



Perry Central Elementary School

18677 Old State Rd 37

Leopold, IN 47551

Phone: 812-843-5122 | Fax: 812-843-5242

Jennifer Mitchell, Principal

jmitchell@pccs.k12.in.us

Jamie Guillaume, Assistant Principal

jguillaume@pccs.k12.in.us

MISSION AND VISION STATEMENT

PERRY CENTRAL SCHOOL CORPORATION MISSION

Building tomorrow's potential...today.

PERRY CENTRAL SCHOOL CORPORATION VISION

Perry Central is a school where the teachers nurture and the community encourages student success as we become a 90/90/90 corporation.

- 90% or more reading at grade level
- 90% or higher success in state testing
- 90% or more graduate career and/or postsecondary ready

SCHOOL HOURS

During normal operation, the school day begins at 8:00 and ends at 2:55 p.m. Students in Grades (K-6) who arrive at school before 7:45 a.m. should go directly to the dome. Students who arrive at school late should check-in at the office to receive a tardy slip in order to be admitted to class.

VISITORS

For the safety and security of guests and students, visitors are required to present themselves at the office upon arrival at Perry Central. In the office, visitors will sign-in and receive a visitor badge. Upon departure, visitors are asked to return to the office to sign-out.

Perry Central students are not permitted to bring student guests to school.

ATTENDANCE

Regular and punctual attendance is essential for the optimum growth and development of students. The Indiana Compulsory Attendance Law supports this claim. The Perry Central School Board has set a policy that allows students to miss up to four (4) unexcused days per semester. Excessive absenteeism may lead to a student not receiving promotion to the next grade level.

Absences are defined as follows. Certified Excused Absence- an absence excused by a doctor's note or by a school nurse for a medical reason, a death in the family, funerals, or court dates. Parent Request Excused Absence- an absence permitted by a parent for a trip, vacation, or other purpose requested by a parent or guardian that has been approved by the building principal prior to the absence. Unexcused Absence- an absence not permitted by a parent or truancy from school. These days count as part of the 4 days allowed per semester. After four (4) unexcused absences a parent letter will be sent. After seven (7) unexcused absences in a semester a second letter will be sent to the parent requiring a hearing at the Perry County Circuit Court Attendance Court. If your child will be absent from school, please call the office to report the absence as soon as possible on the day he/she will miss school.

EARLY RELEASE OF STUDENTS

Teachers are not authorized to release students to parents who come to the classroom. All students taken from the building during the regular school day must be signed out at the school office. Whenever possible, dental and medical appointments should be made for non-school days, or after the regular school day ends.

HEALTH OFFICE

The health office for elementary students is located in the high school building. There is a full-time nurse on duty during regular school hours. If a student becomes sick or injured he/she will be sent to the health office.

If after observation, the illness or injury appears to warrant contact with a parent, reasonable effort will be made to contact parents. Parents may be requested to come and pick up a student at that time. If sickness or a minor injury occurs near dismissal time, the student may be sent home on the bus.

In the event of serious illness or injury parents and alternative source of contact cannot be informed and illness/injury is thought to be of such a nature to require the services of a doctor, the child will be taken to a doctor or hospital for treatment. This action in no way implies that the personnel or school assumes financial responsibility for the illness/injury.

During the school year if changes are made in employment, telephone numbers, or alternative contacts, please call the elementary office (843-5122) or the health office (843-5121), so the emergency information can be updated.

There are some students who have special health problems. The principal and nurse should be advised of those students who require immediate or special attention for conditions such as hemophilia, diabetes, epilepsy, heart condition, or any other physical condition. It is imperative that these students have up-to-date emergency information on file at all times.

Students who are required to take any form of medication, prescribed by a doctor or over the counter medication (including aspirin), must take the medication to the health office when they arrive at school. A note from the parent/doctor as to how the medication is to be administered must accompany the medication. Students will report to the health office to take all medication.

The school nurses work with parents to ensure that student immunizations are in compliance with state law.

GRADING

Report cards are issued each nine weeks to show students progress. The Indiana College and Readiness Standards are used to establish the reporting topics for each grade level. Every student will be assessed at the end of each quarter to determine the level of mastery in math and language arts. Grades K-6 will utilize a standards based grading system.

