

**North Side  
Elementary  
School**



## **Student Handbook**

**2019-2020**

NEOLA OF INDIANA  
P.O. Box 808  
Logansport, Indiana 46947  
(219) 722-1815

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# **Student (Parent) Handbook**

for

## **NORTH SIDE ELEMENTARY SCHOOL**

*Welcome to North Side Elementary School. All the members of the staff are pleased to have you here as a student and will do our best to help you make your experience here as productive and successful as it can possibly be.*

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**School Year 2019-2020**

Adopted by the Board of School Trustees, June 2019

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## **SECTION I – INTRODUCTORY INFORMATION**

### **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student and his parent(s) is/are responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written material on the same subjects.

### **MISSION OF NORTH SIDE ELEMENTARY SCHOOL**

The North Side Elementary community provides an academically stimulating and secure environment in which students achieve their personal best to become responsible, productive, and respectful citizens.

### **VISION STATEMENT OF NORTH SIDE ELEMENTARY SCHOOL**

The Students of North Side Elementary are self-motivated, eager learners engaged in meaningful work. In an atmosphere of mutual respect, all efforts are valued by students, school staff, parents, and community. Students will achieve their personal best and be responsible citizens.

### **AVAILABLE PROGRAMS**

North Side Elementary is accredited by the North Central Association of Colleges and Schools. Membership in the Association ensures that North Side continuously strives to improve programming and services to children, parents, and the community.

- ***Strong Curriculum***
- ***Balanced Literacy Instruction***
- ***Algebra Readiness Math Instruction***
- ***Updated Technology and software (One-to-One Devices)***
- ***Reading Recovery***
- ***Library Automation***
- ***Special Education***
- ***Accelerated Reader***
- ***Title I***
- ***High Ability Program***
- ***Breakfast and Lunch Program***
- ***Art, Music, PE, Technology***
- ***YMCA After School Program***
- ***7 Habits of Highly Effective Students***
- ***After School Tutoring***
- ***Head Start***
- ***Mentoring Program***
- ***Leveled Learning Intervention LLI***
- ***Response to Intervention RTI***
- ***STEM Instruction (Project Lead The Way)***

### **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of this Corporation to provide an equal educational opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School Corporation's Compliance Officer listed below:

Superintendent, Aaron Black  
(765) 964-4994

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. The Compliance Officer can provide additional information concerning access to equal education opportunity.

### **VISITORS**

Each visitor must report to the office, sign in, receive a visitor's badge, and wait for an escort before entering the school beyond the office area. This is to monitor the safety of students, staff, and visitors. Parents and visitors must make prior arrangements with the principal to be beyond the office area between the hours of 7:45 am- 3:30 pm.

### **RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Rights to freedom of expression, to association, and to fair treatment can be expected as long as each individual, student, and staff, respect those rights for fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students are expected to arrive at school prepared to learn. It is the parent and student's responsibility to arrive on time and be prepared to participate in the educational program. If for some reason this is not possible the parent and/or student should seek help from the principal and/or social worker.

## **SECTION II - GENERAL INFORMATION**

**OFFICIAL SCHOOL DAY**  
**8:10 am - 3:05 pm M, T, TH, F**  
**8:10 am - 2:35 pm Wednesdays**

Students should report to school between 8:00 am and 8:10 am. If a student is eating breakfast, he/she should be at school by 7:45 am. Morning meeting or gathering activities begin at 8:00 am in the gymnasium.

### **MEAL SERVICE POLICY** **August 8, 2018 - North Side Elementary School**

North Side Elementary School participates in the National School Breakfast/Lunch Program. Applications for the Free and Reduced Price Meal Program are distributed to all students. If you do not receive an application and believe you are eligible for this program, please contact the school office.

Breakfast begins each school day at 7:40 am. Breakfast is not provided when school is on a two-hour delay. Breakfast prices are as follows: Full Price is \$1.25 and reduced Price is \$.30. Lunch prices are as follows: Full Price is \$2.00 and reduced Price is \$.40. Extra milk can be purchased for \$.45 a carton, adult meals are \$3.00.

All students are welcome to pack their lunch if they do not want to eat a school lunch. Please note when packing your student's lunch that heating and/or cooling options are not available at the school.

If it is necessary for your student to charge their lunch, the following policy will be in effect: When the student reaches a negative balance of \$10.00 on their lunch account, a letter will be sent home to inform the parents. If the negative balance reaches \$20.00, the student will receive a cheese sandwich for their entree along with the rest of their tray. The above prices will still apply for this alternative lunch.

### **PARTY TREATS**

We do not allow homemade baked goods and treats to be brought in for school parties and snacks. Only pre-packaged store bought treats will be permitted for health and safety reasons for our students. We have several students that have serious health allergies to various foods, and this is always changing with new student enrollment yearly. With homemade baked goods, we can't be certain of the ingredients. With pre-packaged store-bought goods, we can read the label to determine what ingredients are involved and prevent any possible problems. Thank you for your cooperation in this matter.

### **FIRE, TORNADO, AND INTRUDER DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for a safe, prompt, and orderly evacuation of the building. Fire drills occur once per month. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. Tornado and Intruder drills are conducted each semester.

### **Evacuation**

In the event that all students and staff are needed to evacuate the school, students, teachers, and staff will leave the school and walk over to the Calvary Assembly of God across from the elementary school.

### **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

98.3 FM (WZZY) - Winchester WERK, WMDH	104.1 FM (WLBC) - Muncie Channel 13, Channel 8, Channel 6
97.5 FM or 1030 AM (WTGR) Greenville Indiana Public Radio	KISS- UCCHS TV Studio
1190 AM (WOWO) - Ft. Wayne	

Parents and students are responsible for knowing about emergency closings and delays. The School Corporation will also notify families by a Global Connect phone message.

### **SPECIAL EDUCATION**

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. If you have a concern regarding your student's academic skills and/or social skills and behaviors, contact the principal at (765) 964-6430. A Teacher Assistance Team meeting will be scheduled to discuss the concern and the child's academic history and performance. A plan of interventions will be developed, if needed, one of which can be a referral for full case study evaluation. Your rights as a parent will be reviewed.

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

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act require the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the principal at (765) 964-6430.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Messages can be left in the office and students will be notified at the end of the day. Phone calls after school will require a phone pass from a classroom teacher and supervised by an adult. Students cannot use the phones to make arrangements to go to a friend's house after school. These arrangements should be made from home.

### **Cell Phone Policy**

North Side students should NOT have phones out at school. First offense, students may be asked to turn off the phone and put it up or give it to the teacher until the end of the day. Second offense, the phone will be given to the Principal and the student's parent/guardian will need to pick the phone up in the office. **Randolph Eastern School Corporation assumes no liability for lost, damaged or stolen items.**

### **RECESS GUIDELINES**

Fresh air and playing outside are good for children. Children should play outside at recess whenever possible. However, there are times when children should not play outside. Children will not be permitted to play outside when the weather is too cold. Guidelines from the Indiana Department of Health recommend that children stay inside if the outside temperature is at 20 degrees Fahrenheit or below. Wind chill factor will also be taken into consideration when decisions are made about outside recess. Children may stay in from recess for only two continuous days with a parent note, if there is concern about a child's health, e.g. first day back to school after a bout with the flu, etc. Any requests over two continuous days will require a doctor's excuse to stay in from recess.

## SECTION III – ACADEMICS

### A. ENROLLING IN SCHOOL

#### ADMISSION TO THE CORPORATION

Students are expected to enroll in the attendance district in which they live. Enrollment of the student(s) must be done by the parents or legal guardians. Students who qualify for admission to Corporation schools, in accordance with School Board policy 5111, shall be accepted when the following documents have been submitted.

- a birth certificate or other appropriate documentary evidence proof of immunizations
- proof of residency consisting of a deed, building permit, rental agreement, tax statement, voter registration card, or utility bills.
- court orders or placement papers designating custody and/or parental rights and responsibilities, if applicable

**Birth Certificate:** If a birth certificate is not available, the parent is to complete Form 5111 F1 and submit the documentary evidence called for therein.

**Custody Order:** Randolph Eastern's Policy regarding enrolling a student in school requires:

- *Children must be registered by their parent(s) or guardian(s).*
- *Guardians must present proper certification of legal guardianship and, when applicable, a parent is to provide a copy of any custody arrangements.*
- *If custody has been established by the courts, a copy of the court order must be submitted. If such verification is not received within thirty (30) days or the document appears to be inaccurate or suspicious, the principal (or designee) shall notify the Union City Police Department.*

**Note:** If the parent was/is a single parent and there was no custody order, please inform the school social worker so she can make a notation to this effect and will not continue to make contacts regarding custody.

