

# Northeastern Elementary School Parent/Student Handbook 2020-2021

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# A LETTER FROM THE PRINCIPAL

Dear Students and Families,

It is a pleasure to be a part of Northeastern Wayne School Corporation for the upcoming school year. I look forward to getting to know all of you! As this is my first year with all of you, I wanted to share a little about myself. This will be my third year as an elementary principal. I spent two years as principal at Union Elementary. Prior to being elementary principal, I spent a year as Dean of Students at Union Jr.-Sr. High and Curriculum Director for the whole corporation. I have taught in every grade level K-12 in positions as MS/HS Math teacher and Title I teacher at Union. Prior to that, I taught at Anderson Preparatory Academy as a 4th/5th split grade level teacher. I celebrated my 11th wedding anniversary to my husband, Jonathan, in June. We have two wonderful children. My daughter, Raelyn, who will be attending kindergarten this year, and a son, Declan, who is three. I look forward to becoming a part of the Knight family!

This will be a different school year and I ask for your patience and flexibility as we work through the challenges that we face in the ever changing situation. The teachers, Mrs. Mastin, and myself will be working hard to make sure your child receives the best education possible, regardless of any issues that arise due to COVID. Policies and procedures will have to change due to concerns with student health and safety related to COVID-19. We will keep the lines of communication open to ensure everyone has the necessary information this school year.

## NORTHEASTERN WAYNE SCHOOL CORPORATION MISSION STATEMENT

The mission of the Northeastern Wayne School Corporation, a partnership of students, staff, families, and community, is to provide all students the opportunity to achieve academic excellence, to acquire significant lifeskills, and to meet their unique needs through a challenging and diverse curriculum, presented in a positive and nurturing learning environment.

## NORTHEASTERN ELEMENTARY MISSION STATEMENT

Northeastern Elementary School: A caring community working together to build a better tomorrow.

## NORTHEASTERN ELEMENTARY SCHOOL

The Northeastern Wayne School Corporation is located in the northeastern sector of Wayne County. It is an agricultural area comprised of five small communities with a number of small businesses, but no industry. A population of approximately 5,700 resides within the school district.

The Northeastern Wayne School Corporation was formed in 1963. It is composed of four townships: Franklin, Green, New Garden, and Webster. The schools, each with grades 1 through 12, were located in Fountain City, Webster, Whitewater, and Williamsburg. Northeastern Junior-Senior High School opened in 1967. All junior and senior high students went to the new building. Students in grades 1 through 6 went to Whitewater and Williamsburg, and kindergarten students were taught in Fountain City.

In 1981, the Whitewater School was closed and double shifting began at the Williamsburg School. Elementary students from the Webster-Williamsburg area attended school in the morning. Students from the Fountain City-Whitewater area attended school in the afternoon. The kindergarten students remained in Fountain City.

Our building, Northeastern Elementary School, was opened in the fall of 1983. All elementary students, including kindergarten and preschool, are now in this building. The student enrollment for the 2019-2020 school year for Northeastern Elementary was 595 children in preschool through fifth grade.

Northeastern Elementary School personnel includes two administrators, 40 faculty members, two office staff, 16 instructional assistants, a corporation nurse, a student support specialist, 3 custodial staff, and 7 cafeteria staff members. Special Education needs are met through East Central Indiana Special Services District. School personnel include a teacher for students with Emotional Disabilities, two inclusion teachers, two Speech and Language Pathologists, and a School Psychologist. An occupational therapist, physical therapist, vision impairment consultant, hearing impairment consultant, other health impairment consultants, diagnostician, assistant director, and director of special education services are available as needed.

Northeastern Elementary provides music, art, computer, physical education, and media to students in kindergarten through fifth grade. Band is provided for interested fifth grade students.

Provisions are made for students who experience difficulty in reading through participation in the Title I program. Two Reading Recovery teachers address the needs of the lowest achieving first graders. All first grade students receive listening skills instruction formatted around reading and math concepts.

Student growth is formally reported to parents each nine weeks. Progress reports are sent at the midpoint of each grading period. Parent/teacher conferences are held each fall and may be scheduled upon request by either parents or teachers at any time.

Students are encouraged to participate in many school activities including: Science Fair, DARE, Spelling Bee, Spell Bowl, Math Bowl, Robotics, 4-H, Scouts, and intramural and competitive sports. Additionally, students form Leader in Me committees including:

The PTO is comprised of parents, teacher representatives, and administrators who sponsor fundraisers to support convocations, special programs, playground equipment, furniture, and other needed educational materials. They also sponsor other special school events, such as our Trunk-or-Treat, Santa Breakfast, Holiday Shoppe, and Spring Carnival.

Parents and families are always welcome at Northeastern Elementary. The school sponsors Giggles with a Gal, Doughnuts with a Dude, and Grandparents' Days. We also welcome parent/guardian volunteers for class parties and other events.

The creation of the School Improvement and Achievement Plan has allowed the staff to examine student achievement within the elementary and focus on our strengths and weaknesses. A plan has been developed and implemented to increase student achievement at Northeastern Elementary. The plan was approved locally and by the state, and is available to patrons upon request.

# CERTIFIED STAFF

Pre-School:	Alexis Cox Bev King Kirsten Morefield
Kindergarten:	Andalina Fetta Tori Gove Kristi Johnting Krista Oler
Grade One:	Elly Cofield Emily Gross Kelli Moody Lizzie Summers
Grade Two:	Mindy Day Amy Gard Meghan Hollinger Carrie Ingalls
Grade Three:	Patti Boyce Lori Brotz Lis Deitsch Amy Wiley
Grade Four:	Kara Day Julie Irwin Sara Mayo Michael Pointis
Grade Five:	Sarah Moore Kelly VanMatre Laura VanPelt Chelsea Wine Leslie Hicks
Art:	Julie Ross
Computer Lab:	Megan Allen
Music:	Shannon Hardy
Media Specialist Aide:	
Physical Education:	
Special Education:	Michelle Gilbert
Speech and Language:	Teresa Stoner Debi Hodowal Amanda Williams
Reading Recovery/Response to Intervention:	Julie Richmond Amy Tudor
School Resource Officer:	Kevin Wampler

# SUPPORT STAFF

Secretary:	Bonnie Drake
Treasurer:	Kim Cofield
Nurse:	Krissy Moore
Student Support Specialist:	Angelina Breitenbach
Food Services Corporation Manager:	Rebecca Tyree
Head Custodian:	Mac Wicker
Custodians:	Julie Bullock Darnell Bush
Indoor Air Quality Coordinator:	Steve Burge

## SCHOOL BOARD ADMINISTRATION

Northeastern Wayne Schools are governed by a five member board of education who is responsible for establishing policies by which the schools are held accountable. The schools are administered by the superintendent and building principals. The school board meets on the third Wednesday of each month in the boardroom of the administration building. The public is welcome to attend.

<b>School Board Members</b>	<b>Administration</b>
Chris Dingwerth Nick Clevenger Doug Jay Dr. Alice Johnson Keith Webster	Dr. Matthew Hicks, Superintendent Eric Green, Assistant Superintendent Jamie Harshman, Principal, Elementary Sara Mastin, Assistant Principal, Elementary Mark Childs, Principal, High School Bob Stacey, Assistant Principal, High School Kelly Plank, Principal, Middle School Mark Hinkey, Dean of Students, Middle School Gerry Keesling, Athletic Director, Middle/High School

## COMMUNITY SERVICES

### BEFORE/AFTER SCHOOL CHILDCARE

Northeastern Wayne School Corporation has designed a before/after school childcare program to provide quality childcare services during the hours when parents are working and school is not in session. The purpose of this program is to assist working parents by providing their children with purposeful activities within a safe, structured, and nurturing environment. Safety and fairness are expected at all times. Any student failing to follow the expectations of the before/after school childcare program may lose his/her privilege of continuing in the program. This program, located in the elementary, is available to students in preschool through fifth grade. Each child participating in the before/after school program must be enrolled and attend regular classes at Northeastern Elementary. For more information, call the elementary school office.

# **GENERAL INFORMATION**

## **ADMISSION POLICIES**

Pupils entering Northeastern Elementary for the first time must present proof of residency documentation listed below.

PROOF OF RESIDENCY is required for all new students or for any students that school personnel request verification. You must have all documentation with you at the time of registration. This includes the student's birth certificate, immunization record, and social security card. If not, your appointment will have to be rescheduled. To prove Northeastern residency, you must provide **two (2)** of the following items:

**One (1) of the items MUST be either of the following:**

- Settlement Statement or HUD Statement (Received at closing)
- Lease/Rental Agreement for home

**Plus one (1) of the following:**

- Copy of filed Internal Revenue Service form
- Change of Address Form from the United States Postal Service
- Voter Registration
- Indiana Driver's License
- Current Utilities Bill

## **DETERMINATION OF LEGAL SETTLEMENT**

If the student lives with parents and is under eighteen (18) years of age or over eighteen (18) years of age, but not emancipated, the legal settlement is the School Corporation where the student's parents reside as defined in IC 20-26-11-2.

