**Student Parent Handbook Addendum**

Vigo County School Corporation Mission/Vision/Values

Mission Statement

Building on the strengths of our diverse community, we create an engaging, comprehensive educational environment that supports the growth of lifelong learners.

Vision

Working together with our community, we inspire our students to discover their talents and rise to their greatest potential. Values

* We are committed to always asking/answering: “What is in the best interest of each student?” ● Leading by example, we are committed to personal accountability and work habits, honesty, and respect. ● We are committed to a safe, secure, and welcoming environment. ● We are committed to practices of inclusive excellence that value differences. ● We are committed to respecting the voice of all district stakeholders through collaborative engagement. ● We are committed to developing students who improve the quality of life for the Wabash Valley.

**VISITORS POLICY**

Doors are locked during school hours. Please come to the front doors and press the intercom button for admittance. **All visitors must sign in at the School Protection Officer's desk in the front hall and wear a visitor's badge**.  For the safety of our students, no parents are allowed in the hallways between 2:35 and 2:50 PM during our dismissal procedure. Parents and other visitors should park in the Visitor Parking spaces.  PLEASE DO NOT PARK AT THE FRONT ENTRANCE, ALONG THE YELLOW CURBS, IN THE GRASS ON THE WEST SIDE OF 28TH STREET, OR ON WALLACE AVENUE.

**ITEMS FROM HOME**

Students should not bring toys, balls, card collections, or electronic items to school.  Some items that students are **never** allowed to have at school are gum, laser pointers, beepers, drones, or weapons of any kind. Backpacks and purses must be kept in the student cubbies and cannot be carried around throughout the day.

**MONEY/SCHOOL STORE**

Students should **not** bring money to school **except** as needed for the cafeteria, school supplies, field trip expenses, or social events.  Students are responsible for the safekeeping of their money.

**VACCINATIONS REQUIRED**

Parents should have students immunized according to current state law. Students may be excluded from school for non-compliance.  A list of required vaccines is posted on the nurses' page of the VCSC website, <http://www.vigoschools.org>.  The only objections that the State of Indiana will accept are religious or medical objections.

**WEDNESDAY FOLDERS**

Every student will bring home a Wednesday Folder each Wednesday afternoon.  This folder will contain important information for parents to review.  Report cards, midterm reports, field trip consents, and important notices will all be held to go home on a Wednesday in the Wednesday folder.  Parents are encouraged to check students' backpacks every school day, but it is essential that the material contained in the Wednesday folder be reviewed each Wednesday.  Students who lose their Wednesday folder are responsible for the replacement cost of $1.00.

**STUDENT PLACEMENT IN CLASSES**

Assigning students to classes is a difficult and time-consuming task. After assignments, changes cannot be made. Some of the factors that are considered when assigning students to classes are academic need, gender, student-to-student compatibility, social and emotional development, and learning style.  Parents are invited to share information that they would like to have considered.  A Sugar Grove Request Form will be made available in the school office in April for parents to share information for the upcoming school year**. These are due the first Friday in May.** Requests will only be considered if they are recorded on the official request form by the posted deadline.

**SCHOOL CLOSING OR DELAY**

In severe weather, listen to local radio or television stations or visit www.vigoschools.org for school closing information. Messages will be sent to your phone using the phone numbers provided for parent information in Skyward.  Parents should have an emergency plan in place if schools are delayed or dismissed early.

**INSUBORDINATION**

Insubordination occurs when any student intentionally fails to comply with the directions of teachers, supervisors, or administrators during any period when he/she is under school supervision. An insubordinate student is subject to disciplinary action.

**POSSIBLE DISCIPLINE ACTIONS**

**Preventive and On-going**

1. Student counseling (by staff)

2. Parent conference

3. Student incentive through PBIS

**Minor**

4. Lunch Detention (Isolated lunch &/or no recess)

5. Other as determined by teachers or

Administrative team, including natural consequences, alternative assignments, time-out, deprivation of privileges

**Major**

6.    Alternative Education Placement (office/another teacher’s classroom)

8. Out-of-school suspension (one to ten days)

9. Expulsion (length recommended by Administrative Team)

**PERMITS**

Students are required to attend the school in the district of their legal residence. If a parent wishes for a student to attend another school, a permit application is required.  In addition, no school bus transportation is furnished for a student on a permit.  Permit forms are available online and are only allowed when a permit is granted by the receiving school. **Permits can be revoked by the receiving principal for just cause; including 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 a student permit to attend a school outside of the home school district.

**SCHOOL PROTECTION OFFICER (SPO)**

The School Protection Officer program in Vigo County employs special police officers at each school 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 & procedures.  The police officer is present to deter crime or violence but also to maintain a calm and civil atmosphere. To assist:

* Visitors to our school are asked to follow the school procedure for checking in & to be courteous when visiting.
* Due to safety & security issues, an ID card will be required to enter the school.

**24-HOUR CRISIS HOTLINE**

When you witness any activity that threatens our schools, let us know. Keep the contact anonymous. CALL 812-235-8333.

**FIREARMS ON 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. 12 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 Class Level 6 felony.

**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 keeping with FERPA guidelines.  The VCSC will cooperate with law enforcement, if the request is in line with legal requirements.

**SEX OFFENDER**

The Board of School Trustees declares that no registered sex offender may come on the property of the VCSC except as otherwise provided in this policy and as required by State and Federal law.  If an administrator becomes aware that a sex offender is on school property, the administrator/designee shall direct the sex offender to leave immediately; except under limited circumstances as defined by our policy.

**GANG POLICY**

The VCSC has established a Criminal Gang Policy that can be found on the VCSC website and School Board policy handbook.

**BULLYING POLICY**

In accordance with state law, "bullying" is prohibited in the VCSC.  It is defined as any act of threatening or intimidating behavior with the intent to harass, ridicule, humiliate, intimidate or harm another student. It is overt, and repeated acts, or gestures that may be verbal, written, or physical, or any other behavior that fits the definition above.  Parents or students who suspect repeated acts of bullying should report the matter to the school principal, teacher, or counselor.

**SECLUSION AND RESTRAINT**

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 was implemented during the 2016-2017 school year.

**NOTICE OF NON-DISCRIMINATION**

   The policy of the VCSC is that there will be no discrimination made based on race, religion, sex, national origin, age, disability, or handicap in the educational services or activities which it supports. Email questions to cja@vigoschools.org.