Students without appropriate records will be admitted under temporary enrollment for a period of 10 days unless extended by the principal. Parents are to be so informed at the time of admission of the length of temporary enrollment and what records are needed to complete enrollment.

#### ENROLLMENT FROM ANOTHER SCHOOL

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment. The sending school shall be contacted within twenty-four (24) hours of the student's entry into the school and requested to send all appropriate records.

If the school indicates no record of the student's attendance or the records are not received within fourteen (14) days of the date of the request, or if the student does not present a certification of birth or other documentary evidence, the principal shall immediately notify the

law enforcement agency where the student resided and the Union City Police Department that he/she may be a missing child.

### **SCHEDULING AND ASSIGNMENT**

The Principal will establish procedures for assignment of each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

### **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer from North Side Elementary, the parent must notify the Principal and sign the proper transfer forms. School records shall be transferred within fourteen days to the new school district. (14 days is required by missing children laws.) Parents are encouraged to contact the office for specific details.

### **ADMISSION TO KINDERGARTEN**

The following guidelines shall be followed for the registration of all kindergarten students:

- Children must be five (5) years old on or before August 1. Children must be registered by their parent(s) or guardian(s).
- Guardians must present proper certification of legal guardianship and, when applicable, a parent is to provide a copy of any custody arrangements.
- If a birth certificate is not provided, the parent is to complete Form 5111 F1 and submit with the documentary evidence that is provided. If custody has been established by the courts, a copy of the court order must be provided.
- Children transferring from another public or private kindergarten who do not meet the age requirements may not be admitted.
- All registrants shall receive a kindergarten screening as determined by the principal.

Each principal shall establish the criteria, including the intellectual, social, and emotional characteristics, by which students are assigned to classes and /or teachers or are transferred after initial assignment. A copy of current criteria shall be submitted to the Superintendent prior to the beginning of each school year or when otherwise revised and updated.

The following procedures shall be followed in a transfer of a student within a school.

- A written request shall be made to the principal by the parent of the student, a professional staff member, or by a student. Transfer requests may also be initiated by the principal. After consultation with the appropriate personnel, a determination regarding the validity of the request shall be made by the principal.

### **APPEAL FOR EARLY ENTRANCE TO KINDERGARTEN OR FIRST GRADE**

Children of the legal settlement who have not attained the age of five (5) by July 15<sup>1</sup> shall not be eligible for entrance into the kindergarten program nor shall a child who is not six (6) years old be eligible for entrance into first grade, unless the parents submit an appeal.

Such an appeal is to be submitted to the Superintendent of Schools by no later than July 1 and shall include the following information:

- name of the child
- birthdate
- name and address of any kindergarten or preschool program the child has attended
- narrative history related to attendance at another kindergarten or preschool program
- record of a recent physical examination
- results of a Kindergarten screening

Prior to making any decision on early entrance, the child will participate in a screening program which is based on the following criteria:

- Superior ratings (90<sup>th</sup> percentile and above) on individual intellectual measures and no significant deviation in specific cognitive or perceptual areas.
- Social maturity at least equal to the child's advanced mental status and fifth (or sixth) year birth date. Sound and well-developed personality as judged by the examiner and formal case history material obtained during the parent interview.
- Physical characteristics not likely to limit the child's participation in the program. Particular attention as directed to eye-hand coordination and manual dexterity.

During the screening, the parents are to be interviewed in order to develop an adequate case history on the child and advised of the nature of the kindergarten (or first grade) program. No indication is to be communicated to the parents during the screening process. They will be presented to the Superintendent who shall make the final decision.

After the necessary data has been obtained, the decision whether or not to approve the appeal and enroll the child in the kindergarten (or first grade) program will be made by:

- the Superintendent
- a team may consist of Elementary Principal, a Kindergarten teacher, and the School social worker

If the appeal is approved, a meeting is to be held with the parents to inform them of the decision, to counsel them about their child's particular strengths and weaknesses, and to complete the enrollment procedures for entrance into the kindergarten (or first grade) program.

If the appeal is not approved, the Superintendent will contact the parents and explain the reasons why their child will not be eligible and to inform them of the enrollment procedures when their child meets the age requirements.

## **CLASS AND GRADE ASSIGNMENT/TRANSFER**

Assignments to class and grade shall be made by the principal after consultation with relevant staff.

Placement will be based on several factors including the age, intellectual, physical, social, and emotional development of the student as revealed by the use of available data and observations of the staff.

## **B. ATTENDANCE**

### **ATTENDANCE POLICY**

Attendance at school is necessary and the law. It has now become an even greater priority due to Public Law 221 and the No Child Left Behind Law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance often lose interest, tend to feel left out, and often drop out of school. Students who do not maintain good attendance may fail, lose certain privileges, and/or have legal action taken against their parents. To help avoid these consequences the Randolph Eastern School Corporation has developed an attendance policy.

### **Reporting Student Absences**

If a student is going to be absent, the parent/guardian must contact the school at 765-964-6430 by 9 a.m. and provide an explanation for why the student is absent. There will be an answering machine available to leave a message 24 hours a day for parents/guardians contacting the school about an absence. If the absences of a student appear to be questionable or excessive, the school staff will try to help parents improve their child's attendance. At selected times, an officer of the law may be asked to check on those absent.

### **Classifications of Absences**

When a student is absent from school, the absence will be classified in one of the following four ways.

- Exempt: An exempt absence is one in which the absence is documented through a note from a professional's office such as a doctor's note.
- Excused: An excused absence is an absence where a parent provides a valid excuse for why their child is absent. A list of example explanations has been provided. This list is not a comprehensive list, and the final decision for an excused absence will be made by Randolph Eastern School Corporation's administration.
  - Personal illness
  - Quarantine of the home
  - Death in the immediate family
  - Observance of a bona fide religious holiday
  - Other reasons authorized by law
  - Administration approval

- Unexcused: An unexcused absence is an absence where the explanation provided was not approved.
- Truant: Any student who is absent from school for all or any part of the day without a legitimate excuse and without parental consent shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:
  - No credit shall be given for any school work not completed as a result of the truancy.
  - A record of truancy will be entered in the student's record file. On the second truancy, a report will be filed with the Bureau of Motor Vehicles requesting that the student's driving privileges be revoked until the age of 18.
  - The Department of Child Services, as well as Randolph County Juvenile Probation, will be contacted.

Students will be allowed unlimited exempt absences and 5 excused absences in a semester. Once a student uses all 5 excused absences, documentation will be required (doctor's note, court documents, etc.). Failure to provide documentation will result in the absence being unexcused. Once a student receives a total of 3 unexcused and/or truanancies, the school may contact Child Protective Services and/or the Randolph County Prosecutor, which may result in legal action being taken against the parents. For all high school students (grades 9-12), a total of 3 unexcused and/or truanancies will result in a loss of credit for the semester. High school students who reach a total of 3 unexcused and/or truanancies may have the opportunity to appear before a committee to appeal a loss of credit.

#### **FAMILY VACATIONS DURING THE SCHOOL YEAR**

Students are permitted to go on a family vacation during the school year. ***Vacations taken the week ending each grading period will be unexcused.*** Family vacations may be approved by the principal under the following conditions:

- Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal ***at least seven (7) days in advance***. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.
- The student may be given approximate assignments and materials for completion within a time to be determined by individual teachers.
- The time missed will be counted as an authorized, excused absence and shall not be a factor in determining grades unless make-up work is not completed.

### **STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY**

No staff member shall permit or cause any student to leave school prior to the regular school hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

No student will be released to any governmental agency without the proper warrant or written permission except in the event of an emergency as determined by the principal.

### **ENCOURAGING ATTENDANCE**

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can in-and-of-itself successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- providing meaningful learning experiences every day. Therefore, a student who is absent from any given class period would be missing a significant component of the course;
- speaking frequently of the importance of students being in class, on time, ready to participate;
- keeping accurate attendance records (excused vs. unexcused);
- incorporating defined, daily participation as part of the teaching/learning process.