If the student lives with a divorced or separated parent, the legal settlement is the address of the parent having physical custody, unless the custodial parent makes an election at least fourteen (14) days before the first student day of the school year for the student to have legal settlement in the school corporation where the noncustodial parent resides. (See IC 20-26-11-2.5)

If the student lives with a person because the parents are residing outside of the United States due to educational or business pursuits, and maintain no permanent home in the United States and have officially placed the student in the home of the person, the legal settlement is the address of the person with whom the student lives.

If legal settlement cannot be determined by using any of the above criteria, and the student is being supported by, cared for by, and living with another person, the student's legal settlement is the address of the person with whom the student lives, except where the parent is able to support the child but has placed him/her with the other person primarily for the purpose of attending Northeastern Wayne School Corporation.

If the facts are in dispute, the school corporation may condition acceptance of the student's legal settlement on the appointment of the person with whom the student lives as his/her legal guardian or custodian. However, if a student does not reside with her/her parents because they are unable to support him/her, and the student is not residing with an individual primarily to attend a particular school, the student's legal settlement is the

address where the student resides, and the establishment of legal guardianship may not be required by the school. A legal guardianship or custodianship which is established solely for the student to attend school in a particular school corporation will not affect the determination of the student's legal settlement. If there is a dispute concerning residency or legal guardianship, the student will be enrolled pending resolution of the dispute. All forms pertaining to legal settlement, educational guardianship, etc. are available in the office.

Parents are asked to fill out a student information form. Please notify the school office when there is a change of address or phone number. To enter kindergarten, a child must be five years of age **on or before September 1**, in accordance with state guidelines.

## ANONYMOUS SAFETY REPORTING

### **Anonymous Safety Reporting via SafeSchools Alert**

The Northeastern Wayne Schools SafeSchools Alert Reporting System is NOT an emergency hotline. If you are reporting an event that could immediately affect the school community or an individual, call 911.

The Northeastern Wayne Schools SafeSchool Alert reporting system is intended to facilitate the reporting of sensitive information to school officials, including information regarding bullying, student safety, violence, drug use, or students who may be in need of assistance. Reports submitted here will be forwarded electronically to a predetermined list of school officials and, at the school administration's option, to local enforcement agencies.

To submit an anonymous report:

1. App: Search for "SafeSchools Alert" in the App Store (free download)
2. Phone: 765.227.2528
3. Text: Text your tip to 765.227.2528
4. Email: [1919@alert1.us](mailto:1919@alert1.us)
5. Web: <http://1919.alert1.us>

Northeastern Wayne Schools highly respect and care for your privacy. We do not collect or store any personal information about you when you submit your alert tip unless you voluntarily provide it. The only information that we do collect is the Internet domain from which you submitted the report. This information will be kept strictly confidential and will only be accessed if we are required by court order to identify the Internet domain from which you submitted your report. Raw access logs will be destroyed regularly in accordance with the Indiana Public Access Commissioner's guidelines.

Please use the SafeSchools Alert program responsibly.

## ATTENDANCE

The Indiana compulsory attendance law states "every child between the ages of seven and sixteen shall attend public school or other school." Regular and prompt attendance is essential for success in elementary school. Frequent absence leads to a lack of interest and effort, sometimes failure. Schoolwork is easier and more interesting when the pupil has the benefit of classroom instruction and keeps up with the class. All learning is based on continuity of instruction; therefore, it is imperative that all students be in attendance in order to profit the most from their schoolwork. The school is also concerned about helping students develop a high quality work ethic, which shows in their dependability in coming to school every day and on time. Northeastern Elementary parents and students have taken attendance seriously. Over the last few years, we have strived for a daily attendance rate greater than 95%.

## A. EXCUSED ABSENCES

Sometimes a child is ill and should not attend school. If the following conditions exist: temperature of 100.0 degrees or above, vomiting or diarrhea, active lice infestation, eyes are inflamed, throat is sore and inflamed, ears are running, evidence of impetigo, persistent ulcers or skin rash, students should remain home rather than expose other students. Additionally, students should be fever, vomiting, and diarrhea free for 24 hours before returning to school.

**Excused Absence** - The following absences will be excused, if verified by a parent or guardian within 48 hours of the student's return to school: illness, family funeral, or military connected families. **However, ALL excused absences WILL count toward the attendance limit imposed by Northeastern Elementary School.** Students with 10 or more absences are flagged by the Indiana Department of Education on a state report submitted by the school. After 10 absences, all absences will either be classified as Certified (with the provision of the appropriate documentation) or Unexcused. Students with 10 or more unexcused absences are considered truant and will be reported to the Department of Child Services.

**Certified Absence** - Certified absences are recorded in the student's attendance record. However, when appropriate documentation is provided a certified absence **does not count** toward the attendance limit imposed by Northeastern Elementary School. The following conditions qualify as a certified absence with the provision of the appropriate documentation:

1. Death in the immediate family and funeral attendance
2. Observance of a bona fide Religious Holiday
3. Physical or mental incapacitation. Documentation from a physician stating the student was either physically or mentally incapable of attending is required. This classification includes professional appointments.
4. Professional medical appointments. Documentation from a physician stating the student was seen/treated in their office is required. Only the time necessary for travel and the actual appointment time will be exempted.

**Exempt by Statute** - In accordance with the Indiana Compulsory Attendance Law, a student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner (IC 20-33-2-(14-17.5)).

1. Service as a Page or as an Honoree of the General Assembly. Must be verified by a certificate of the secretary of the Senate or the chief clerk of the House of Representatives.
2. Service on the Precinct Election Board or for Political Candidates or Parties. Before the date of the election, the student must submit a document signed by one of the student's parents giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election.
3. Witness in judicial proceeding. Submit the subpoena or documentation to the appropriate school authority for verification.
4. State Fair. The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7).

**Educationally Related Non-Classroom Activity** - The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. Any educationally related non-classroom activity must meet all of the following conditions: (1) is consistent with and promotes the educational philosophy and goals of the school corporation and the state board, (2) facilitates the attainment of specific educational objectives, (3) is a part of the goals and objectives of an

approved course or curriculum, (4) represents a unique educational opportunity, (5) cannot reasonably occur without interrupting the school day, and (6) is approved in writing by the school principal.

A student is expected to have completed make-up work within the same length of time as the absence. For example, if a student has been absent for three days, he/she will be expected to have all make-up work completed and returned within three days of his/her return to school. If excessive absence occurs, parents can expect notification by the school nurse or school administration. If the absence of a student appears to be questionably or excessive, the school staff will try to help parents improve their child's attendance. A parent conference may be scheduled. If absences continue, the proper authorities may be contacted.

### **B. UNEXCUSED ABSENCE**

Any unverified absence or any absence where the student is truant or out of area. Unexcused absences count toward the attendance limit. Students with 10 or more unexcused absences are considered truant and will be reported to the Department of Child Services. Examples of unexcused absences include, but are not limited to:

1. Personal illness, NOT verified by note, call, or physician's statement
2. Other appointments (hair, nails, etc.)
3. Truancy
4. Missing the bus

**Truancy** is defined as an absence from school without parental and/or school approval when the student should be present for instruction. Students will NOT be allowed to receive credit for work missed during the time that they are considered truant. Students with 10 or more unexcused absences are considered truant by the Indiana Department of Education and a report to the Department of Child Services may be initiated by the school.

### **C. SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence; neither excused nor unexcused. Suspended students will be required to complete all assignments; however, all out of class work must be turned in to the teacher upon the first day the student returns to school. Students should be prepared to make up all missed tests and quizzes the first day they return to school.

### **D. ABSENCE PROCEDURES**

When a student is absent from school, a parent should contact the school (765-847-2595) on the day of the absence between 7:30 and 10:00 am. All absences will be considered unexcused absences without an explanation, including doctor notes from medical appointments, from parents or guardians of the student within 48 hours. Parents should inform the school immediately if the student is going to be absent for an extended period of time. The proper school personnel should be notified prior to the absence when possible. To participate in extracurricular activities, a student must be present for a full day on the day of that activity. Exceptions may be granted by administration for unusual or extenuating circumstances. Students that are gone from school for more than one hour during the middle or end of the day will be counted as a half day absence. Students not present for more than 3 hours of the school day will be counted as a full day absence.

