Guide" of the Vigo County School Corporation for policies, procedures, rights, responsibilities, and regulations.

BULLYING

In accordance with state law, "bullying" is prohibited in the Vigo County School Corporation. Bullying another student will be grounds for disciplinary action ranging from direction/correction to suspension to expulsion. Bullying is defined as any act of threatening or intimidate behavior with the intent to harass, ridicule, humiliate, intimidate or harm another student. The act of "bullying" means overt, repeated acts or gestures that may be verbal, written communications or physical acts or any other behavior that fits the definition above. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee.

WELLNESS POLICY

Requires that elementary school food/beverage machines not be accessible to students. Requires daily physical activity in elementary school. Students will have access to and be encouraged to utilize hand washing or hand sanitizing facilities before they eat meals or snacks.

Fundraisers- no more than 2 per year that do not meet the VCSC Approved Nutrition Standards.

Nutrition labels will be provided on all foods.

Classroom celebrations that include food will be limited to one per month and food items do not need to comply with the VCSC Approved Nutritional Standards, but must be purchased from a store with the nutritional value indicated on the packaging.

RECESS

Children benefit from being outside whenever possible for a recess during the instructional day. During the winter, please send children to school with warm coats, hats, heavy shoes or boots, and gloves. The temperature, chill factor, and moisture (rain, mud, snow) will be considered before a decision is made for

outdoor recess. Please do not ask teachers to allow a child to stay in because the child prefers to be indoors. Also, please label all outside garments.

EMERGENCY CARDS

The Emergency Card must be kept on file in the office. It is very important that we have accurate information for every child in the building. The card must have names and telephone numbers of adults to be contacted in an emergency when parents cannot be reached. Please update emergency information as needed.

EMERGENCY INFORMATION		TELEPHONE	
CHILD		DATE	
Student's Name	DOB	Age	Grade
Parent's Name	Address	City	State
Day Phone	Home Phone	Work Phone	Cell Phone
Emergency Contact Name	Address	City	State
Day Phone	Home Phone	Work Phone	Cell Phone
Please check the boxes below to indicate which legal custody:			
<input type="checkbox"/> Father's Name	Address	City	State
<input type="checkbox"/> Mother's Name	Address	City	State
<input type="checkbox"/> Grandparent's Name	Address	City	State
<input type="checkbox"/> Other (Specify)	Address	City	State
Child's Birth Date	Time of Birth	Place of Birth	Country of Birth
Mother's Work	Phone	Home	Cell
Father's Work	Phone	Home	Cell
Grandparent's Work	Phone	Home	Cell
Child Lives with	Relationship to Student		
Is English the primary language spoken in the home? Yes No If not, please indicate what language is spoken			
PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM			
RELIGIOUS PREFERENCE FOR OFFICE USE ONLY			
Date Enrolled	Health Record	Enrollment Status	Class
Teacher	Workroom	Withdrawal	Class

PHYSICAL EDUCATION AND PLAYGROUND EQUIPMENT

Students **should not** bring playground equipment from home unless notified otherwise. Adequate equipment is available at school.

Students need to wear tennis shoes during physical education in the gymnasium. If tennis shoes are not available, students may wear socks in the gymnasium for P. E. class.



TELEPHONE/CELL PHONE USAGE

A student may use the office telephone only in case of an emergency with the permission of the teacher or office personnel. Children may not call home to ask permission to go to another home after school or to stay for a club meeting. Those arrangements should be made at home prior to the school day. We discourage parents from calling children out of class to come to the phone. Instead, leave a message, and it will be given to the child. The Vigo County School Corporation Board of School Trustees passed a revised policy concerning cell phones/Apple watch. A complete copy of this policy is available in the school office.

A student may possess a cell phone/Apple watch in school, on school property, at after school activities, and at school related functions, provided that during school hours* and on a school bus the cell phone/Apple watch remains off and must be placed in a locker, backpack, or as directed by the specific policy. When directed by a staff member in charge of an after school event, cell phones/Apple watch must be turned off.

***When students enter the building in the morning, the cell phone/Apple watch must be turned off.**

Any student possessing a cell phone/Apple watch shall assume responsibility for its care. At no time will the Vigo County School Corporation be responsible for preventing theft, loss or damage to the cell phone/Apple watch brought onto its property.

All Vigo County School Corporation Elementary Schools will implement the following procedures beginning Monday, May 10, 2004.

First Offense: A verbal warning will be given with documentation kept in the school office.

Second Offense: The cell phone/Apple watch will be confiscated. Parent will be notified. The cell phone/Apple watch will be sent home with the child at the end of the school day.

Third Offense: The cell phone/Apple watch will be confiscated. Parent will be contacted. The cell phone/Apple watch must be picked up by a parent/guardian.