HONOR ROLL

Outstanding academic work is recognized through an honor roll. Students are selected for honor roll for each grading period. To be placed on the honor roll students in grades 3-6 must demonstrate the following: Distinguished – all A's in academic subjects; Honor

must have more A's than B's or an equal number of A's and B's in academic subjects; Honorable Mention – no grade less than a B, but at least one A in the academic subjects. Students must also receive credit or a B or better in non-academic subjects and citizenship.

FEES

Students may need to bring money to school to pay various fees during the school year. It is requested that separate checks be written for each item. Unless specified differently, checks should be written to Perry Central Activity Fund. The purpose of the check or cash should be clearly marked on the check or envelope, along with the student's name.

CAFETERIA

Perry Central operates a cafeteria, which offers students hot, nutritious lunches each school day. Breakfast is also available to students in the cafeteria each day. A pin number for each child is used for accounting of lunches and breakfasts eaten. Money to be used for meals is placed in an account. As money runs out, students and parents are given notice to replenish the account.

EDUCATIONAL EXCURSIONS

Perry Central teachers plan trips away from school, which support curricular objectives. Normally each grade level plans one trip per school year. A parent or guardian must sign a permission slip before a student is allowed to go on a school trip. A limited number of parent chaperones may be asked to accompany the class on the trip. Chaperones should follow school rules and accept the responsibility of following the procedures set by the teachers. Students are expected to exhibit excellent behavior as they represent Perry Central away from school.

CONFERENCES

Parent-Teacher conferences are encouraged. If the teacher feels a conference is necessary, the school will contact the parent. If for any reason, a parent wishes for a conference with the teacher, the parent should contact the teacher. When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with the elementary administration. Teachers, administration, and parents share common goals of creating the best learning experiences for students.

PERSONAL ITEMS

Students are encouraged to not bring toys, trading cards, athletic items, pets, electronic equipment, or any nonessential personal items onto school property unless authorized by a staff member. Perry Central is not responsible for lost or stolen items.

LOST AND FOUND

All found items will be placed in the lost and found area outside the elementary library. The school cannot assume responsibility for students' losses. Proper marking of personal property can reduce these losses. Please mark all items such as coats, jackets, sweaters, lunch boxes, etc.

TELEPHONE USE

Telephones in the building are for school business only. Students are allowed to use only the telephones in the elementary office and only for limited circumstances. Cell phones and other electronic devices may be used by students in classrooms with the permission of the teacher and under the supervision of the teacher. Internet usage on personal devices must be via the corporation Internet filter. Violations will result in cell phones and/or other devices being confiscated and sent to the office. Students may collect these items at the end of the day. A second offense will require parents to collect cell phones and electronic devices from the office.

DRILLS

Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room.

SCHOOL CLOSING / SCHOOL DELAY / DISSEMINATION OF INFORMATION

Perry Central uses a phone service provided by Skylert. This service attempts to call the available number cataloged in our database Skyward to contact staff, parents and guardians in case of a delay/closing/emergency. This service may also be used for more mundane information conveyance such as lunch account balances, attendance notices, sporting events, etc.

Other means of dissemination: radio stations WTCJ-Tell City; WKCM-Hawesville; WBKR-Owensboro; WITZ-Jasper; WBDC-Huntingburg and TV Stations WAVE-Channel 3 Louisville and WTVW-Channel 7 Evansville.

Students need to know where they should go in case of an early dismissal. After school care, **Lights -On is closed whenever school is cancelled for an unscheduled reason.** We appreciate parents informing their children where they are to go for an emergency closing. When students know where they are to go in these situations, it helps us by keeping phone lines open, getting buses on the road as quickly as possible and ensuring students' safety.

AFTER SCHOOL PROGRAMS

"Lights-On" is available each regular school day from 3 – 6:00 p.m. Through multiple grant sources, programming is available for students after school at no charge to families. Lights-On offers a snack as well as daily workshops and homework help. Parents are asked to send a note with their children if they should stay after school. In the event of a change of family plans, parents may call the elementary office with a request for students to stay after school.

Eighth Period is an after school tutoring service provided by grant funding. Students who require extra instruction for academic needs have the opportunity to sign up. Students who are failing a subject or have incomplete assignments may be required to attend eighth period. Parents will be notified by the school if eighth period is required.