### **E. TARDIES**

It is the responsibility of the students and parents to be punctual. A student is considered tardy when reporting to the school after 8:10 am and before 9:10 am. After 9:10 am, the student is counted absent for the morning (a half day absence).

A student's tardiness is excused when caused by:

1. Illness

2. Doctor or dental appointment, when verification is provided
3. Bus breakdown
4. Administrative judgement for unusual or extenuating circumstances

A student's tardiness is unexcused when caused by:

1. Car problems
2. Oversleeping
3. Missing the bus

### **F. LEAVING EARLY**

Our teachers work hard to ensure that every instructional minute of a student's day is important. As such, students should be present for the entire school day whenever possible. A student is considered leaving early when leaving the school at any time prior to school dismissal. Students who leave school before 2:00 pm will be counted as a half day absence.

A student's early dismissal is excused when caused by:

1. Illness
2. Doctor or dental appointment, when verification is provided
3. Administrative judgement for unusual or extenuating circumstances

All other early dismissals will be considered unexcused.

Parents need to report to the school office to sign students out. Students will only be released to parents, guardians, or to a properly identified person listed on the child's Student Information.

### **G. ATTENDANCE INTERVENTIONS**

- |      |  |
|------|--|
| 6th  | Parent Square Notification   |
| 7th  | Parent Square Notification   |
| 8th  | Letter Sent Home   |
| 9th  | Parent Square Notification   |
| 10th | Phone Call to Parent and Parent Square Notification  |
| 11th | Parent Notification, and report to the prosecutor  |
| 12th | Attendance Contract Implemented and Parent Meeting with Administration, Student Support, and SRO |
| 13th | Lunch/Recess Detention and Parent Notification   |
| 14th | Lunch/Recess Detention and Parent Notification   |
| 15th | Parent/Student Meeting with Administration, Student Support, and SRO                             |
| 16th | Parent Square Notification and report to the prosecutor and DCS                                  |
| 17th | Lunch/Recess Detentions and Parent Notification  |

Parent Square Notification and report to the prosecutor and DCS for each additional absence

Can also be implemented for excessive tardies and early dismissals

### **H. PERFECT ATTENDANCE**

Students with perfect attendance will be recognized at the end of the school year. A student will only be eligible for perfect attendance if they have no absences and less than 5 tardies or early dismissals.

## **BIRTHDAY CELEBRATIONS**

Birthdays are a very special occasion and we love being able to celebrate with our students. In order to protect our instructional time, however, we ask that you pre-arrange a plan with your child's teacher to bring in class treats. Additionally, we ask that you do not send balloon arrangements to the school. Any flower or other arrangements are welcome but will not be able to travel home on the school bus. Parents/Guardians will not be allowed in classrooms for celebrations. If treats are sent in, they must be STORE BOUGHT and INDIVIDUALLY WRAPPED within their original packaging.

## BOOK RENTAL

Northeastern Wayne Schools operate a book rental system for the convenience of the community. The cost of renting books is about 25% of the purchase cost. While the cost of books, materials, and fees is considerable, the school system works diligently to hold these costs down. Book rental systems are not only non-profit, but often struggle to break even. Parents will have the capability of making online payments for book fees, lunch fees, etc...

### **PAYMENT OPTIONS: (ALL PAYMENTS ARE ENCOURAGED BEFORE REGISTRATION)**

\*EFUND (online payment system) - check, debit card, credit card

\*Mail a check to your child's school - Separate checks are needed for each building

\*Pay in person at your child's school during Office Hours - cash or check

### **TEXTBOOK/TECHNOLOGY FEES**

Payment in full is expected at registration. If you cannot pay in full, a \$50.00 deposit is required. Those filing for free and reduced assistance are asked to pay \$50.00 for their lab fees. Those who believe they qualify for textbook assistance should complete a free lunch/textbook form at the time of registration.

Textbook/technology fees not paid by the end of October may be submitted to a collection agency. The collection agency may charge additional collection fees.

### **FINANCIAL ASSISTANCE FOR TEXTBOOKS**

Since the corporation operates its textbook rental program on a non-profit basis, it is important for the corporation to collect 100% of the rental purchase cost of the materials. Indiana code 20-33-5 authorizes financial assistance for book rental to families who meet eligibility requirements. Information and forms are available at each school and may be picked up at registration or throughout the school year, as needed.

## CHANGE OF ADDRESS/PHONE

It is vitally important that we have your correct home and work addresses, phone numbers, and email contacts in case of an emergency. In addition, the name and phone number or a third contact person (a family member, friend, or neighbor) that can be reached in an emergency should be kept on file. If you move during the school year, or your phone number changes, please notify the school immediately.

## CONFIDENTIALITY

Student records and information will be kept confidential in accordance with state and federal regulations. Students needing to meet with the student support specialist or school resource officer will be able to speak and react confidentially, subject to the laws of the state of Indiana.

## CONVOCATIONS

From time to time, we hold various performances for the entire student body. At all times, student behavior should be courteous. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct such as boisterousness, booing, and talking during a program will not be tolerated. Students may lose the privilege to participate if improper behavior is displayed.

## DISMISSAL PROCEDURES

### **A. BUS STUDENTS**

Students will be dismissed to their busses when the bell rings at 3:00 pm. Students are to go directly to their bus and remain on the bus until they reach home. We are asking that parents or other adults not go to the classroom nor to the bus area to get their child(ren) from the bus. If you need to retrieve a child that you believe is already on a bus, please come to the front office and the office staff will contact the teacher or the bus driver.

## B. CAR RIDER STUDENTS

Students who are picked up by car will be dismissed from the front of the building at 2:50 pm. Please form a line of cars along the curb, enter your child's assigned number into the PikMyKid program, and avoid the area where buses are parked and children are loading. Additionally, students should not be walking between waiting cars to enter a car in the parking lot.

## C. EARLY DISMISSAL

Students will be dismissed early every Wednesday throughout the school year for teacher professional development. Car riders will be dismissed at 2:15 pm. Bus riders will be dismissed at 2:25 pm.

## D. CHANGE OF PLANS

We realize plans can change in the course of the day. Should this happen, please notify the office and a message will be delivered to your child's teacher with instructions about what your child should do after school. It is important to contact the school before 2:00 pm (1:30 pm on Wednesdays). In order to assure that our students are safely transported to the correct destination, we will not accept changes in plans after 2:00 pm.

# EMERGENCY SCHOOL DELAYS AND CLOSINGS

Emergency school delays or closings, while usually weather related, may occur for a variety of reasons. In addition to bad road conditions or dangerously cold temperatures in winter, power failures due to storms, energy shortages, and various mechanical failures may require closing the school temporarily.

## A. NOTIFICATION

Decisions to close or delay school are made by the superintendent. Northeastern Wayne Schools utilizes Parent Square to notify parents. This information should come to you according to your notification settings within the Parent Square program. Parents can also obtain closing or delay information from additional sources: Radio - WKBVAM 1490, WFMGFM 101.3, or WQLKFM 96; Television - WTHR Channel 13, WISH Channel 8, or WRTV Channel 6; Internet - [www.nes.nws.k12.in.us](http://www.nes.nws.k12.in.us); and various social media sites.

## B. EARLY DISMISSAL PROCEDURES

Our first concern, as always, is the safety of our students. Should weather conditions warrant an early dismissal, it is imperative that students know their family emergency plan. Although we want to ensure that every student will have a place to go when dismissed early, it is not possible for the office to call every parent to find out where the student should go. Our office will send out a Parent Square notification to families in the event of an early dismissal. It will also be broadcast on the previously mentioned media sources. Please take a few moments to sit down with your child(ren) and discuss the following questions:

- What should I do if school is called off early?
- What do I do if no one is at my house when I arrive home?

Please go over your emergency plan with your child so that he/she will know what to do should an early dismissal occur. **Please remember, the after school childcare program will not meet when school has been dismissed early due to emergency school closings.**

# EXTRACURRICULAR ACTIVITIES

**In order to participate in extracurricular activities, the student must be present for a full day on the day of that activity.** Exceptions may be granted by the administration for unusual or extenuating circumstances.

## A. SPORTS

The students at Northeastern Elementary will have available to them the following extracurricular activities:

5th grade Cross Country  
5th grade Wrestling  
5th grade Basketball

5th grade Cheerleading  
5th grade Track  
Sports Clinics

## B. ORGANIZATIONS

The following organizations are available for membership by the students at Northeastern Elementary:

Cub Scouts  
Boy Scouts  
4-H Clubs

Brownies  
Girl Scouts

## C. ELIGIBILITY

Students will be expected to maintain passing grades in all subjects. Students' grades will be monitored at grading periods and when progress reports are issued. **Students who are failing in one or more subjects will become ineligible to participate in extracurricular sports until the next progress report or report card is issued, on which such grade circumstances no longer exist.** Following review by school personnel, if sufficient progress has been made within two weeks, the student may be reinstated prior to the next reporting period. Students who develop poor attendance or tardies, display unacceptable behavior, or engage in other inappropriate behavior may become ineligible for extracurricular activities. Teachers or administrators may initiate such a recommendation. The final determination will be made by the principal regarding the ineligibility and its length. For all other participation requirements, please refer to the Northeastern Wayne Schools Athletic Handbook.