A professional staff member's responsibilities may include:

- requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

### **MAKEUP OPPORTUNITIES**

A student may make up units of study with a teacher with proper certification if prior approval has been granted by the principal. Additional guidelines on make-up are listed below:

- Students will be given the opportunity for making up work missed due to absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.
- No credit will be given for truancy or unexcused absences.
- Students will be given the opportunity to make up work missed due to suspension. Make-up work will be due the first day of the student's return to school.
- A student wishing to make up work may call his/her principal, teacher, or office early in the school day to obtain assignments.

## **TARDINESS**

For learning to be meaningful and to prevent disruption of the instructional and learning process, students shall not be tardy to school or class. The following statements apply to tardiness.

Any arrival after 8:10 a.m. is tardy.

All students who arrive after 8:10 a.m. must report to the principal's office to receive a tardy pass.

When a teacher detains a student after class, s/he shall issue a late pass or note for the student's next class. Teachers are requested to refer cases of chronic tardiness to the principal.

Chronic Tardiness is considered to be any student who arrives at school after 8:10 am 10 times or more during the school year. A letter will be sent notifying the parent when the student has reached 10 tardies. A phone call or conference may be set up with the principal and attendance officer to address this problem.

## **MISSING CHILDREN**

Each school should make a concerted effort to assist in identifying missing children using the following guidelines.

- Attendance procedures as outlined previously:
- Missing child investigations: School personnel is required by law to provide law enforcement officials access to a student's record when conducting a missing child investigation, providing they have proper authorization from the parents.

### **Pictures for identification:**

Corporation personnel, authorized to enter into contracts for the taking of student pictures, will request the photographer to provide, free of cost to the school, a photograph of each student for identification purposes in school records.

### **Enrollment of new students:**

A student seeking entry into a corporation school must comply with admission requirements specified in AG 5111.

Upon entry, the principal should send a request, in writing, to the sending school as soon as possible. If the records are not received within two weeks, the principal shall call the school. If the sending school indicates no history of the student attending that school, the principal shall contact the Union City Police Department.

## **EARLY DISMISSAL**

Board policy requires that the following guidelines be followed for early dismissal of any student.

- Requests for early dismissal should be submitted to the school office/principal prior to the day or as early in the school day as possible.
- Students may be released only
  - a. a parent, whose signature is on file in the school office, or
  - b. to a properly-identified person authorized to act on their behalf or
  - c. a student may be released "on his/her own" only with verified parental permission.

When a parent telephones a request that a child is to be released early from school, the identity of the caller and any custodial arrangements should be confirmed before the child is permitted to leave. If the parent is calling from home, the school can verify the request by a return telephone call. In the event the telephone call is not being made from the child's residence, the caller should be asked detailed questions about the child.

These questions might include the child's date of birth, the courses he/she is studying, names of teachers and classmates, and similar facts which should be known to his/her parents.

Whenever a student travels from his/her school to another school for lessons or to clinics, etc., during school hours, signed permission must be obtained from the parent before such trips are approved by the principal.

## **C. HEALTH AND MEDICAL**

### **IMMUNIZATION OF STUDENTS IN SCHOOL**

Students must provide documentation that complies with the rules set forth by the Indiana State Department of Health that all immunizations required by law are current or have authorized the exemption for the State immunization requirements (I.C. 20-8.1-7-9.5).

For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunization or authorized exemption.

### **Meningococcal Disease Information**

**Q. What is the meningococcal disease?** A. Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually

with no symptoms. In a small number of people, the bacteria passes to the blood, causing either a serious infection of the blood or meningitis.

**Q. How is the germ spread?** A. The bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions

**Q. What are the signs of being sick with the germ?** A. An illness often starts with a sudden fever, headache, stiff neck, a rash, and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately.

**Q. Who is the highest risk for getting the disease?** A. Babies, children, and young adults are most likely to get the disease. People living in crowded places are a higher risk for infection. Outbreaks usually do not occur in school or workplace settings

**Q. Can meningococcal disease be prevented?** A. Yes, the disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away and wash hands often.

**Q. What vaccines may prevent a child from getting this germ?** A. Two vaccines are available to prevent this infection:

#### **Meningococcal Conjugate Vaccine (MCV4), which is Menactra**

This vaccine is licensed in the U.S. for persons 11-55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended for:

- Young adolescents at the pre-adolescent visit (11-12 years old)
- Adolescents at high school entry (about 15 years old)
- Groups that have a higher risk of meningococcal diseases, such as students that will be in college, living in dormitories.

#### **Meningococcal Polysaccharide Vaccine (MPSV4), which is Menomune**

This vaccine is recommended for people who have an increased risk of disease due to certain medical conditions, who are age 2-10 years, and over 55 years. People at risk need revaccination every 3-5 years.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department. Additional information may be found at the following websites:

<http://www.in.gov/isdh/healthinfo/meningococcal%20disease.htm>

<https://www.cdc.gov/nip/vaccine/mening/mening%20fs.htm>

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

All students must have an emergency medical card/form completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled, and unable to attend field trips.

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician to the school office. All medications, prescribed and non-prescribed, are to be delivered to the school office and taken only with adult supervision. The school nurse is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without the nurse's and/or principal's knowledge.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the health clinic/office. The health clinic/office personnel will determine whether or not the student should remain in school or go home. No student will be released from the school without proper parental notification and permission.

## **Too Sick For School?**

When your child feels under the weather, keeping him home may protect him from further infection and avoid spreading the illness to other students.

Use these guidelines to help you decide if he's too sick for school:

1. **Fever**-if your child's temperature is 100 degrees or higher, keep him home. He should maintain a normal temperature (98.6 degrees) for 24 hours without the help of fever reducing medicine before returning to school.
2. **Nausea/Vomiting**- If your child vomits before you send him to school, it's a good idea to keep him home.
3. **Diarrhea**- Any episode of watery diarrhea warrants a sick day. Keep him home as long as it takes for his diarrhea to go away.
4. **Flu**-If your child catches it, keep him home until symptoms (body aches, high temperature, chills, congestion, sore throat, and or vomiting) subside-usually within 5 to 7 days.

5. **Conjunctivitis/Pink Eye**-Your child should be under a physician's care. Your child can return to school 24 hours after beginning a prescribed treatment or when a physician certifies that your child can come back to school.
6. **Mononucleosis**-Keep your child home until fever-free (temperature less than 100 degrees) or until a doctor releases him.
7. **Strep Throat/Scarlet Fever**-Your child should not be in school until he has been on a physician's prescribed antibiotics for at least 24 hours.
8. **Acute Cold and/or Persistent Cough**-Minor sniffles are not usually enough to keep your child home. However, if he is lethargic or taking over-the-counter medicine for continued cough or nasal discharge, he is probably not going to be able to function well in the classroom and he is better off not coming to school.

**Remember the 3 keys to preventing illness:**

1. Teach your child to wash his hands thoroughly and often.
2. Give him disposable tissues; remind him to use and discard them.
3. Discourage him from sharing foods, plates, cups, or utensils.

**IF YOUR CHILD HAS A CHRONIC OR ACUTE ILLNESS, PLEASE CONTACT THE SCHOOL NURSE.**

**MEDICATIONS**

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Medications should be given at home whenever possible.

Medications given during school hours should be only those necessary to provide the student access to his/her educational program.

Before ANY type of prescription or non-prescription medication can be administered to any student at Randolph Eastern School Corporation, a signed physician's statement and signed parental permission slip must be on file in the office. A new physician's statement and parent's letter must be on file for each type of medication or at each time of an illness.

A new physician's statement and parent's letter must be completed each year for medicines, blood glucose tests, and other procedures for children with chronic illnesses.

Over-the-counter medication (Tylenol, cough syrup, etc.) requires a statement signed by the physician and a letter of permission signed by the parent, just as with any other medication.

All medications must be in the original container when brought to the office at school for dispensing by the school nurse and/or designated personnel.

Prescription medication for emergency type situations- asthmatic episodes, bee stings, diabetic insulin reactions, migraines, etc. - will be kept in the original container within the clinic area. The label will not meet the requirement of the physician's signature, and the parent must present a

letter of permission to administer the medication, and a letter from the physician must accompany the prescription. This medication may be kept at the school the entire school year or until the date of expiration, whichever comes first.

Students are permitted to self-carry a medication (inhalers are a common example) if his/her physician indicated in writing that it was necessary. Therefore, the school must have a signed physician's permission slip and signed parental slip stating this is necessary.

