

South Newton School Corporation

South Newton Elementary School

Elementary Student Handbook

2016-2017 School Year

Board Approved May 23, 2016

South Newton Elementary School Student Handbook
adopted by South Newton School Corporation Board on May 23, 2016

MISSION STATEMENT

The staff of South Newton Elementary School, in partnership with parents and community, will provide a positive child-centered learning environment in which every student will grow academically, emotionally, physically, and socially.

STUDENT MISSION STATEMENT

We are a school of Learners, Listeners, and Leaders.

INTRODUCTION

Welcome to South Newton Elementary School. The information presented in this handbook folder has been carefully prepared by the administration, staff, and parents to assist you in becoming informed on your school's policies and procedures. We hope this will be of great value in helping you to be acclimated to our school and become an integral part of it.

South Newton Elementary School
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Kentland, Indiana 47951
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Casey Hall, Principal
Mark Mayhew, Assistant Principal

Each Wednesday our school sends home a Wednesday Folder. It includes graded papers, flyers on activities, various information, etc. On Wednesday we will post our newsletter in a mass email and on our school's web site, which is <http://www.newton.k12.in.us>. This will contain pertinent information about the school as well as the school cafeteria menus. Classroom teachers will also be posting on the school website. Please watch for these so that you can be informed on school happenings. If you do not have access to the internet, let us know and we will send you a hard copy in your child's folder. We have gone to the online posting as a cost saving and a "green" approach to our communication. It is very important that we are able to have good communications with our families.

ARRIVAL AND DEPARTURE

The typical school day will be 7:45 A.M. to 3:00 P.M. Students will be considered tardy at 7:50 A.M. and must have their parent/guardian sign them in at the school office. For elementary students arriving, please drop the students off at the designated area, directly east of the Kindergarten/First grade wing. Students being picked up after school will be dismissed at 3:00. Parents are reminded to send a note to their child's teacher if they are being picked up. Pick up is at the curb just east of the kindergarten wing. Students will be walked out to this area to meet their ride.

As students arrive to school and exit the buses, they will enter through the elementary gym entrance doors, which will be open at 7:30 a.m. Students eating breakfast can proceed to the

cafeteria. Students not eating breakfast will sit on the bleachers in the elementary gym until they are dismissed to go to their classrooms. Students will also be allowed to attend Running Club during this time.

All students who leave school during the day must do so through the office. Parents who come to get students must report to the office where the student will be called from the classroom to the office. If the parent is sending someone other than the legal guardian to pick up a student, please notify the office by phone or note before the time the child is to be picked up. This way, we will know someone other than the parent is authorized to pick up the child. A parent or responsible adult must sign the student out before the student may leave South Newton Elementary.

ATTENDANCE

Regular attendance is important for successful achievement in school. Your cooperation is very important because irregular attendance is one of the chief reasons for poor work. Regular school attendance and promptness in meeting responsibilities are characteristics of good students.

School attendance in Indiana is compulsory on the date in which the child officially enrolls in school/or between the ages of seven through sixteen. Students are expected to attend school and to be on time in order to receive maximum benefits from the instructional program, and to develop habits of punctuality, self-discipline, and responsibility. The student's attendance is recorded in their permanent record card. Students with good attendance generally achieve higher grades, enjoy school more, and are much more employable after finishing school. Some of the responsibility for regular school attendance can justifiably be placed on the student. However, Indiana law places the weight of this responsibility squarely on the parent when it states, "It is unlawful for a parent to fail to ensure that his/her child attends school as required... A person who knowingly violates this, commits a Class B misdemeanor." When a student is absent, the parent or guardian must notify the school each day prior to 8:30a.m. and explain the reason the child is absent. If you do not have a telephone, send a message to the office with another child, neighbor's phone, etc. If you do not contact the school and the child is not in school, you will be contacted by the school. This serves not only as a means of reporting a sick child, but also it is for the safety of the students.