## D. STUDENT ATTENDANCE

Northeastern Elementary encourages students to attend as many extra-curricular events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending after school events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend events. Northeastern Elementary will not be able to supervise unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone. Northeastern Elementary will continue to provide adequate supervision for all students who are participants in school activities.

# FIELD TRIPS

## A. PURPOSE

Students in Northeastern Wayne Schools have many opportunities for first-hand learning experiences such as field trips. Field trips are planned to support all curricular areas. Many lessons for students cannot be duplicated with media materials or textbooks. Teachers plan at-school activities to prepare students for what they will experience, as well as follow-up lessons. Teachers appreciate your support in these educational opportunities by both chaperoning and providing the added expenses such as, transportation fees, activity fees, meal costs, or entrance fees.

## B. CHAPERONES

We sincerely appreciate parental support of field trips. However, we must ask your cooperation with the following guidelines for chaperones:

- There are several field trip opportunities within the school year. We will schedule as many parents as is appropriate to help on each trip. Our destinations often have restrictions or requirements as to the number of participants, and our arrangements are made well ahead of the trip. It is necessary to schedule your participation to ensure a successful outing.
- If you are able to attend a field trip with us, we are counting on you to help us with the supervision of students. Since this is our primary goal, we need your undivided attention with our students. Therefore, we ask that you do not bring preschoolers along.
- Chaperones are expected to follow the same rules and guidelines as if on school property.
- ALL chaperones for field trips will require a Limited Criminal History check.

## FIRE AND EMERGENCY PREPAREDNESS DRILLS

Fire drills are held once a month. Fire drills are indicated by the alarm system, which is a continuous buzzer type alarm. Students will also be made aware of what to do in case of an earthquake or tornado while at school as well as at home. Tornado drills are held once per semester. Students are also instructed as to what to do in the case of a man-made emergency: chemical spills, biohazards, or other impending threats to student safety. Emergency preparedness drills are held twice per school year. Northeastern Wayne Schools utilizes the ALICE program to empower students and teachers to utilize a set of proactive strategies in the case of an armed intruder. ALICE teaches students and teachers to Alert, Lockdown, Inform, Counter, and/or Evacuate.

## FOOD SERVICES

School meals remain one of the best bargains in today's economy. The Northeastern Elementary cafeteria operates under a federally approved program. Northeastern Wayne schools offer a breakfast program to students. School breakfast is open to every student, but not required. However, students must buy or bring their lunch each day. Milk can be purchased. Extra entrees or side dishes are also available to purchase to those who buy a school lunch. Our menus are sent home monthly. Occasionally, these menus have to be changed; however, most are served as listed.

### A. AUTOMATED PAYMENTS

The cafeteria is equipped with an automated system of keeping record of each student's breakfasts/lunches. Each student is assigned a PIN that is used to access their account as they go through the lunch line each day.

Parents may send money daily, weekly, or monthly. Families may send one check for all children (with directions as to how much for each child). Parents may specify an amount for regular breakfasts/lunches and an amount for extra items **or** place the entire amount on the student's account to use until it runs out. For the first time, parents will have the capability of making online payments for lunch fees, book fees, etc. using check, credit, or debit cards.

With our automated system of recording lunches, we encourage parents to prepay as much as possible. However, we understand there are times when charges are necessary. The policy concerning charges is as follows:

- A student may not charge breakfast.
- Students can charge lunch for up to two weeks (10 lunches at regular or reduced prices)
- Students who have reached the lunch charge limit will be provided an alternate lunch
- When charges are paid up to date, the regular lunch will be served.

## FUNDRAISERS

Only school-sponsored fundraisers are permitted at school. Fundraisers sponsored by external groups are not permitted on school grounds unless approved by the administration.

## HEALTH SERVICES

The school maintains health services for all children, so they may attend school with the best physical, mental, and emotional health conditions attainable to facilitate learning. State regulatory agencies mandate much of what we do in this area to help ensure as healthful an environment as possible.

### A. HEALTH REQUIREMENTS FOR REGISTRATION

When a student enrolls in a school corporation for the first time, or any subsequent time, and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the school corporation with complete immunization records prior to the beginning of the school year.

Indiana State Department of Health Quick Reference  
**School Immunizations Required for School Attendance**

GRADE	REQUIRED
Pre-K	3 Hepatitis B 4 DTaP* 3 Polio* 1 Varicella* 1 MMR 2 Hepatitis A
K-5th grade	3 Hepatitis B 5 DTaP* 4 Polio* 2 Varicella* 2 MMR 2 Hepatitis A

\*4 doses of DTaP/DTP/DT are acceptable if the 4th dose was administered on or after the child's 4th birthday.

\*3 doses of Polio are acceptable if the 3rd dose was given on or after the 4th birthday and 6+ months after the previous dose.

\*Physician documentation of Varicella disease history, including month and year, is proof of immunity. Parent report of disease history is not applicable.

A student may be admitted to school on a provisional basis if a physician or health department indicates that immunization of the student has been initiated and that the student is in the process of complying with all immunization requirements. A schedule of proposed immunizations must be on record at the school office. Such provisional admission shall be for a length of time not to exceed 20 days. Students who do not have proof of immunization will not be registered in school, or if registered, will be excluded from school until proof of immunization is presented to the school nurse.

**B. ACCIDENTS**

If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. In the event that parents cannot be reached, the student will be discharged to the person designated as the "medical emergency contact" on the enrollment card. If you change your address or home/work telephone numbers during the school year, please inform the school as soon as possible.

**C. VISION SCREENING**

Vision screening is done in grades 1, 3, and 5 and in all teacher and special education referrals. Students failing the screening are referred for further evaluation with your family eye doctor.

**D. HEAD LICE**

Parents need to notify the school when their child has head lice. Children who have head lice will be excluded from school to be treated. After treatment, children will be checked by the school nurse before returning to the classroom. The following procedure will be utilized:

- Any child with severe itching of the scalp will be sent to the school nurse to check for signs of head lice.
- If signs of active head lice are found by the school nurse:
  - Parents will be notified and the student will be sent home
  - Students in the child's class will be checked for signs of head lice as deemed necessary
  - All siblings of the child will be checked at the school site

After the student has been properly treated and there are no lice in the child's hair, the child may return to the school but must be accompanied by an adult to the nurse's office for a recheck before returning to the classroom. An excused absence of 24 hours is allowed for effective treatment for the eradication of head lice.

### **E. OTHER HEALTH PROBLEMS**

Immediate first aid is provided in the event of illness or injury at school. Parents are contacted to assume responsibility in case of serious illness or injury. The school will call parents to take home any student who has a generalized rash or symptoms of a highly infectious disease, such as: chicken pox, scabies, impetigo, ringworm, and conjunctivitis. Students will be readmitted to school with a note from a medical doctor or proof of treatment.

### **F. ADMINISTRATION OF MEDICATION**

#### **Parental Consent**

With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.

#### **Non-Prescription Medication**

All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of The student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

#### **Prescription Medication**

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick, to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

Medication shall be administered in accordance with the parent's statement (in the case of non-prescription medicine) only by a school nurse or other employee designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

#### **Non-FDA Approved Medications or Treatments**

Students may be administered non-FDA approved medications or treatments (such as CBD oil) under the following conditions:

1. Parent/Guardian will provide a prescription from a health care provider (as stated above).
2. Parent/Guardian or designated adult (not to include the school nurse or any NWS employee) must administer the prescribed dosage to the student.
3. Parent/Guardian or designated adult (not to include the school nurse or any NWS employee) must maintain possession of the medication. The medication will not be stored on school property.
4. Parent/Guardian or designated adult (not to include the school nurse or any NWS employee) will administer the prescribed non-FDA approved medication in the school health center.

5. Parent/Guardian may submit in writing a list of other adults that may come to the school to administer the dosage of the medication including parent signature. This list must be specific with names, dates, dosage, and time.

#### **Self-Administered Medications (IC 20-33-8-13)**

Students may possess and self-administer medication if the following conditions are met:

1. The student's parent or guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in (2.).
2. A physician states in writing that:
  - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - b. the student has been instructed in how to self-administer the medication; and
  - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in (1.) and (2.) above must be filed with the student's principal annually.