All medications will be administered by the school nurse and/or designated personnel. All medication will be kept in a secured area in the school clinic/office.

North Side Elementary will not send medication home with a student. A parent or parent designee will be required to come in and pick up any leftover medication, or it will be discarded on the last day of school.

### **ADMINISTRATION GUIDELINES**

The staff member administering the medication shall ensure that the student takes the medication properly.

If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication. This will be done in a manner so as not to unduly call attention to or embarrass the student. Parent support is needed to instruct their child to take the medication at the scheduled time and in an appropriate manner.

A log for each prescribed medication shall be maintained which will note the person giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

**Discontinuation of self-administration:** If, for supportable reasons, the principal wishes, he/she may share with the parent this decision in sufficient time for an alternative administration to be established. If the student is disabled, the principal shall act in accordance with the regulations covering IDEA or Section 504.

**Change in Medication:** It is the parent's responsibility to notify the school of any changes in medication. Prescription medication changes **MUST** be accompanied by a signed doctor's note.

**Behavioral Concerns:** If a student is exhibiting behavior which causes the teacher to be concerned about his/her medical status, the behavior must be reported to the building principal and/or school nurse and expressed in writing in behavioral terms. A designated person may then contact the parent and advise that they seek medical attention for the child. At this time the written observations may be given to the parent to take to the doctor.

**Multiple medications and/or practitioners:** If a child is taking several prescriptions and it is noted that two (2) or more physicians are prescribing for the same child, this should be brought to the attention of the building principal who will be responsible for investigating the situation.

Dispensing of **unauthorized, over-the-counter (OTC) medication** by employees to students served by the Corporation is prohibited. Where investigation confirms such allegations, a prompt corrective action shall be taken, up to and including dismissal.

### **EMERGENCY MEDICATION**

Emergency medication refers to events such as allergic reactions, i.e. bee stings, asthmatic attacks, etc.

Board policy 5330 and the procedures on the administration of medication in Administrative Guideline 5330 must be observed at all times.

School personnel should administer only physician prescribed kits or equivalent.

#### **Parent responsibilities:**

- a. Notify the school and principal, in writing by the student's parent(s) or physician, of a student who may need emergency medication.
- b. Providing the medication with an adequate expiration date at the beginning of each school year.

#### **School/principal responsibilities:**

A notation should be made on the student's emergency medical authorization form (5341 F1). The principal or health professional will inform the parent that emergency medical services may and/or will be called when his/her child receives the medication.

If a serious situation does occur requiring the administration of emergency medication, the principal is to contact emergency medical services and request that a mobile unit is to be dispatched to the school to deal with complications that may arise. The parents will be contacted after the call to emergency services.

The principal will be responsible for ensuring that selected staff members receive appropriate instruction in the administration of such medication at the beginning of each school year and at other times as needed.

The following individuals will be informed regarding the condition or potential condition, have medication available and be trained in the proper application:

- Field trip leader
- Bus driver
- Others as appropriate

## **STUDENT ACCIDENT/ILLNESS**

In the event of a student accident or illness, staff members shall:

1. if properly trained, administer first aid;
2. summon professional medical assistance, if needed;
3. report the accident to the appropriate administrator;
4. contact parents immediately if the accident indicates professional medical care is required;
5. notify the parents as soon as possible by telephone or written note;
6. record on the Student Accident Form 5340 F1 or 5340 F2, as soon as possible, all pertinent facts concerning the accident and submit it to the principal's office.

School personnel shall not diagnose illness or administer medication of any kind except in accordance with AG 5330.

Records are to be kept on all injuries requiring medical attention which occur while students are on school property, in school buildings, on the way to or from school, or at school-sponsored activities.

## **TRANSPORTATION FOR STUDENT EMERGENCIES**

When a student becomes ill or injured at school, it may be necessary for the student to be taken home, to the doctor, or to a hospital. This responsibility should be assumed by the parent, except in an emergency when it is apparent that an ambulance or emergency medical service should be called immediately. (See 5340A for calling procedure.)

The final responsibility for the safe transportation of a sick or injured student from school to home, hospital, or to emergency medical care rests with the principal.

No seriously sick or injured student should be allowed to go home unless there is a responsible adult (see student's Emergency Medical Authorization Form 5341 F1) to provide for his/her care. The student will remain in school when all measures available to locate a responsible adult have failed. When school is dismissed and no adult is available, contact the appropriate local law enforcement agency.

Ambulance and emergency medical service cost is the parent's responsibility but should never be a deterrent in providing this emergency service.

### **EMERGENCY SITUATIONS**

For critically injured or ill students who may warrant an ambulance or emergency medical service, the following procedures should be taken:

Determine how severe the emergency is.

Call ambulance or emergency medical service.

Administer necessary first aid if trained or if prudence requires.

Call parent or guardian. If parent cannot be located, call designated emergency number on 5341 F1.

Complete an accident report (5340 F1).

### **NON-EMERGENCY SITUATIONS**

There are situations when the injury or illness of the student is not considered an emergency. In such situations,

- notify parent or designee (emergency number provided) to pick up the student. Provide whatever information is available to help the parent decide whether or not the student should receive medical care.
- if the parent has no available transportation, discuss other possible alternatives they might have (neighbor, relative, taxi, etc.).
- in the event the parent cannot provide any alternative suggestions of transportation, the principal should arrange for two (if possible) staff members to transport the student home or to the location designated by the parent. Also, if there is a single staff member providing transportation, they should be of the same sex.

There may be situations in which the principal may designate staff members to transport the student to the doctor or the emergency room, after the parent has been notified, with the plan that the parent will meet school personnel with the student on arrival. This may be a situation when the time is a factor, but emergency medical service or an ambulance is not warranted.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

A school is an environment with a high concentration of people, therefore it is necessary to take specific precautionary measures when the health or safety of the group is or may be at risk. The

school's professional staff has the authority to remove or isolate a student who has been or is ill, has been exposed to a communicable disease, or has a pest such as head lice.

Specific diseases include: strep infections, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal of the student from the school environment will be only for the contagious period as specified in the School's administrative guidelines.

Fever- Students who visit the clinic and have a temperature of 100 degrees or greater are sent home. Students must be fever-free for 24 hours prior to returning to school to prevent the spread of illness to other students. Students who have diarrhea or vomiting will also be sent home to prevent the spread of illness.

Conjunctivitis (Pink eye) - Students with conjunctivitis are sent home because it is very contagious. Students are not allowed to return to school until drainage and secretions are gone or an antibiotic treatment for a full 24 hours or they receive doctor's re-admittance slip to return to school.

Strep throat - Students with strep throat are excluded from school until they receive an antibiotic treatment for a full 48 hours with no fever.

Scabies- Students with scabies are excluded from school until treated.

Impetigo- Students with impetigo are excluded from school until they take an antibiotic for 24 hours and the lesions are no longer weeping and/or are forming a yellow crust.

Head Lice- Students with head lice/nits are sent home. Students must be treated with the nits removed. Upon re-entering school, the student must have their head checked by the nurse or designee in order to re-enter the classroom. Randolph Eastern School Corporation has a no-nit policy.

Chickenpox - A child with chickenpox is excluded from school for one week after eruptions first appear OR until vesicles become dry.

Fifth Disease - Students with fifth disease are NOT excluded from school. The best prevention is hand washing.

Diarrhea - Students with diarrhea should stay home until the diarrhea is gone.

Ringworm -A student with ringworm is excluded from school until treatment or unless lesions are coverable.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the School has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, ensuring that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV

(Human-Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **BLOOD-BORNE PATHOGENS**

The Corporation is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the Corporation is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the Corporation request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the Corporation to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for the request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the office at 964-6430.

## **D. REPORTING STUDENT PROGRESS PROCEDURES**

### **PROMOTION, PLACEMENT, AND RETENTION**

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

### **DEFINITIONS**

- A. **Promotion:** Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410 and restated below.

- B. **Assignment:** Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. The building administrator may determine that it is the student's best interest to move to the next grade.
- C. **Retention:** Occurs when the student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Intervention Team with the concurrence of the building administrator.

### **Elementary Level Assignments or Retentions**

#### **Criteria for Consideration:**

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, social maturity
4. attendance record

#### **Timeline for Elementary Grade Placement Changes:**

- Before Parent/Teacher Conference: Principal will review grade placement procedures with teacher.
- October-January: Teacher should inform parents of student progress.
- Early March: Teacher will notify principal if an alternative grade placement is being considered.
- Early April: If placement or retention is still being considered, parents should have been notified by this time, a Teacher Assistance Team meeting held, and determination and commitment to the decision secured.
- May-June: Decision on placement or retention is made and student Grade Placement Recommendation is completed.