Fourth Offense: A student will lose the privilege of having a cell phone/Apple watch for the remainder of the school year.

Fifth Offense: A child may be subject to suspension/expulsion procedures for defiant behavior.

Rule XXIV: inappropriate use of a cell phone may qualify a student for suspension or expulsion from school. This includes sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device.

If you have any questions about this policy, please contact the school office.

Because in a number of Indiana school districts, student cell phones have been found to contain evidence of “sexual conduct” as defined by Indiana Criminal Statute at I.C. 35-42-4-4(a), it is important for parents and students to be aware of the legal consequences should this occur in our school system. The Child Abuse/Neglect Law requires school personnel to make a report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” (I.C. 35-42-4-4(b), or “child pornography” (I.C. 35-42-4-4(c), particularly regarding “sexual conduct” as statutorily defined. In addition, the Indiana Sex Offender Registration Statute (I.C. 35-42-4-4(c), and the Sex Offender Registry Offense Statute (I.C. 35-42-4-4(b) require persons convicted or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute to register as a sex offender. Additional consequences will be assessed for continued violation in accordance with student rights and responsibilities (suspension and expulsion may be recommended). (added by School Board passage May 18, 2009)

RELEASE OF DIRECTORY INFORMATION

The school corporation may release certain “directory information,” which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student’s name, address, parents’ names and their home and work telephone numbers, e-mail addresses, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, teacher-selected student work with no grades displayed, pictures or video images not used in a disciplinary manner, hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information, without consent to media organizations (including radio, television, and newspaper), colleges, civic or school-related organizations, military recruiters and state or local governmental agencies.

Parents of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any or certain of the categories of directory information should request form JO-E (Denial of permission to Release Certain Directory Information Without Prior Written Consent) from the superintendent’s office.

An objecting parent or student may use form JO-E to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish released. Building principals shall ensure that parents are informed of their right to object to the release of directory information and that they may have on file such objections at any time during the school year.

REPORT CARDS

Report cards are issued four times during the school year. They will be sent home one week after the end of each grading period in the Tuesday folder. The card is to be signed by the parent and returned to school the next day.

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community and state. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission slip forms. Students may go on a field trip with their class only. No student visitors will be allowed to ride the bus.

Parents may be invited to attend a field trip if the school feels that such involvement is warranted or is necessary. The decision of inviting parents on field trip rests with the school. Any parent attending as a participant or chaperone is subject to a criminal history check prior to such attendance. Criminal history checks may be required yearly or at any time the principal feels that such a check is necessary. Attendance will be approved or denied through the central office. All school rules are in effect on a field trip.

PARENT ORGANIZATION

Your active participation in Dixie Bee Elementary is encouraged and appreciated.

One way in which you can become actively involved is through your membership and participation in the Dixie Bee Parent Teacher Organization. Officers of Dixie Bee PTO are nominated and voted on annually.

Notices of Dixie Bee PTO meetings are sent home with each student prior to meetings. Selected programs are scheduled to provide informative and interesting sessions. Our PTO encourages all parents to become members. Your support is valued and will be appreciated.



STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY GUIDELINES

The Vigo County School Corporation (VCSC) provides network access to every VCSC student and employee, subject to the terms and conditions of policy IIBG in the VCSC Board Policy Handbook. The purpose of the access is to facilitate communications in support of research and education. Use of such resources is a privilege, not a right. Students utilizing VCSC Networks and Internet access must first have the permission of the VCSC’s professional staff. Unauthorized or inappropriate use, including any violation of these guidelines, may result in the cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. **Parents and guardians have the option of requesting for their child’s alternative activities not requiring network or Internet use.** Such a request should be submitted to the building principal in writing.

HOMEWORK

Homework is often a topic of interest to our parents and always to our students. Our homework policy states that students should have an average of ten (10) minutes per grade level each evening (ex: Gr. 1=10 minutes, Gr. 3=30 minutes, Gr. 5 =50 minutes). Research has indicated that often the difference between an achiever and a non-achiever is not necessarily how intelligent or how able one may be, but rather how effectively one studies. Homework, then, may be a way of improving study skills and habits. However, homework should be viewed or used as an extension of classroom instruction.

Cooperation of parents is an important factor in meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward their child’s homework. They should do the following.

1. Provide a quiet, well-lighted place to study.
2. Establish a regular “homework time” in the home and around activities.
3. Encourage and support their child’s efforts. Be available for questions, but remember... homework is the child’s responsibility to accomplish, not the parents.