#### **Release of Medication**

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent or guardian; or
2. an individual who is:
  - a. at least eighteen (18) years of age; and
  - b. designated in writing by the student's parent or guardian to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school function with a student only if the student's parent or guardian provides written permission for the student to receive the medication.

Whenever practical and foreseeable, the administration shall work with the school physician and school nurse to develop an appropriate protocol for the use of medication in emergency situations.

**The above policies must be adhered to. There are NO exceptions.**

## HOME - SCHOOL COMMUNICATION

### **A. KNIGHTLINE**

You can expect the *Knightline* (the Northeastern Elementary newsletter) via Parent Square every other Friday. This communicate will have announcements and articles of interest to Northeastern families and our community.

### **B. PARENT SQUARE**

Parent Square is utilized by teachers, office staff, and central office alike. It is our primary communication tool with families. Classroom information, school-wide information, closings, and delays will be communicated through this tool. It is extremely important that your email and cell phone information are correct in our Harmony system so that Parent Square information can be delivered to you appropriately.

### **C. TEACHER CONTACTS / PARENT CONFERENCES**

Parent conferences will be scheduled in the fall. We know other conferences will be necessary from time to time and can be initiated by families or by teachers. Due to daily schedules, teachers are not always available by phone, but will return calls, emails, and Parent Square messages as quickly as possible. We believe the best schools work together with families in the educational experience.

## HOMWORK POLICY

School time is generally provided for completion of necessary assignments. If students use their time wisely, they should not have homework. However, there may be minimal homework if a student does not complete the assigned work at school.

- Class work will be assigned on a regular basis and the amount of work may differ from primary to intermediate grades.
- All assignments that come home will be meaningful and will provide reinforcement activities as well as enrichment activities. The teacher will ensure that all assignments are clear and the expectations are understood.
- It is the responsibility of the student to complete all work and turn assignments in on time.

## HOMWORK SUGGESTIONS

If students do have all work finished at school, it may be beneficial to have your child bring their work home to be checked. This should allow for students to eat dinner with the family, play outside, enjoy family time, and get to bed early. It is highly encouraged that you do set aside some time for reading and practicing math facts with your student every night. Every child needs to develop good study habits in order to be successful at school. We have prepared a method for you to help provide a “study routine” for your child(ren). We hope you will try it.

- Select a regular time each day for homework and study. Allow the child some time after school to play, as well as TV time in the evening. Just before or after dinner may work best for completing homework.
- Keep study/homework time reasonable.
- Keep distractions to a minimum. Don't have the student working near the TV or radio. Try to keep siblings from bothering the student. Allow no interruptions, such as phone calls or social media.
- Check the work. When the student finishes, take a few minutes to look over the work. Check for neatness and obvious mistakes.

## HOW PARENTS CAN HELP

1. Help your child understand that he/she is responsible for his/her own actions and behavior.
2. Expect your child to grow toward independence and offer challenging opportunities. He/she needs limits within which to function and direction as to how to respond.
3. Get both (or all) sides of a story before drawing conclusions. In case of a misunderstanding, contact the school.
4. Remember that teachers have about 25 children to care for and need all of the data you have about your child if they are to be effective in providing the right kind of program. Such things as health problems, or other circumstances that may affect your child's education, should be shared with the school.
5. Remind yourself that teachers teach because they care about children, their objectives and yours are the same, and an agreement on how to achieve the objectives requires two-way communication.
6. Ensure that your child has enough rest each night and eats a well-balanced diet, including breakfast, each day.

## KINDERGARTEN INFORMATION

To qualify for kindergarten, a child must be five years of age by September 1 of the school year. Kindergarten Round-Up is held annually in April. Parents will enroll their child for school while the children work through station activities. The child's original birth certificate, Social Security number, immunization record, and proof of residency should be brought to the round-up. Information concerning Kindergarten Round-Up will be announced on local radio stations and placed in the PalladiumItem, Knightline newsletter, Parent Square, school website, and kindergarten newsletters. Kindergarten parents are informed of classroom and school events and classroom goals on a regular basis via classroom newsletters and Parent Square.

## LOST AND FOUND

Articles of clothing found are placed in the “lost and found” area located in each wing of the building. Unclaimed articles are donated to charitable organizations. Parents are advised to write children’s names on lunch boxes, sweaters, coats, etc...

## LUNCH PRICES

Breakfast \$1.85

Milk \$0.60

Student Lunch \$2.45

Adult Lunch \$3.35

## NONDISCRIMINATION POLICY

It is the stated policy of the Northeastern Wayne School Corporation not to discriminate on the basis of race, religion, national origin, sex, or disability. This non-discrimination policy applies to students’ access to courses and programs to physical education and athletics, to counseling and guidance, to vocational educational programs, to financial assistance, to extracurricular activities, and to other matters related to students. This policy further applies to all employees and patrons of the school corporation. A Compliance Officer has been appointed for the Northeastern Wayne School Corporation. It is the Compliance Officer’s responsibility to see that both the “letter” and the intent of the non-discrimination policy are followed. Inquiries, information, or formal complaints should be addressed to Dr. Laura Blessing, Compliance Officer, Northeastern Wayne School Corporation, Administration Office, 7295 US 27 N, Fountain City, Indiana. Telephone: 765-847-2821

## PARENT TEACHER ORGANIZATION

We would like to encourage you to become a part of your child’s education by actively joining the Northeastern Elementary PTO. Participation in the PTO is a good way to find out first hand what is happening at the school. No experience is necessary to serve on PTO committees. The PTO plays an important part in the school, as they provide materials and donate much time to enhance the education of students.

## REPORT CARDS

Report cards will be issued to students at the close of each nine weeks grading period. The ending dates are listed on the school calendar. Attendance will be reported on the report card. Report cards will be computer generated and sent home with students. We request that report card envelopes be signed by the parents/guardians and returned to the classroom teacher. Parents/Guardians of students may access their child’s progress at any time, using our Harmony program, accessible through our school website.

### A. GRADING SCALE GUIDELINES

The following grading scale will be used for Kindergarten:

M = Mastery, P = Progressing, N = Non-mastery

The following grading scale will be used in Grades 1 and 2:

100-99	E+
98-95	E
94-90	E-
89-88	S+
87-80	S

79-70	S-
69-0	U

E = Excellent, S = Satisfactory, U = Unsatisfactory

The following grading scale will be used in Grades 3-5:

100	A+	12 points		79-78	C+	6 points
99-93	A	11 points		77-72	C	5 points
92-90	A-	10 points		71-70	C-	4 points
89-88	B+	9 points		69-68	D+	
87-82	B	8 points		67-62	D	
81-80	B-	7 points		61-60	D-	
				59-0	F	

### B. HONOR ROLL GUIDELINES

Grades 3, 4, and 5 are involved with Honor Roll. The third grade honor roll will be based on grades received in reading, math, language, and spelling. The fourth and fifth grade honor rolls will be based on grades received in reading, math, language, spelling, social studies, and science/health.

A 12 point system will be used to calculate eligibility for the honor roll. The point values are listed above. A student must have an average of 8 points to qualify for the honor roll. A student receiving any grade of D+ or below will be automatically disqualified from the honor roll for that grading period. The honor roll will be calculated at the end of each nine week grading period. Semester grades will not be used to determine eligibility for the honor roll.

### C. PROMOTION/RETENTION

The promotion and retention of students is a discretionary decision of parents and the professional staff with the exception of the 3rd grade standardized reading test. As per Indiana Code, students who do not pass the IREAD-3 exam during the spring semester **MUST** be retained in 3rd grade. Summer school and other remediation programs will be implemented to assist students in passing this state mandated test. An opportunity to retake the test is currently available to students during the summer prior to beginning their 4th grade year. All other decisions to promote or retain a student shall be based upon what is judged by the parents, teachers, and administrators to be in the best interest of the child. Every effort will be made to communicate with parents in a timely manner and parental input is encouraged.

## SCHOOL DAY

Buses arrive and begin unloading at 8:00am. Students brought to school by parents are to wait in the gymnasium until 8:00 am. A morning Latchkey program is available to families beginning at 7:00 am. Please fill out an enrollment form and refer to the Latchkey handbook for fees and details. Students not attending Latchkey may not be dropped off before 7:45 am. Students picked up by car will be dismissed beginning at 2:50 pm. Bus riders will be dismissed at 3:00 pm. Students will be dismissed early every Wednesday for teacher professional development. Car riders will be dismissed at 2:15 pm. Bus riders will be dismissed at 2:25 pm. Due to early release days, which will occur each Wednesday, Northeastern Elementary School

students should be expected to arrive home approximately 30 minutes earlier each Wednesday than they do other school days.