To better account for student attendance and to increase security for students, a sign-out/sign-in system is used. Any time a parent, guardian, or other adult picks up or brings a student after the morning tardy bell, he/she must sign the sign-out/sign-in register in the school office. Indiana law mandates compulsory attendance as stated in Section 20-8.1-3-17 Indiana Code. Any student who demonstrates excessive absences/tardies and is in violation of the state school attendance policy may be referred for further investigation and/or retention. IC 20-33-8-12 defines habitual truant as a student who is chronically absent, by having absences from school for more than ten (10) days of school in one (1) school year. Indiana law also states, "**If a parent does not send his child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity...**" Therefore, if a child's doctor/dentist appointment results in an absence from school, for any length of time (more than 2 days), a physician's note is required in order for the absence to be excused. The school realizes that there are legitimate reasons for students to be absent from

school. However, the school must set acceptable standards for attendance and reserve the right to classify absences. Days of absence other than illness or funerals will be unexcused. Instruction begins at 7:50 am. Student who are tardy miss instruction which is the purpose of school. Students who are tardy three times will be assigned an afterschool detention.

Perfect attendance awards will be given for students that have been at school each day and have no tardies. Good attendance awards will be given for students having 3 or less absences or tardies.

BIRTHDAY GIFTS, BALLOONS, FLOWERS, Etc.

Although it might seem like a little thing to send flowers and balloons to a student for Valentines' Day, it can be a major safety issue. There are multiple deliveries which is difficult in the office when we are trying to take care of students, their needs, and the phone. Once they are delivered to the classroom, we have little children carrying glass vases with flowers and balloons onto buses. At Valentines' Day alone, we have had over 100 deliveries for children. With this in mind, the administration and the PTO have agreed that we will no longer accept any gifts to be delivered at any time to our school. Please make sure family members know so if they want to give something, they can bring it to your home.

BULLYING/HARASSMENT

Bullying and/or harassment of another student is viewed as a serious offense and will be dealt with as a serious, negative behavior. Indiana Code 20-33-8 defines bullying as "overt repeated acts or gestures, including verbal or written communications transmitted: physical act committed; or any other behaviors committed by student or group of students with the intent to harass, ridicule, humiliate, intimidate, or harm the other student." The bullying rule can apply "when a student is on school grounds or a school sponsored function." In some cases, bullying may also include actions that have occurred outside of the school day or event. Cyber bullying is included under this code.

BUS INFORMATION

South Newton School Corporation provides transportation by bus for all students. However, riding a school bus is a privilege, not a right. Students are not allowed to switch from their assigned bus except in the case of extreme emergency or parent visitation/child care issues. **Parents must send a note explaining the parent visitation/child care situation or call the school explaining the extreme emergency before a change will be considered.** If we do not have a note or receive a call from the parent or guardian, the student will be sent home on his or her regular bus. Many of our buses are at capacity and do not have the room for additional passengers. We put a high emphasis on your child's safety. We will not make any changes to transportation to students after 2:00 pm. Last minute changes increase the chances of a student not being put on the correct bus.

At registration the student and parent will receive and sign the rules agreement for riding the bus. The school bus driver's first responsibility is to ensure physical safety of the students and the safe operation of the school bus.

CAFÉ

A nutritious breakfast and lunch is provided daily for your convenience. Free or reduced lunch assistance application forms are available when registering. If during the year your financial situation changes, contact the school office for an application.

Lunch and breakfast money should be sent in a sealed envelope with the child's name on the outside. There is a locked cafeteria drop box in the office where the students put the envelopes. All meals must be prepaid. You may pay by the day, week, semi-weekly, or monthly. When making a family payment, please list ALL names of the children on the outside of the envelope. Payment can also be made online through your Harmony account. Online transactions take about 24 hours to process, but are available 24/7. Soda pop cannot be in our lunchroom since we are a part of the Federal Lunch Program. Please do not send it in your child's lunch or bring it with you if you eat lunch with your child.