ROOM VOLUNTEERS

Would you like to be a Room Volunteer? If so, a volunteer participation form/background check must be on file in the school office. The duties of a Room Volunteer include the following:

1. To assist the teacher with field trips and special projects.
2. To plan refreshments for Christmas and Valentine’s Day parties.
3. To assist with the planning and organizing of the P.T.O. activities.

TUTORING AND /CHILD CARE

To be of service to our parents, we would be happy to act as a clearing house for names of people willing to do after-school child care and/or tutoring. Please give the office your name and any necessary information, in writing, that you would like for us to pass on to interested parents. All arrangements must be made by parents.

SCHOOL POLICIES AND PROCEDURES

Listed are policies formed by participating parents and staff at Dixie Bee. The school is guided by the rights, responsibilities and regulations as set forth in the “Student-Parent Guide” of the Vigo County School Corporation. Support and cooperation in adhering to policies ensures a

safe learning environment for our students. The “Student-Parent Guide” is available on the Vigo County School Corporation web page.

SCHOOL-RELATED ORGANIZATIONS MEETING AT SCHOOL

Various organizations, clubs, and teams meet at the school. Information about these groups will be sent to you when available. Groups wishing to use school facilities are arranged on a first come, first served basis and must comply with VCSC Policy.

STUDENT RECORDS

Records that are maintained by the school may only be released to parents (natural biological parents) or legal custodians under FERPA guidelines. The records are not available to grandparents, other relatives or step-parents unless those individuals are legal custodians or a legal adoption has taken place.

ELEMENTARY DRESS CODE

1. No shorts or skirts are to be worn that are shorter than the extended fingertips. If fingers touch skin, the **skirt** or **shorts** are too short. This includes slits in skirts.
2. No shirts of sheer materials are to be worn. No cut-off shirts or tops with bare midriffs, low necklines or bare backs are to be worn.
3. No coats or jackets/headphones, backpacks or purse backpacks are to be worn in the building.
4. Backpacks must be placed in designated areas when entering the building.
5. No hats, sunglasses, bandannas, caps or full head covering are to be worn in the building before or during school hours. **This does not include headwear worn for religious purposes (unless on specified days).**
6. No article of clothing or accessory will be allowed that promotes, encourages, or advertises alcohol, drugs, tobacco products, violence, and /or sexual content. Clothing that intimidates, threatens, or disgraces a fellow student or staff member by means of a symbol or sign is not allowed.
7. Students are not allowed to wear spiked chains, spiked bracelets, spiked belts, etc. in addition, pocket or wallet chains are also not to be worn.
8. No jeans/pants with rips, tears, or holes or long fringe are allowed. No leggings underneath holes (bike pants, etc.) Jeans are to be worn no lower than hip level. Apparel is to be appropriate and not present a danger to other students.
9. No sagging is permitted.
10. No sleep-wear clothing or slippers (unless on specified days).
11. The administration reserves the right to judge any student's dress appropriate or inappropriate and the prerogative of handling the situation as deemed necessary. After considerable distribution and discussion of the dress code, appropriate disciplinary action will be taken with those students who fail to comply with the guidelines.

PERMITS AND OUT OF COUNTY CASH TUITION

Students are required to attend the school in the district of their legal residence. If a parent wishes for a student to attend another elementary school, a permit application is required. Specific guidelines must be followed to apply for a permit. School attendance outside of the “home” district is only allowed when a permit is granted by the receiving school. Such permits do not include bus transportation. In addition, permits can be revoked by the receiving principal for just cause including but not limited to overcrowding in a school or classroom, poor attendance, tardiness or severe discipline issues. Parents of permitted students should keep in close contact with the school principal to avoid the revocation of student permit to attend a school outside of the home school district. Cash Tuition for an out of county student will be waived if:

- The student's legal residence is in Indiana
- The student is enrolled prior to “official” enrollment day in September. Any enrollments after the “official” enrollment day in September are subject to full tuition (between \$5,000 - \$6,000 per

year). Any student from another State will be charged the full tuition regardless of when that student enrolls in V.C.S.C.

SCHOOL VIDEO SYSTEMS

For the protection of students and staff, each school has a video system to record certain areas of the school premises. These are for internal use and may not be released to outside agencies or individuals without specific approval and only in line with FERPA guidelines. The Vigo County School Corporation will cooperate with law enforcement, however, if a crime is suspected and the law enforcement agency requests to view the information in line with legal requirements.

SEX OFFENDER POLICY

Vigo County School Corporation has adopted a policy prohibiting anyone who is listed on the sex offender registry from coming onto school property. Sex offenders may be arrested for criminal trespass for violating this policy. Exceptions (with restrictions) to the policy would only be granted in specific instances and only after following the procedures for asking for such exception.