Daily Schedule for Grades K-5 (Monday, Tuesday, Wednesday, Thursday, Friday):

Breakfast Bell 7:50 am  
First Bell 8:00 am  
Tardy Bell 8:10 am  
Car Dismiss 2:50 pm  
Bus Dismiss 3:00 pm

Daily Dismissal for Grades K-5 (Wednesday):

Car Dismiss 2:15 pm  
Bus Dismiss 2:25 pm

## SCHOOL SUPPLIES

Supply lists for each grade level are available in the school office and on our school website.

## TELEPHONE

Calls made from school by the students must be approved by the teacher in charge of the student at that time. Permission will be restricted to calls of an emergency nature. Band instruments, athletic equipment, homework, lunches, or lunch money left at home are not considered emergencies, nor are requests to stay at friends' homes or to stay for after school activities. These arrangements should be made before coming to school.

It is important that classroom interruptions be kept to a minimum. Students will not be allowed to take phone calls during school. Messages will be delivered in case of emergencies. No changes to transportation can be made after 2:00 pm. For information pertaining to cell phones and cell phone use please refer to page ??? of this student handbook.

## VISITORS

To maintain safe conditions for our students, all visitors should enter through the secure entrance and main office upon their arrival to school. Visitors who are on a student's approved list will be asked to sign in and will be given a Visitor name tag. This name tag should be worn at all times while in the school. Please return to the office to sign out. All parents and adults should follow this procedure. Visitors will not have access to classrooms during the school day without prior approval from the classroom teacher or approval from the front office staff. Family members are welcome to visit during lunch, class parties, special events, and any other time approved by the classroom teacher, but we ask that you do not stay for recess in order to help us maintain a higher level of security.

## WITHDRAWAL

Should it become necessary to withdraw your child from Northeastern Elementary, there are four important steps to follow:

1. Notify the office
2. Return all textbooks to your child's teacher
3. Return all library books
4. Pay any outstanding lunch charges, latchkey, or book fees

## **SPECIAL SERVICES**

### **HEARING/SPEECH SERVICES**

#### **A. HEARING SCREENING ADMINISTRATION**

The speech pathologist conducts hearing screening annually (traditionally at the beginning of the school year) for all students in kindergarten, first, fourth, seventh, and tenth grades. Also tested are all who were identified as having a hearing issue the previous year and all students newly enrolled in the school system. Students may also be referred for hearing tests by a parent/guardian or teacher at any time during the school year.

#### **B. SPEECH THERAPY SERVICES**

The speech pathologist screens the speech of all students in grades one and four, all students who are new to the school system, all students who were identified the previous year as needing follow-up, and all students referred by parents or teachers. If the screening indicates further diagnostic testing should be conducted, the speech and language pathologist will obtain parent/guardian permission. After consent is obtained, the speech pathologist will conduct a diagnostic evaluation to help assess the needs of children in one or more of the following areas:

- Language - vocabulary, grammar, sentence structure, auditory processing
- Articulation - pronunciation of speech sounds/words
- Fluency - stuttering or abnormal rate of speech
- Voice - voice quality, pitch, loudness

A case conference will be conducted after testing is completed. At the conference, the speech pathologist reports the results of the evaluation to the family. Eligibility for speech therapy services is determined by this case conference committee based upon the evaluation conducted by the speech pathologist, the input of all the case conference committee members and the eligibility criteria established by the state.

### **LEAST RESTRICTIVE ENVIRONMENT**

Students with disabilities in the attendance area of the Northeastern Wayne School Corporation shall be educated and participate in academic, non-academic, and extracurricular activities with non-disabled students to the maximum extent appropriate. The educational placement of students with disabilities shall be determined annually by a case conference committee and shall be based on the student's individualized education program. The case conference committee shall also take into consideration any potentially harmful effects of a suggested placement on the student or on the quality of the services needed.

Unless the individualized education program requires some other arrangement, a student with disabilities shall be educated with the student's chronological peers in the school the student would attend if not disabled. Placement of students with disabilities in special classes or separate facilities shall occur only when it is documented by the case conference committee that education in general education classes cannot be satisfactorily achieved. If necessary, a continuum of alternative educational placements shall be available to meet the individual needs of students with disabilities.

### **SECLUSION AND RESTRAINT**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. As soon as possible after any such use of restraint and/or seclusion, the parents or guardians will be

informed when any of these actions have occurred and will be provided with a detailed account of the incident, including the circumstances that led to the use of restraint and/or seclusion.

## **STUDENT CODE OF CONDUCT**

### **BULLYING**

No kind of harassment, hazing, or bullying will be tolerated. If you believe you are the victim of any kind of harassment, hazing, or bullying or have observed such actions taken by another student, staff member, or other person associated with the corporation, you should report it immediately to the principal or assistant principal. The complaint will be investigated in a confidential and timely manner. Students who are found to be bullying other students may be suspended and/or expelled from school, depending on the seriousness of the actions. Parents will be contacted and a conference will convene to address the bullying concerns. Due to the severity, some cases may involve local law enforcement. Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. (IC 20-33-8-13.5)

Bullying shall be defined as 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 a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment (IC 20-33-8-0.2):

- places the targeted student in reasonable fear of harm to the targeted student's person or property
- has a substantially detrimental effect on the targeted student's physical or mental health
- has the effect of substantially interfering with the targeted student's academic performance
- or
- 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.

### **BUS SAFETY**

#### **A. BUS RULES**

A very essential part of bus safety is the student. The driver's first responsibility is to safely transport students to and from school. Since the driver must give his/her attention to the driving of the bus, it is necessary that they students practice self-discipline. Buses may be equipped with video cameras in order to eliminate and properly discipline students when discipline problems arise during transportation. In order to have a safe and successful transportation program, these rules must be followed:

1. Students are to be seated immediately upon entering the bus and remain seated at all times
2. Students are to ask permission from the driver before opening or closing windows. No part of the body should be extended through the window opening. No objects should be thrown out of the bus windows or doors.
3. Students are to use appropriate language and behavior at all times.
4. Students are to keep hands and feet to themselves at all times.
5. Students should not enter or exit the bus until it is at a full stop.
6. Students must have a bus pass before they can ride a different bus or stop at a different location. To obtain a bus pass, read through the procedure outlined under ALTERNATE TRANSPORTATION.
7. Students are to keep the bus clean and in the best possible condition.
8. Students are not permitted to eat or drink on the bus, unless prior permission has been granted.

9. Students are subject to all Northeastern Elementary School rules, as well as all local, Indiana, and federal laws while riding the bus.

Students will be denied bus privileges if they cannot obey the above rules. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. The driver or the administration can assign students seats at any time as deemed necessary. Students assigned a seatbelt on the bus must stay in the seatbelt at all times. Students who vandalize the bus may be suspended according to due process and will be financially responsible for damages.

Students should be waiting at their boarding stations when the school bus arrives. Unless drivers are early, they are not required to wait for students. It is the responsibility of the students to be at the bus stop at the regular pick-up time.

## **B. ALTERNATE TRANSPORTATION**

Anytime a child is to ride home on a different bus or is getting off their bus somewhere other than the normal stop, we need written permission from the parents. Please send a note stating your child's destination and what bus number he/she is to ride. A bus pass will then be issued to the child from the school office. Students **MUST HAVE A BUS PASS**, or they will not be allowed to board a bus other than their own. Passes are issued only in the school office. Once students have boarded the bus to go home, they will not be allowed to get off the bus until their stop. For safety reasons, we ask that parents or other adults not ask the bus drivers to get their children off the bus once they have boarded. Should an emergency occur, come to the office and the office staff will radio the bus driver. In addition, we also need a note for occasional uses of the after school childcare program, for children who have scout meetings, etc., or for children who are to be picked up by car. Our goal is to know the whereabouts of every student in our building and to ensure that each student arrives home safely. Your help is needed to achieve this goal.

## **DRESS AND GROOMING**

Northeastern Elementary recognizes that appearance and grooming are important aspects in the training and education of young people. All clothing and apparel must promote a safe learning environment. The administration and staff will emphasize the following dress code values:

1. Hair should be neat and clean and worn in a style that allows hair to be out of the eyes.
2. Clothing should be appropriate and not present oneself as indecently exposed. Short shorts and mini-skirt styles are not appropriate for classroom dress. See-through blouses, bare midriffs, halter tops, off shoulder blouses, spaghetti straps, mesh shirts, shirts with open sides, and other inappropriate clothing are prohibited. One's appearance should not be vulgar, obscene, or lead to a disruptive atmosphere.
3. Jewelry that is disruptive or presents an element of danger (i.e.: metal wallet chains, etc.) is not recommended. Jewelry will not be worn during physical education classes for safety reasons.
4. Students are not to wear hats, bandannas, gloves, sunglasses, jackets, coats (long or short) or other unnecessary outdoor attire in the building.
5. Clothing which promotes alcohol, drugs, tobacco, vulgarity, violence, or secret organizations will not be worn. Additionally, clothing will not be permitted which advertises, promotes, or via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school.