### **REPORTING STUDENT PROGRESS**

Reporting student progress serves many purposes, the most important of which is helping students and their parents understand how well the student is achieving program objectives and accomplishing the educational goals of the Corporation.

To comply with Board policy 5420, each principal, in cooperation with the school's professional staff, is to prepare for the Superintendent's approval a plan for progress reporting that includes:

- how report cards will be prepared, reviewed, and then delivered to parents;
- how parent conferences will be conducted both in terms of logistics and methods for involving the parent in any problem-solving and decision-making that may be needed;
- how follow-up will occur whenever a parent conference produces a plan of action for helping a student improve or maintain current performance.
- Included in the plan should be a mechanism for ensuring that any written communication to the parents is concise, accurate, understandable, in proper grammatical form, and correctly spelled.

## **PARENT-TEACHER CONFERENCES**

The parent-teacher conference can play a significant role in the education of our students in three important ways:

1. providing the teacher with vital information from parents that will strengthen the plans and strategies the teacher uses with a student
2. helping parents understand more clearly what the school and the teacher are trying to accomplish with a student, what is required for students to accomplish such results, and what the parent can do to facilitate the process
3. building a strong home-school partnership that has implications for support of school programs beyond particular classroom or grade

Each principal, in collaboration with the school staff, should incorporate a parent-teacher conference plan as part of the educational plan that each building is to design and implement each year. Among the strategies contained in such a conference plan should be:

- creating an environment in which the interaction with parents is based on developing a partnership between teacher and parent
- beginning an open-house or initial conference with a clear, concise description for each academic area of:
  - o what the desired learning outcomes are for the year
  - o why it is important that the student both acquires and then applies learned information what learning processes and strategies the student will need to be able to use to achieve such outcomes
  - o what techniques, strategies, and other actions the teacher will be using to help the student achieve the outcomes
  - o providing opportunities for parents to ask questions regarding both the ends and the means and to suggest additions and modifications to both ensuring that at any special conferences with parents, the parents leave with:
    - one or more action plans for helping their child which the teacher and parent have developed and agreed upon
    - a clear understanding of what progress reports and report cards will contain; how they should be interpreted and they should be used by parents in supporting their child's learning efforts correlating the first conference with subsequent conferences by linking observations, comments, suggestions, etc. to the learning ends and means discussed at the first conference

The plan should also provide for communication to staff and parents regarding the time schedule which includes the approximate length of the conferences and time of day (or night) conferences will be held the procedure for release of students

## **GRADING**

Since grades play such a significant role in the life of a student, it is imperative that the Board's grading policy be implemented with as much professional expertise as can be applied. In determining grades at the various levels, staff should observe the following administrative guidelines.

### **Progress Reporting**

Principals, teachers, and other professional staff associated with these grades are to prepare a description of each of these words which will explain the following two (2) characteristics of learning:

1. The quality and, when appropriate, the quantity of what the student has accomplished and can apply that makes their learning outstanding, satisfactory, or unsatisfactory. This description is not to be based on comparisons with other students.
2. The level of current effort, social interaction, and emotional, physical, and social control over self that qualifies a student as outstanding, satisfactory, or unsatisfactory.

### **Grading System per level:**

- **Kindergarten-** skills checklist with **M (meets expectations), P (progressing), N (needs improvement)**
- **First Grade & Second Grade-** Skills checklist with **M (meets expectations), P (progressing), N (needs improvement)** (Some areas will receive a percentage)
  - **Specials Classes** ( Are not graded)
- **Third, Fourth, Fifth & Sixth Grades:** (Will receive percentages)

The principal, in collaboration with all teachers at a particular grade or of a particular course, shall develop an explanation of the criteria and standards that will be used.

### **HOMEWORK**

The following guidelines have been developed in working with staff to establish homework assignments:

- A. All homework assignments should have a specific purpose and relate to the learning objectives of a program or course.
- B. Homework assignments should be appropriate to the grade level and the abilities of the students involved.
- C. Assignments should involve the application of knowledge, reinforcement of communication, research and other skills, and should provide experiences which strengthen attitudes and allow for creativity.
- D. Punishment assignments should never be given.
- E. The purpose of homework, in terms of the goals of the program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance.

- F. As part of the process of using homework as a learning tool, students should be involved in learning how to critique their own and each others' work based on clearly defined criteria related to the particular program or course of study.
- G. The time limits for the completion of homework should: be reasonable and consistent with the nature of the assignments given; Provide for interim appraisal of progress where assignments involve blocks of time; and include a reasonable time for makeup of missed homework assignments due to excused absence and/or improvements based on teacher comments.
- H. Parents and students should be made aware of the Corporation's homework guidelines as well as the way each of the student's teachers will be using homework as a learning activity.
- I. Homework shall be assessed, recorded, and graded at the discretion of the classroom teacher. Parents and students should be aware of the grading process (e.g., the weight of homework in a student's grade).
- J. North Side feels that you, as parents, have an important part in helping your child establish good study habits. Parents are encouraged to establish a consistent time and place to discuss and check your child's homework.

### **ILEARN, IREAD3, ASSESSMENTS**

ILEARN will be given each year in the spring to the following grade levels and subject areas:

<b>Third Grade-</b>	Language Arts, Math
<b>Fourth Grade-</b>	Language Arts, Math, Science
<b>Fifth Grade-</b>	Language Arts, Math, Social Studies
<b>Sixth Grade-</b>	Language Arts, Math, Science

**Third Grade** will take the IREAD3 reading comprehension assessment in the spring along with the ILEARN. They must pass this assessment to move on to fourth grade. If they do not pass the test in the spring they will have an opportunity in June to retest.

\*\* In order for an elementary student to prepare him/herself to the maximum extent possible, it is important for the child to be in attendance every day possible and to do one's personal best in all activities. For those children who have difficulty on the third grade IREAD3, taking advantage of any additional instructional after school and during summer is highly recommended.

### **E. STUDENT RECORDS**

#### **STUDENT RECORDS**

Many student records are kept by teachers, counselors, and administrative staff. There are two basic kinds of records-directory information and confidential records.

**Directory information** can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the principal. Refer to "C" below as to what constitutes "Directory Information."

**Confidential records** contain educational and behavioral information that have restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

**Included in the confidential records** may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers.

**To obtain records from an outside professional or agency**, the School must have the parent's written consent (Release for Information from Outside Agency). Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on **former students** also falls into the directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the **right to review all educational records** generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the Principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate person(s) present to answer any questions there may be.

### **BOARD POLICY ON STUDENT RECORDS**

In compliance with Federal regulations, the Randolph Eastern School Corporation has established the following guidelines concerning student records:

- A. Each student's records will be kept in a confidential file(s) located at the school office where the student attends. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student eighteen (18) years of age or older, and those designated by Federal law or Corporation regulations.
- B. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with Corporation officials or file a complaint with the U.S. Department of Education
- C. The Office of Education if not satisfied with the accuracy of the records or with the Corporation's compliance with the Federal Education Rights and Privacy Act.

- D. The Corporation has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 20 days from the date of this notification that he or she will not permit distribution of any or all of such information:

*name, address, and telephone number; date and place of birth; photograph; 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 and awards received; and any other information the Corporation considers would not be harmful or an invasion of privacy, if disclosed.*

- E. A copy of the policy and the accompanying guidelines are available at the Board office and at all school offices. There will be a person available to answer any questions concerning the policy or guidelines.

## **SECTION IV-STUDENT CONDUCT**

### **STUDENT CONDUCT IN SCHOOL**

The Student Code of Conduct contained herein defines in detail how the Board of Education expects students to conduct themselves while under the Board's jurisdiction.

All professional staff members are requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to our schools.

#### **Classroom Behavior**

Generally, standards throughout the schools should be the same. However, each teacher is expected to specify particular rules and procedures suited to the specific needs of the class.

Disturbances which interrupt the learning process cannot be permitted by any teacher. When a student feels an issue is very important and a difference of opinion has come about, the student should wait until the end of the period or seek a mutually convenient time to discuss the problem with the teacher unless it pertains to the lesson.