SOCIAL MEDIA, SCHOOL EVENTS AND POSTING

Social media and websites such as Facebook or YouTube have made it very easy to post photos and information online. To protect the privacy and safety of our students and employees, we discourage individuals from publicly posting pictures taken at school events that could identify others. We advise you to get consent of the individual(s) photographed before posting them and to exercise caution about revealing personal details including names. The Vigo County School Corporation cannot be responsible for information posted online in violation of these guidelines.

BULLYING REPORTING

Parents, visitors and others should report bullying to the school principal the same day that the incident takes place. An investigation will take place and consequences will be assessed accordingly. Not all reported incidents fit the legal definition of bullying. For more information and a copy of the policy visit www.vigoschools.org. Due to confidentiality, the school may be limited in how much information can be given to anyone except the parent of the student's involved.

SECLUSION AND RESTRAINT

The Vigo County School Corporation supports the Seclusion and Restraint plan as adopted by the Covered Bridge Special Education District. The use of such is a last resort and as a means to maintain a safe and orderly environment to the extent to preserve the safety of students and others. The parents of the students involved will be notified verbally as soon as possible but preferably by the end of the school day when the incident took place. There are other details in the plan that are available upon request. The plan will be implemented during the 2014-15 school year.

FIREARMS ON SCHOOL PROPERTY: effective July 1, 2014, SEA 229

The State Law concerning the crime of possession of firearms on school property has changed. A person who is legally able to possess a firearm may do so if the firearm is locked in the trunk of the person's motor vehicle or kept in the glove compartment of the person's locked motor vehicle or stored out of plain sight in the person's locked motor vehicle. A person who knowingly, intentionally, or recklessly leaves the firearm in plain view in a motor vehicle that is parked in a school parking lot commits a Class A misdemeanor.

A person in possession of a firearm in a school building or at a school event or on a school bus or on school grounds outside of the person's locked vehicle commits a Level 6 felony. Thus, weapons are not permitted on school property with the exceptions noted above by State Law.

Students and former students of the school who are no longer students due to a disciplinary action within the past 24 months and who have a firearm on school property or events commits a Level 6 felony.

SCHOOL PROTECTION OFFICER PROGRAM

The School Protection Officer Program in Vigo County employs special police officers at each school. The goal is to provide a safe and effective learning environment at every school. The officer has training that is provided by the Law Enforcement Academy or the Sheriff's Department and a special orientation involving school rules and procedures. Visitor to our schools are asked to follow the school procedure for checking in and using courtesy when visiting. The police officer is present to deter crime or violence but also to maintain a calm and civil atmosphere. We ask your assistance in this matter.

MONTHLY NEWSLETTER

A monthly newsletter will be posted on the Dixie Bee website every month. Please be sure to check this newsletter for pertinent information!

CRIMINAL GANG POLICY

The Vigo County School Corporation has established a Criminal Gang Policy that can be found on the VCSC website and School Board policy handbook (policy JFB). Those who would like a copy of the full policy may download it from the VCSC website or request a full policy from the school principal, counselor, or dean of any school in the VCSC or contact the Student Services department at 812-462-4224. Generally, the policy provides for reporting issues related to gang membership or use of gang signs or promoting gang activities as it affects a safe and secure school environment. It also provides protection for those who report gang issues to a school principal or staff member. Anyone suspecting the existence of gang activities among any student in the VCSC should report such suspicions to the school principal or staff and suggested resources may be provided to respond to such a concern.

NOTICE OF NON-DISCRIMINATION UNDER SECTION 504/TITLE II

The policy of the Vigo County School Corporation is that there will be no discrimination made on the basis of race, religion, sex, national origin, age, disability, or handicap in the educational services or activities which it supports.

The School Corporation does not discriminate on the basic of disability or handicap in admission or access to, or treatment or employment in, its programs and activities. The School Corporation will comply with Section 504 of the Rehabilitation Act of 1973 ("Section 504"), 29 U.S.C. § 794, and its implementing regulations at 34 C.F.R. Part 104, or Title II of the Americans with Disabilities Act of 1990 ("Title II"), 42 U.S.C. §§ 12131-12134, and it's implementing regulations at 28 C.F.R. Part 35, in the operation of its schools and facilities.

Questions regarding implementation of this policy or regarding 504 or Title II should be directed to the School Corporation's Section 504/Title II

Coordinator:

For Students, please contact:
Tom Balitewicz
Director of Student Services
Vigo County School Corporation
686 Wabash Avenue
Terre Haute, IN 47807
Or
P.O. Box 3703
Terre Haute, IN 47803
Telephone: (812) 462-4224
Email: tfb@vigoschools.org



For Employees please contact:
Michael Cox
Director of Human Resources
Vigo County School Corporation
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Or
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