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

### **A. STUDENT BEHAVIOR STANDARDS**

A major component of the educational program at Northeastern Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. At Northeastern Elementary we expect students to conduct themselves in a courteous

and mannerly way and respect the rights of others. We teach students to observe and practice the life skills of “no put downs, active listening, truthfulness, and trust”. We also encourage students to do their personal best.

### **Expected Behaviors**

Each student shall be expected to:

1. Abide by national, state, and local laws, as well as the rules of the school.
2. Respect the rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other.

### **B. DISCIPLINE CODE**

Certain behaviors are disruptive to a positive learning environment and cannot be tolerated. These behaviors include but are not limited to the following:

1. Disrespect or insubordination to any school employee
2. Continuously distracting or acting in any manner as to interfere with the educational process
3. Failing or refusing to comply with directions of an adult supervising a class or school activity
4. Leaving scheduled assignments without permission
5. Displays of public affection
6. Disregard for the established dress code
7. Possession of prohibited items such as: iPods, MP3 players, and handheld gaming systems is discouraged without prior approval. Permission may be granted by school personnel for use in the classroom or on the bus
8. **Cell Phones/Electronic Devices:** Students are discouraged from bringing cell phones or related electronic devices to school. Students are required to keep all cell phones and electronic devices (i.e., smart watches or air pods) **OFF** and **out of sight** during school hours. Students who are found to be using a cell phone or any other device that is not deemed to be school appropriate will have it confiscated for the remainder of the school day and will be subject to disciplinary actions as noted below. After the first offense requiring collection of an electronic device, any further confiscations will require retrieval by a parent or guardian. Students may also be held accountable for the content found on their cell phones as applicable by Indiana state law (see **Cell Phone Content and Display**, page 32).
9. Attempting or conspiring with another person to violate any student behavior standard
10. Engaging in misrepresentation, such as lying, falsifying documents, or spreading damaging rumors
11. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating
12. Use of profanity, vulgarity, or obscenities or any type of indecent display or exposure
13. Engaging in harassment of another person which includes verbal, nonverbal, or physical harassment (see **Harassment**, page 31)
14. Threatening another person with bodily injury
15. Pinching, pushing, shoving, wrestling, slapping, or hitting another person
16. Causing bodily harm to another person (i.e., fighting)
17. Stealing school or private property
18. Setting fire to or damaging school or private property
19. Failure to report weapons, drugs, and/or threats of violence
20. Consuming or being under the influence of a drug, alcohol, tobacco product (except as authorized by a prescription and medical documentation)
21. Possessing, providing, using, or conspiring to sell another person lighters or matches, tobacco or tobacco products, alcohol products, over the counter medication, any type of drug (except as authorized by prescription), or drug paraphernalia
22. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks, explosives)

23. Engaging in any activity forbidden by local, Indiana, or Federal law
24. Any activity or behavior not covered herein which is not in keeping with the purpose of promoting education and the educational values of this school

### **C. DISCIPLINARY ACTIONS**

When a teacher or staff member in charge of supervision observes these behaviors, a variety of disciplinary practices may be utilized, depending on the individual situation. If a staff member deems it necessary to consult with an administrator, the following options, up to and including expulsion may be used by an administrator (not necessarily in the order listed):

1. Conferencing with the student
2. Revocation of privileges such as recess or special activities
3. Assignment of special duties (i.e. cleaning up area they damaged)
4. Parent contact
5. Confiscation of inappropriate items
6. Isolation within the classroom or cafeteria
7. After school detention
8. In-school suspension, time out (with work to be done)
9. Behavior modification plan
10. Suspension from school for one to ten days, including all extracurricular activities
11. Expulsion for the remainder of a semester and/or the school year, including all extra-curricular activities

NOTE: Suspension/expulsion occurs according to the Public Law I.C. 20-33-8.

### **D. SCHOOL RESOURCE OFFICER (SRO)**

The primary duty of the School Resource Officer (SRO) is to serve Northeastern Wayne Schools as a community officer and to enforce all municipal, state, and federal laws. The officer is expected to create relationships with stakeholders (school administrators, parents, students, and greater community), formulate crime prevention tactics, and make himself or herself available for meetings regarding law enforcement related topics.

### **E. CLASSROOM CONDUCT**

Students shall follow rules established for their individual classrooms.

### **F. GENERAL AREAS**

The following guidelines will be observed:

1. There is no running or loud talking permitted in the halls or restrooms.
2. There is to be no chewing of gum in the school.
3. Students should not bring large amounts of money or other valuable personal items to school. **The school assumes no responsibility for any monies lost or for any items damaged, lost, or stolen.**
4. Use of any and all electronic devices is prohibited in common areas. Use of such items is restricted to buses or individual classrooms and must have prior approval.
5. Students are to respect school property and the property of others. If something is accidentally damaged, it should be reported to the office or the custodians as quickly as possible.

### **G. DUE PROCESS**

The Fourteenth Amendment to the Constitution guarantees due process to individuals. Due process in education implies that rules and regulations of school are published and distributed; that students know and understand these rules and regulations; that when a student is believe to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation; that when rules and or regulations are violated, certain consequences may occur; and that if expulsion or exclusion from school is

recommended consequence and if the student or his or her parent wishes, a hearing must be held. Appeals to the Superintendent, School Board, and to the civil courts may follow in sequence. Indiana Codes 20-33-8-0.2 through 20-33-8-31, as indicated in the most current Indiana School Laws and Rules Handbook, will be used as a guide for due process procedures.

## **H. GROUNDS FOR SUSPENSION OR EXPULSION**

Any student may be suspended or expelled from school in the following circumstances, subject to the procedural provision of Indiana law (Indiana Code 20-33-8-14):

1. Student misconduct
2. Substantial disobedience
3. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where on account thereof the student's presence in school would constitute an interference with an educational function or school purposes.

## **I. "NO CHILD LEFT BEHIND" REQUIREMENTS**

As per requirements of the federal law "No Child Left Behind", discipline records are a part of a student's permanent educational record and will be included at such time as the student withdraws from Northeastern Elementary and transfers to another school.

## **HARASSMENT**

The school believes every individual deserves the right to attend school without fear of demeaning remarks or actions. The harassment of other students, members of the staff, or any other individuals is not permitted and will not be tolerated. 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 the following:

### Sexual Harassment

Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, or other person associated with the Corporation, or third parties.

Nonverbal: Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member, or other person associated with the Corporation, or third parties.

Physical: Threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing the body or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Corporation, or third parties.

### Gender, Religion, Race, Color, National Origin, Age, Disability Harassment

Verbal:

1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, race, color, age, disability, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
2. Conducting a "campaign of silence" toward fellow students, staff members, other people associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.

Nonverbal:

1. Placing insulting or threatening objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

Physical:

1. Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member or other person associated with the Corporation, or third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the Corporation, or by third parties should make contact with the Principal, Assistant Principal, School Nurse, or School Social Worker.

The student may make contact either by a written report, telephone, or personal visit. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). Each report will be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of legal or administrative proceeding, no one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- a.) Protect the confidentiality of the student who files a complaint
- b.) Encourage the reporting of any incidents of sexual or other forms of harassment
- c.) Protect the reputation of any party wrongfully charged with harassment. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to the proper authorities in compliance with state law.

## CELL PHONE CONTENT AND DISPLAY

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

1. It is “child exploitation”, a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
2. It is “child pornography”, a Level 6 felony under I.C. 35-42-4-4 ©, for any person/student to knowingly or intentionally possess a picture, drawing, photograph, negative image, undeveloped film, a motion picture, a digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 18 years of age or who appears less than age 18.
3. “Sexual conduct” is defined by I.C. 35-42-4-4 (a) (4) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
4. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4 (b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## METAL DETECTORS

### A. REASONABLE SUSPICION

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

## **B. ADMINISTRATIVE SUSPICION**

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

1. School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
2. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each elementary, middle, and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

## **C. USE OF METAL DETECTORS--PROCEDURES**

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify and expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each elementary, middle, and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each elementary, middle, and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each elementary, middle, and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

## **D. METAL DETECTOR RANDOM CHECKS**

1. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
2. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.

3. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
4. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
5. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of a student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

### **E. METAL DETECTOR CHECKS OF INDIVIDUAL STUDENTS**

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal containing object or weapon. The provisions of the Board Policy regarding person searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

## **LUNCHROOM MANNERS**

The following manners and rules are expected to be observed by the students in order to make lunch a pleasant and relaxing time:

1. Students will be courteous and polite while waiting for their trays.
2. Good eating manners should be observed by all students.
3. The cafeteria should be left in a clean/tidy condition.
4. After dismissal, trash should be placed in the proper receptacle.
5. Food may not be taken from the cafeteria.
6. Students may talk quietly with their neighbors in the cafeteria.
7. Students should treat the cooks with respect and courtesy.
8. Food and trash are not to be thrown.
9. When entering or leaving the cafeteria, the students will walk quietly in line.
10. Students must listen to and obey instructions given by the cafeteria supervisors.
11. Since the school provides a nutritious, hot lunch, food from fast food restaurants should not be brought into the cafeteria for a student. In addition, carbonated beverages or glass bottles should not be packed in a student's lunch.
12. After eating, students will be dismissed to go to the recess area or return to their classroom.

## **RECESS**

Recess is scheduled for all students at least once during the day. Students need this time for fresh air and activity. However, recess time is considered a privilege, and may be used for student/teacher resource time or extra instructional assistance. We want recess to be a safe activity period for all students and expect the following procedures to be followed.

1. Noise must be kept to a minimum when going to and from recess.
2. Only one person may be on a swing and no one will push. There will be no standing or sitting sideways on the swings.
3. Students are to go down slides feet first at all times. Only one person may go down the slide at a time.
4. Fighting is not allowed at recess or at any other time in school.
5. There is to be no eating on the playground.
6. Rough play, tackle football, and rock throwing are not permitted.
7. Throwing snowballs and sliding on the ice is not acceptable.
8. Children should play fairly, courteously and respectfully at all times.
9. Students will obey and follow all directions of teachers and supervising assistants.
10. All students are to go outside for recess. EXCEPTIONS: Students having a note from home stating the reason for not going out for recess. A doctor's statement is necessary when a student misses three consecutive recesses. Also, a teacher may require a student to remain inside.
11. Students are only to come into the building in the case of an emergency. If there is an emergency, permission will be given to the student by the recess supervisor.
12. Recess will be outside, weather permitting.

## **TECHNOLOGY ACCEPTABLE USAGE POLICY**

The computer system is the property of the corporation, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the internet, e-mail, computers, and network. The system is designed to keep a record of all activity on and off the internet, and this information is also corporation property. It is important for all users to understand that no use of the internet or e-mail can ever be guaranteed private.

*The corporation may modify these rules and guidelines at any time by publishing modified rules on the system. The signatures on the AUP at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.*

### **A. CHILDREN'S INTERNET PROTECTION ACT (CIPA)**

Northeastern Wayne School Corporation is in compliance with the Children's Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation.

### **B. USER ACCOUNT PASSWORDS**

All users, staff and students, are given an account upon their entry into the district. Any person to whom an account is given is the *only* person to use that account. Each user is responsible for the security of the system. Passwords should not be shared. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable.

### **C. INTERNET ACCESS**

The internet can contain information that may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. Northeastern Wayne School Corporation does not condone or permit the use of this material. The use of technology within the school setting is a privilege, not a right and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the internet.

Parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations of their child's internet use.

### **D. INTERNET SAFETY**

In order to ensure the safety and security of students when using electronic email, chat rooms, or any other means of electronic communications, Northeastern Wayne Schools will monitor the use by students such communications when using school-provided electronic equipment or when using other electronic equipment enabled by school-provided software, network, or wireless connection.

#### **E. ELECTRONIC MAIL (E-MAIL)**

Students will be assigned email addresses by the corporation. Students will also have access to any web based email accounts that are theirs. All email must follow the rules of appropriate use. Please see Rules for Communicating with Others Via Email for more information.

#### **F. ACTIVITIES THAT ARE NOT PERMITTED**

- Searching, viewing, sending, or retrieving materials that are not related to school work, community service, employment or college information (hence, searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials is not permitted)
- Plagiarism, copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted); Source, author, website source and date accessed, etc. must be present on any printed copy or inclusion in any paper, on the same basis as using quotes from text book or periodical
- Subscription to any services
- Any use of district computers for financial gain
- Sharing of the user's or another's home address, phone number, or other personal information
- Playing games or using other interactive sites such as chats, unless specifically assigned by a teacher
- Unauthorized access, including "hacking", and any activity that violates a school rule or a local, stat, or federal law
- Offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law
- Forging electronic mail messages or using an account owned by others
- Gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user
- Invading the privacy of others
- Posting anonymous messages

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

#### **G. STUDENT RIGHTS**

Students' right to free speech applies to communication on the internet. Northeastern Wayne School Corporation's electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

#### **H. DUE PROCESS**

The district will cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

In the event there is an allegation that a student has violated the district acceptable use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before an administrator.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

#### **I. LIMITATION OF LIABILITY**

The corporation makes no guarantee that the functions or the services provided by or through the deistrict network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data, or interruptions of service. The corporation is not responsible for the accuracy or quality of the information obtained through or stored on the network. The corporation will not be responsible for financial obligations arising through the unauthorized use of the network.

**NORTHEASTERN ELEMENTARY SCHOOL  
2019-2020**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Teacher** \_\_\_\_\_

**PERMISSION TO PHOTOGRAPH/VIDEO**

We do \_\_\_\_\_ do not \_\_\_\_\_ grant permission for photographs or videotapes of our child's image and/or work to be used.

Student's initials: \_\_\_\_\_

Parent's initials: \_\_\_\_\_

**TECHNOLOGY ACCEPTABLE USAGE AGREEMENT**

We have read the Acceptable Use Policy for School Technology and understand its significance. We have discussed the rules for technology use at school. We understand that access to technology is designed for educational purposes, and it is the student's obligation to use the resources in a responsible manner. We recognize it is impossible for the school district to totally restrict access to controversial materials, and we will not hold them responsible for materials children may acquire on the network. We accept full responsibility for supervision of technology use outside of school. We hereby give permission for my child to use school technology.

Student's initials: \_\_\_\_\_

Parent's initials: \_\_\_\_\_

**HANDBOOK**

We have read and reviewed the Northeastern Elementary Student/Parent Handbook. In signing, we indicate an awareness of school practices and procedures. Failure to sign and return this form does not exempt your child from being bound by the school practices and policies set forth in the Student/Parent Handbook.

Student's initials: \_\_\_\_\_

Parent's initials: \_\_\_\_\_

**CONSENTS AND EMERGENCY MEDICAL AUTHORIZATION PERMIT**

I understand that in order to provide the safest possible environment and most complete educational program for my child, the school needs to be informed of any health or medical conditions that may affect my child's school day or impact their learning. I understand that medications of any kind are not allowed on school grounds without the proper medical authorization on file. I understand that for the safety of my child, or to provide for their educational program the school nurse may need to share information about my child's condition with appropriate school staff. This will be done in a confidential manner. If I do not wish that information shared, I must request this in writing and file it with the school nurse. Whenever my child is involved in a school activity and I am unavailable or otherwise unable to provide authorization directly, I grant the school principal or his/her designee the authority to act for me and to provide any required consents and authorization for the delivery of emergency medical care, diagnosis, and treatment, including surgical intervention, if necessary, on behalf of this minor child and do all the other necessary things as I might or could do to provide for the child's health and safety, if I were present. This authorization is valid for the current year or until such time as I withdraw the authorization.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Notice to Students and Parents Regarding Cell Phone Content and Display**

(From page 32-33 of the Parent/Student Handbook)

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

1. It is “child exploitation”, a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
2. It is “child pornography”, a Level 6 felony under I.C. 35-42-4-4 ©, for any person/student to knowingly or intentionally possess a picture, drawing, photograph, negative image, undeveloped film, a motion picture, a digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 18 years of age or who appears less than 18 years of age.
3. “Sexual conduct” is defined by I.C. 35-42-4-4(a) (4) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
4. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
5. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

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By signing below, the student acknowledges a level of understanding of the rules and regulations concerning cell phone use and possession as outlined in the Student/Parent Handbook. The student also understands the degree of consequences possible for the contents of his/her cell phone and its use as described by the aforementioned Indiana codes.

As the student’s parent or legal guardian, I acknowledge my understanding of the degree of consequences possible for the contents of my student’s cell phone and its use as described by the aforementioned Indiana Codes and will reimburse the Corporation for any fees, expenses, or damages incurred as a result of my child’s violation of any of the regulations presented within the Student/Parent Handbook.

Student’s Name \_\_\_\_\_ Grade: \_\_\_\_\_

Student’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Name \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

**(This section must be returned to school.)**