The teacher has the responsibility and authority to maintain order anywhere in the school, particularly, of course, in the classroom. When a student repeatedly disrupts a class or refuses to accept the teacher's authority, that student should be referred to an administrator for appropriate action.

A rule of reason, restraint, and understanding applied to any difficult situation will go furthest in resolving existing differences.

If a teacher finds it necessary to send a student from a classroom for any reason, the student is to report immediately to the office.

## **DRESS AND GROOMING**

Each principal, in consultation with his/her staff, shall develop a dress code which complies with Board Policy 5511. The code should delineate what types of clothing or manner of clothing does not comply with Board policy and why such clothing or manner of wear is not permitted.

It is essential that any such restriction on students also apply to central office administrators and all professional staff so that corporation leadership of students is set by example.

In the elementary school, clothing to be avoided is short shorts, crop tops or tops that allow the skin to show between the top and the shorts, jeans or skirt. T-shirts with sayings or pictures that are vulgar or off-taste or advertise products illegal to minors, i.e. beer sponsorships to race cars, are prohibited. Clothing should not be torn to reveal underwear underneath. Clothing resembling underwear (including spaghetti straps, tank tops with thin straps, and halter tops) should not be worn. Pants with wide legs or which do not stay up on the hips hindering the child's movement should be avoided. Garments that are "see-through," cut low, or expose one's midriff are not acceptable. If clothing such as above is worn to school or otherwise disrupts the educational process, the child may be requested to put another shirt on or to call home for a change of clothes.

Students and parents must recognize that brief and revealing clothing are not appropriate apparel in school, even at the elementary level.

Students and parents should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors? Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?
- Are my shoes appropriate for running and playing in gym and outside?

## **STUDENT BEHAVIOR STANDARDS**

The Board of School Trustees has adopted the following standards for student misconduct.

These standards are applicable to students:

- on school property at any time
- during and immediately before and after any school activity
- traveling to and from school or to a school activity

**STANDARDS** (which may result in suspension or expulsion):

1. **Disrespect**-a student shall not intimidate, insult, verbally or in writing abuse any member of the student body, an employee of the school, corporation or a visitor in the school. This includes the use of profanity, vulgarity, or language unacceptable in the school setting.

2. **Insubordination**-a student shall not disregard or refuse to obey reasonable directions given by school personnel. This includes such instances as the refusal to identify oneself, disrespectful language, challenging authority, running from an adult in authority, or cutting assigned office detentions.
3. **Leaving school property without authorization**-Upon boarding the school bus or walking or being brought to school property, the student is considered to be on school property and under the direction of school authorities. Students are not permitted to leave school property until the end of the school day unless given an approved early dismissal by an administrator or a designee.
4. Showing any type of **affection** at school except hand-holding.
5. Knowingly **interfering** with school purposes or inducing another student to do so.
6. **Stealing or damaging school property** or property of another person.
7. Knowingly **causing bodily harm** to another person.
8. **Fighting**.
9. **Threatening** another person with bodily injury.
10. **Possession of a weapon**: A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for these violations. Possession of a weapon can subject the student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to some else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that the weapon was brought onto District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.
11. The sale, distribution, possession, or use of **drugs** - except as authorized by prescription, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited.
12. Sale, distribution, possession, or use of any type of **drug-related paraphernalia**.
13. Possessing or providing tobacco or **any tobacco product**, as well as E-Cigarettes/Vapor.

14. **Failing or refusing to comply** with directions of an adult supervising a class or school activity.
15. Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See **Harassment** which follows).
16. Materially **altering any school document** such as a hall pass.
17. **Violating Indiana or Federal law.**
18. **Leaving** a school activity or school property without prior approval of a teacher or supervising adult.
19. **Cheating** on an academic assignment such as a test or homework or knowingly assisting another student in cheating.
20. **Attempting or conspiring with another person to violate any student behavior standard.**

**21. Harassment**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to sexual, gender, ethnic, religious and disability. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to the proper authorities.

Any person who believes that he or she is the victim of any of the above actions or has observed such actions taken by another person should report it to the Principal, Assistant Principal or Guidance Counselor. Under no circumstance will the school threaten or retaliate against anyone who raises or files a harassment complaint.

## **BULLYING**

### **What is Bullying?**

"Bullying" (per IC 20-33-8-.2) 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 other 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 fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time - both during and after school hours. Bullying can include **physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.**

**Physical bullying** involves hurting a person's body or possessions. It includes hitting, kicking, punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

**Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

**Social/relational bullying** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

**Electronic/written communication** involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

## **DRUG-FREE SCHOOLS POLICY**

In accordance with Federal law, the Board of School Trustees prohibits the use, possession, concealment, sale or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, an anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. This prohibition also applies to any type of drug related paraphernalia. The School has a "Drug-Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student

handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **ENFORCEMENT OF STANDARDS**

1. The standards will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.
2. The objectives of enforcement of these standards are:
  - a. To protect the physical safety of all persons and prevent damage to property;
  - b. To maintain an environment in which the educational objectives of the school can be achieved;
  - c. To enforce and instill the core values of the Randolph Eastern School corporation and its school community;
3. The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:
  - a. The nature and extent of any potential or actual injury, property damage, or disruption;
  - b. The student's prior disciplinary history and the relative actions;
  - c. The willingness and ability of the student and the student's parents to participate in any corrective action;
  - d. The interest of other students in the School environment to be free from behavior that violates the School's behavior standards;
  - e. Any other aggravating or mitigating factor or circumstance that should be considered.

### **STUDENT DISCIPLINE**

All disciplinary action taken by North Side Elementary School shall be governed by Public Law 218, as amended in 1982, and the North Side Elementary School Student/Parent Handbook. It is important to remember that the school's rules apply to going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of the school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and have the consequences match the severity of the incident.

Below are listed, **but not limited to**, disciplinary actions that North Side Elementary School uses:

- Parent Conferences and calls
- Lunch Detention
- Loss of privileges
- Change of seating or location
- ASR (Alternative Study Room)
- Out of School Suspension
- Expulsion

### **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or excluded from school, there are specific procedures that must be followed.

**Suspension from School:** When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, he or she and his/her parents will be notified in writing within one day for the reason and the length of the suspension.

When a student is suspended, he or she may make up work missed. All work must be turned in to each teacher on the return of the first day back from suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like, or any learning that the student chooses not to make up, may be reflected in the grades earned.

During the time a student is suspended from school, that student may not attend or participate in any school-related events.

**Exclusion from School:** A student may be excluded from school if he or she poses a substantial threat to the health or safety of other students and/or the staff, or if the student does not have legal settlement in the corporation.

Upon written request to the Superintendent of the Randolph Eastern School Corporation, a hearing may be arranged within ten (10) days after the student has been suspended pending the exclusion hearing. A decision to exclude may be appealed to the State Department of Education. During the time a student is excluded from school, that student may not attend or participate in any school-related events.

**Expulsion from School:** When a student is being considered for expulsion, the student will receive a certified and/or hand-delivered letter of the notification addressed to the parents indicating their right to an expulsion meeting within ten (10) days after receipt of the expulsion

examiner's letter. Students being considered for expulsion may or may not be removed immediately.

An expulsion meeting is scheduled with the hearing examiner during which the student may be represented by his/her parents. Students do not have a right under the due course of law clause of Article 1, Section 12 of the Indiana Constitution to have an attorney present at the expulsion meeting.

The Superintendent shall review the hearing examiner's report and make a decision within 2 school days after receiving the report. If the student is excluded or expelled, the parents may appeal in writing to the Board of School Trustees. The appeal can be based only on evidence from the hearing or evidence presented in the appeal. All opportunities to earn grades or credits ends when a student is expelled.

During the time a student is expelled from school, that student may not attend or participate in any school-related events.

### **SEARCH AND SEIZURE**

The search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without student or parent consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignias; clothing, and banners; and audio and video materials. All items must meet school guidelines.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

- A. Materials cannot be displayed if it:
  - a. Is obscene, libelous, indecent or vulgar;
  - b. Advertises any product or service not permitted to minors by law;
  - c. Intends to be insulting or harassing;
  - d. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for the display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there are proper access and egress to the building.

Permission to distribute or display material does not imply approval of its contents by either the School, the administration of the School, or the Board.

If the student is dissatisfied with the decision of the principal, he or she may request a copy of appeal procedures from the Principal.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government.