DRESS

Principles of good grooming and proper dress are necessary to set an atmosphere conducive to learning. The basic responsibility for appropriate dress must rest with the student and his/her parents. The following guidelines for dress are to be observed by the students at Perry Central.

1. Clothing is to be worn in the manner and for the purpose which it is intended.
2. All shoes must be "closed toe" for students in elementary school.
3. Hats are NOT allowed to be worn in the building by anyone (boys or girls). Except for designated days.
4. Clothing with pictures or lettering associated with drugs, alcohol, tobacco, or off color messages that are not in keeping with a wholesome school atmosphere are NOT to be worn.
5. All shorts, skirts and dresses must at least reach the length of extended fingertips.
6. Clothing that has been cut or torn may NOT be worn to school.
7. Mesh tops may be worn only if a t-shirt is worn under it.
8. Midriff tops or blouses are not to be worn.
9. Students are discouraged from wearing "mini skirts" or other apparel that is immodest enough to draw attention.
10. Sleeveless types of clothing must be cut close to the armpit areas as to be deemed decent, not requiring the wearing of additional undergarments to cover potentially exposed flesh that would be displayed with oversized or ripped out sleeveless garments.

SCHOOL PROPERTY

Students are expected to be responsible for all textbooks, library books, desks, and school property issued to them. Students are expected to pay for property that is lost or damaged.

ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY

The computers, networks, and systems are the property of the corporation, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet, email, computers, and network. The system is designed to keep a record of all activity on and off the Internet, and this information is also corporation property. It is important for all users to understand that no use of the Internet or email can ever be guaranteed private. The AUP can be found on the school's website detailing the restrictions, rights, and other criteria for users.

STUDENT DISCIPLINE

Education is a cooperative effort where teachers and students are brought together for learning to take place. An environment, which permits order and efficiency, must be provided. A goal is to instill a sense of self-discipline in students so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of the school and society. The responsibility for development and maintenance of this self-discipline falls to the combined effort of students, parents, teachers, administrators, and the community that established the value system we accept. When self-discipline fails, regulations for management of school behavior must be outlined by those responsible for education. The Perry Central School Board has established policies and appointed administrators to carry them out. Respect for all school employees and fellow students is expected.

Each classroom teacher has established expectations and procedures. Students realize that failure to follow classroom expectations will also result in consequences. Consequences may include, but are not limited to reprimand, conduct cuts, written report on behavior, suspension, restriction or denial of extracurricular activities, counseling, conferences, rearranging class schedules, and disciplinary probation.

BUS RULES

Riding a school bus is a privilege extended to students by the school district. Students must follow rules posted on the bus. Failure to comply with bus rules may result in removal from the bus for a limited or permanent time.

SUBSTANCE ABUSE POLICY

The Perry Central School Board supports the concept that students will function at school with greater effectiveness if they are not under the influence of an illicit mood-altering chemical. The board believes that a penalty consisting of suspension or expulsion is appropriate and may act as a deterrent for those who choose to use alcohol or other illicit drugs at school or school-related function. The board believes that abuse of alcohol/drugs may lead to chemical dependency. Therefore, in addition to a penalty or disposition the board mandates that students under the influence or possession of illicit alcohol/drugs meet with a substance abuse counselor.

BULLYING

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.

Bullying behavior toward a student is strictly prohibited and will not be tolerated. State Law gives schools the authority to deter and discipline bullying away from, and not connected to school, when the consequences create a hostile environment at school.

Any student who believes she/he has been or is currently the victim of bullying should immediately report the situation to the building principal, assistant principal, dean of students, or a staff member. All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of school policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

GANGS/GANG ACTIVITY

In keeping with the intent of the Perry Central Community School Board Policy, the following information has been included in the Student Handbook to assure the smooth and safe operation of our schools. Gang related activity will not be permitted in school or at any school related activities. The following behaviors are examples but not an all-inclusive list of what might result in a student receiving AEA, a suspension, or expulsion for gang activity:

1. A student is seen giving gang hand signals
2. A student is seen drawing or has in his/her possession gang symbols
3. A student is seen wearing clothing that indicates gang relations/membership
4. A student threatens or intimidates another student when the threat or intimidation is connected to a gang or gang activity.

DIRECTORY INFORMATION

The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; scholarships.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within fifteen (15) days after receipt of the Superintendent's annual public notice. This notice is released annually on the first day of school in the student handbook and on the Perry Central website.