A student has the right to a hearing if the student believes he or she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## North Side Discipline Matrix

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup></b>
Including but not limited to:					
Alcohol, Drugs, Look-Alikes	Police/Expulsion				
Arson	Police/Expulsion				
False Alarm	Police/Expulsion				
Weapons	Police/Expulsion				
Bomb Threat	Police/Expulsion				
Sexting	Police/Expulsion				
Disrespect to Staff	ASR/OSS	ASR/OSS	OSS	OSS	OSS

Profanity to Staff	ASR/OSS	ASR/OSS	OSS	OSS/Expulsion	Ex
Gross Insubordination	ASR	ASR/OSS	OSS	OSS	O
Theft	ASR/Restitution	ASR/OSS	OSS	OSS	O
Tobacco	ASR	ASR	OSS	OSS	O
Fighting	ASR/OSS	OSS	OSS	OSS	O
Truancy	Lunch Detention	ASR	ASR	ASR	AS
Vandalism	ASR/Restitution	OSS/Restitution	OSS/Restitution	Expulsion	
Major Threat	OSS/Expulsion	Expulsion			
Major Class Disruption	ASR	ASR	ASR	OSS	O
Dress Code Violation	Warning/Change	Change/Lunch Det	Change/ASR	Change/ASR	Ch
Computer Violation	See Handbook				
Cell Phone Violation	Confiscate/Warning	Confiscate/Hold for parent	Confiscate/Hold for parent	Confiscate/Hold for parent	Co pa

## North Side Discipline Matrix

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup>
<b>Level 1 Offenses - Including but not limited to:</b>					
Cheating, Plagiarism, Inappropriate language, Sleeping, Not prepared for class, Failure to do assignment, Academic insubordination, Interruption of teaching process (off task, interrupting, teacher, Minor class disruption, failure to follow class rules), Gum, Not completing assignment book, Not prepared for class					
	Warning/Lunch Det	Lunch Det	Lunch Det/ASR	ASR	AS
<b>Level II Offenses – Including but not limited to:</b>					
Failure to respect others and their property, Failure to comply with a staff member's request (insubordination, defiance), Failure to follow school/district rules/policies, Vulgar/profane language/profanity directed at another student Minor intimidation/threat					
	Lunch Det/ASR	ASR	ASR	ASR/OSS	O

**Bullying/Harassment – Including, but not limited to:**

Physical (hitting, kicking, pinching, biting), Verbal (name calling, written, teasing, intimidation)  
Harassment (sexual, racial, disability, ethnicity, rumors)

Referral to office, contact parent, discipline ranges from warning to expulsion

**NOTE:** The listing of misconduct and consequences is not intended to be an all-inclusive list. The school reserves the right to and to apply any reasonable consequences in response to misconduct. Moreover, the school reserves the right to apply any school officials may determine.

**SECTION V-TRANSPORTATION**

**BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for all students who live on the established bus routes. The bus schedule and route is available by contacting the Transportation Director at 964-6559.

**BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

**Prior to loading (on the road and at school)**

Each student shall:

1. Be on time at the designated loading zone;
2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the bus driver signals it is safe;
6. Go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

**During the trip:**

Each student shall:

1. Remain seated while the bus is in motion;
2. Keep head, hands, arms, and legs inside the bus at all times;
3. Not litter in the bus or throw anything from the bus;
4. Keep all objects (i.e. books, packages, coats) out of the aisle;
5. Be courteous to the driver and to other bus riders;
6. Not eat, chew gum, drink, or play games, cards, etc.;
7. Not tamper with bus or any of its equipment.

**Exiting the bus:**

Each student shall:

1. Remain seated until the bus has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

**PENALTIES FOR INFRACTIONS**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the guidelines established by the Randolph Eastern Schools and may be deprived of the privilege of riding on the bus. The consequences are:

1. First violation: Written Warning
2. Second violation: Principal will talk with Student and Contact Parents & Transportation Department
3. Third violation: Principal, Bus Driver, and Student will meet
4. Fourth violation: Student removed from the bus
  - a. Student may be suspended from the bus for one (1) day by the bus driver.
  - b. Suspension of 2 to 5 days may be administered by the school principal.
  - c. Expulsion for the remainder of the semester or school year will be administered by the school principal in accordance with Indiana Statutes.

**EXTREME SITUATIONS** which create disruptions that would endanger the safety of all passengers, such as, fighting, vandalism and vulgar language, or other distractions for the driver will be handled individually and may result in immediate expulsion from the bus.

**STUDENTS BEING TRANSPORTED TO SCHOOL BY PRIVATE VEHICLE**

**FOR THE SAFETY OF STUDENTS, PLEASE OBSERVE THIS PROCEDURE FOR PICK-UP AND DELIVERY OF STUDENTS:**

Students transported by private vehicle should be dropped off or picked up at the front entrance of the elementary building. Adults should remain in the car. This is for quick drop-offs and pick-ups only. Cars should enter at the north end of the circle drive from Plum Street and exit past the Central Office onto Walnut Street. If you cannot remain in your car, park in the parking lot east of the building. Your patience is appreciated for the safety of all concerned. We will do our best to keep traffic flowing as quickly and smoothly as possible for efficient drop-off and pick-up of children. We do not want students to walk into the parking lot without an adult.

## **SECTION VI-STUDENT FUNDRAISING**

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

### **In any fundraising activity involving students, the following conditions must be met:**

Fundraising activities conducted in a school or on Corporation premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.

Student participation in fundraising activities conducted by school-related groups must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not affect adversely on his/her school work and/or other school responsibilities.

In accordance with Board policy, each fundraising activity must be approved by the principal. (See Form 5830 F1) In order to be approved, the group leader or advisor is to submit a proposal in advance of the event so that all fundraising efforts may be coordinated so as not to burden or be a nuisance to the students, faculty, parents, or the community.

Contracts with outside suppliers for merchandise to be sold in a fundraising activity are to be reviewed by the principal and signed by the staff member in charge who is personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold can be resold or can be returned for full credit. The Corporation will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.

The staff member in charge should establish procedures to ensure that all merchandise that cannot be returned to a supplier for credit is dealt with accordingly.

The staff member in charge should establish procedures to ensure that all merchandise is stored, distributed, and accounted for properly.

Upon completion of a fundraiser, a final report is to be submitted to the principal within 30 days. (See Form 5830 F3) The report should state:

- cost of items or merchandise;
- amount of money projected and amount of money raised;
- any differences between the actual activity and the planned activity;
- any problems that occurred and how resolved;
- when and where funds were deposited;
- if merchandise was involved, how many items were offered for sale, how many sold, the amount of money collected, and the disposition of any unsold items.

No staff member is to accept any special gifts or bonuses of more than nominal value offered by an outside supplier or vendor for any reason or purpose.

If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/her responsibility is to ensure that the service is provided in a proper manner. He or She should also ensure the safety and well-being of the students and the property of both the purchaser and the owner of the site.

Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for ...", must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more student may be overextending themselves to the point of potential harm.

### **AHERA AND ASBESTOS ABATEMENT**

The Director of Maintenance shall be responsible for the management of the AHERA (Asbestos Hazard Emergency Response Act) and asbestos abatement program.

He or she shall ensure that the guidelines established for the program are followed as follows:

- A. There shall be an annual notification of parents, legal guardians, and employees in accordance with State or federal statute or regulation.
- B. Short term workers or other building occupants who may come into contact with asbestos material (i.e. boiler room, tile removal) shall be notified in writing.
- C. A triennial assessment shall be conducted of all Corporation facilities by a licensed vendor of said services.
- D. The Director of Maintenance shall conduct a semi-annual inspection of asbestos containing material and keep a log or written record of such inspection.

- E. Employees, whose normal working conditions may bring them into contact with friable asbestos containing materials, shall receive safety training.

## **PESTICIDE APPLICATION NOTICE**

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal. You will be given a form to complete and return to the building principal if you wish to be notified of pesticide applications that may occur during school hours or school activities. You will then be notified at least 48 hours prior to any application of pesticide that is scheduled during school hours or activities. Every effort will be made to apply pesticides when students, staff members, or any other individuals are not present in the area that is to be sprayed.

### **BED BUGS**

Bed bugs have become a re-emerging problem in the United States due to increased international travel and resistance to commonly used pesticides. They do not transmit disease, but individuals who live in infested homes suffer from lack of sleep, anxiety and secondary skin infections resulting from the itching bites.

Bed bugs are very difficult to control and it's recommended that all infestations are handled by a licensed and trained professional who can develop an integrated pest management plan. Often multiple treatments are needed to effectively treat an infestation in the home environment. Bed bugs are not a factor in the cleanliness of the environment; they affect everyone equally.

Bed bugs are more likely to feed during the nighttime hours and reside in places where people sleep. Therefore, infestations of school buildings are uncommon, although bed bugs may "hitch-hike" on a student's clothing, books or backpack from an infested home.

Randolph Eastern School Corporation has developed a policy to minimize the spread of bed bugs. Schools will take the appropriate actions when dealing with a potential bed bug infestation in the home of a student or on the school property. It is not recommended to exclude students from school for an infestation in the home. School closure related to bed bugs is not recommended during an infestation

**NORTH SIDE ELEMENTARY FACULTY AND STAFF**

Principal	Mr. Mark Winkle
Assistant Principal	Mr. Andy Stover
Administrative Assistants	Mrs. Melissa Harter, Mrs. Diana Loomis
School Counselor	Mrs. Kathy Moore
Corporation Nurse	Mrs. Julie Cornell
Kindergarten	Mrs. Kerry Hinkle, Mrs. Ashley Gard, Ms. Crysta Maier, Ms. Miranda Bailey
First Grade	Mrs. Lindsay Bruns, Ms. Sherri Wills Mrs. Tammy Brouse, Ms. Jennifer Mayo
Second Grade	Mrs. Jessica Baldwin, Mrs. Clorinda Culy, Mrs. Ann Robson, Ms. Sarah Davison
Third Grade	Mrs. Robin Owens, Ms. Chelsea Addington, Ms. Treva Gough,
Fourth Grade	Mrs. Lori Clevenger, Ms. Tara Phillips Mrs. Jessica Steed
Fifth Grade	Mrs. Erica Calhoun, Mr. Nathan Cash, Mrs. Holly Morris
Sixth Grade	Mrs. Melissa Saulmon, Mr. Phil Lynch, Mr. Tony Evans
Art	Mrs. Kristin Malkey
Music 6th Grade Band	Mr. Brad Hoggatt (Music), Mr. Fred Elliott (Band)
Physical Education	Mrs. Valerie Overleese
Technology	
Media Center Specialist	Mrs. Jennifer Vincent
Media Center Instructional Assistant	Mrs. Brittani Dickmann
Speech/Language Pathologist	Mrs. Ruth Schweigert
Special Needs Teachers	Mrs. Tonya Harshman, Mr. Philip Brewer
Special Needs Assistant	Mrs. Judy Thornburg, Mrs. Nora Parsons, Mrs. Whitley Thacker, Mrs. Billie Jo Jasso,
Intervention Specialist	Ms. Becky Byrd, Mrs. Michelle Buckingham Mrs. Alyssa Clevenger, Mrs. Stephanie Yost

Maintenance/Custodial	Mr. Scott Huffman, Ms. Christina Hall
Cafeteria Manager	Mrs. Trella Horn
Playground Supervisor	Mrs. Lauren Whiteley, Mr. Ethan McCammon
EL Teacher	Mrs. Rosemarie Elmore
EL Instructional Assistant	Mrs. Jessica Jeronimo
Alternative Study Room	Mrs. Natalie Morgan

### **North Side Elementary Family/School Compact**

Parent involvement is a goal of North Side Elementary School. For children to obtain high academic standards, it is important that families and schools work together as a team. This compact reflects the responsibilities that each party will have in the education of your child.

#### **School/Staff Responsibilities**

- Believe each child can learn.
- Respect the learning differences of each child and family.
- Provide a positive and organized learning environment where children can concentrate.
- Assist families with ways they can help support their child's learning.
- Continue efforts to develop professionally.
- Give clear precise assignments and provide homework that supports Indiana Standards and reinforces and extends learning.
- Encourage children to ask questions.
- Set high expectations for themselves, students and other staff.
- Support family involvement.
- Provide opportunities for communication with each family (weekly newsletters, phone calls, email, assignment books, conferences, etc.).
- Model respect, responsibility, and safe behavior.

#### **Family/Parent Responsibilities**

- Believe my child can learn and set high expectations for my child.
- Show respect and support for my child, the staff, and the school.
- Provide a quiet place for my child to study at home.
- Encourage my child to complete all homework assignments, monitor for completion and assist where needed.
- Attend Parent/Teacher conferences, other school functions, and take advantage of school programs (Jump-Start, tutoring, etc.).
- Take an interest in my child's education by listening and talking with my child about their school activities each day.

- Communicate with school and teachers on a regular basis (notes, phone calls, email, assignment books, sign and return midterms and report cards promptly, etc.).
- Model respect, responsibility and safe behavior.
- Meet Indiana's attendance requirement by making sure my child is on time and at school every day.

## **Appropriate Use of Technology Resources**

Randolph Eastern School Corporation

### **Introduction:**

Randolph Eastern School Corporation (RESC) is pleased to provide students access to district technology devices, communications systems (*i.e. student e-mail accounts, web sites, blogs, wikis, podcasts, social networks, and/or other emerging technologies*), the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

### **Using the Internet and Communications Systems:**

District technology resources are provided to students to conduct research, complete assignments, online assessments and communicate with others in furtherance of their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school network or personal technologies. Students must comply with district standards and honor this agreement to be permitted to use technology.

All digital storage and RESC provided devices are district property, and as such, network administrators will review devices, files, and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that RESC

devices and content accessed through or stored within RESC technologies are private.

RESC utilizes several device software apps and web-based services operated not by Randolph Eastern School Corporation, but by third parties. In order for our students to use these programs and services, certain basic personal identifying information, generally, the student's name, username, and email address must be provided to the web site operator. Under the federal COPPA law, RESC is required to notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools such as RESC to consent to the collection of this information on behalf of its students, thereby eliminating the need for individual parental consent given directly to each website provider. This signed AUP constitutes parental consent for RESC to provide limited personal identifying information for your child consisting of first name, last name, email address, and username to websites such as G-Suite (Google) for Education, Dropbox, Evernote and any additional web-based education programs and services, listed on the RESC website, which RESC may deem necessary during the upcoming academic year.

While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access non-educational other materials as well. RESC does not condone or permit the use of this material and uses content filtering software (LightSpeed) to protect students to the fullest extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a device is desired, but not always possible.

Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. RESC believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally accesses inappropriate material, they should back out of the information at once and notify the supervising adult.

**Proper and Acceptable Use of All Technology Resources:**

All district technology resources, including but not limited to district devices, communications systems, and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of RESC. A link to the care of devices can be found on the [RESC Website](#).

**Activities that ARE permitted and encouraged include:**

- school work;
- original creation and presentation of academic work;
- research on topics being studied in school;
- research for opportunities outside of school related to community service, employment, or further education

**Activities that are NOT permitted nor encouraged include, but not limited to:**

- Sharing logins, passwords, or access with others
- plagiarism or representing the work of others as one's own;
- using obscene language, harassing, insulting, ostracizing, or intimidating others;
- representing Copyright, Registered, and or Trademark materials as one's own work
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are **not** related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying devices or networks;
- intentional or neglectful transmission of viruses or other destructive device files; hacking into district or external devices; intentionally bypassing district filters;
- use of USB, bootable CDs, or other device to alter the function of a device or a network;
- subscription to any online services or ordering of any goods or services;
- use of personal e-mail accounts, non-district provided e-mail accounts, on the district network;
- online sharing of any student's or staff member's name, home address, phone number, or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- use of district resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or a local, state, or federal law.

Students are expected to report harassment, threats, hate-speech, and inappropriate content to a teacher, school counselor, or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

**Media Release**

RESC would like to spread the news of what is happening in our corporation. This will be done via several different types of media. These include, but are not limited to, articles and photographs, in a school or district newsletter, video of a student program shown in school or

on KISS TV, an article in a local newspaper, school-sponsored social media, or posts on our RESC website. Pictures or videotape may be of a large group of students or individual students singled out for achievement. If a parent chooses to opt out of this release, they must complete a separate form for non-consent.

**Vandalism:**

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules, disciplinary procedures, and financial restitution. **Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism.**

**Consequences of Misuse:**

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with RESC Board of Education policies and our school handbooks. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in the respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or Federal law.

**Reliability and Limitation of Liability:**

RESC makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. RESC will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. RESC specifically denies any responsibility of the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold RESC harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

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