CANCELLATIONS/CLOSINGS

Currently families that have given us their contact number receive notification of closings, delays and cancellations through School Reach. Every effort will be made to inform the public when school will be closed. If at all possible, the announcement will be broadcasted between 6:00 a.m. and 6:45 a.m. unless emergency conditions are late in developing. When schools are confronted with an emergency, such as extreme conditions of snow, ice, mechanical failures, parents are asked to listen to their radio and television stations which include: WIBN (98.1FM), WRIN (1560 AM), WLQI (97.7 FM), WGFA (94.1 FM), WLFI-TV 18, WASK (105 FM) and WAZY (96.5 FM). Your child should know where he/she is to go when early emergency school closings occur. We will have it on the early emergency information card that you fill out at registration.

COMPUTER USE

All South Newton students K – 5 will be immersed in a 1:1 digital learning environment, creating opportunities for increased student engagement in learning to meet the needs of the digital learner/citizen, encourage independent and project-based learning, promote problem-solving/critical thinking and provide a means for student collaboration on local and global levels.

All students in our school will have access to technology devices in the classrooms and computer labs. Responsible use and care of device is expected. All SNES families will sign a Device Agreement before a student will be issued a device.

Intentional misuse of personal devices or school's technology will result in modification of technology privileges.

DRESS CODE

Students and parents are urged to use good judgment in attire and grooming: simplicity, safety, neatness, and appropriateness. Students should avoid clothing that detracts from the primary activity of school – LEARNING. Shirts with alcohol, tobacco prints, heavy metal groups, spaghetti straps, “attitude shirts”, or shirts that expose the abdomen or belly button are not to be worn to school. Hats and bandanas are not to be worn in the building. Writing and/or pictures on clothing should not be offensive. For safety sake, no hooped jewelry for the ears, eyebrow, or nose should be worn during the school day. Belts should be worn if pants do not stay up safely at the waist. Appropriate clothing will be provided when deemed necessary.

During cold weather, students should be dressed warmly enough to be comfortable when recess is outside. Students are expected to go outside for recess unless it is raining or bitterly cold. Boots are needed on snowy days. All students need clean (not necessarily new) gym shoes to keep for use in the gym only. We have nice gym floors and want to take care of them.

FAMILY EDUCATION RIGHTS and PRIVACY ACT

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

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family outside service providers. The school must have the parents’ written consent to obtain records from an outside professional or agency. Confidential information that is in a student’s record that originates from an outside professional or agency may be released to the parent through the originator, and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the Guidance Office in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate persons present to answer any questions.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, DC
www.ed.gov/offices/OM/fpco

Information inquiries may be sent to the Family Policy Compliance Office via the following email addresses: PERPA@ED.Gov; and PPRA@ED.Gov

FIELD TRIPS

Field trips are not just “fun outings” for our students, but are teacher-planned trips that support and enrich our curriculum. The curriculum is set at the state and corporation. With this in mind, it is important to be aware that these are not optional activities, rather an integral part of the school’s learning program. These trips will be announced ahead of time. Each student will bring home a permission slip to be signed by a parent or guardian before the trip. If we do not have a signed permission form, we cannot allow the student to participate. The student will remain at school doing assignments that support that aspect of the curriculum.

Parent volunteers may be needed to assist with the chaperoning of the trip. We kindly ask that you follow the guidelines:

1. Have a limited criminal background check on file at the school.
2. Stay with your assigned group at all times.
3. All Indiana schools are to provide smoke-free environments for our students, so we must ask that you not smoke.
4. Other children in the family may not attend. Chaperones for field trips must be parents or guardians.
5. Serve as a good role model for your student group.

FIRE, TORNADO, AND CRISIS DRILLS

Fire, tornado, and crisis drills will be held periodically in order to accustom each student with a safe and efficient exit or place of security. Every student must cooperate fully in order to ensure the safety of all students. Fire drills occur once a month, tornado drills occur twice per semester, and per state law, crisis drills are conducted once per semester.

Procedure for Drills:

1. Leave all materials and go without delay on the route as posted for the room. Always walk!!
2. All students will move quietly and quickly to their designated area.
3. For fire drills, do not re-enter the building until the all-clear signal has been given.
4. Do not talk at any time during the drill. Absolute quiet is needed in case further instructions need to be given. If you speak, you may be putting someone else in danger.

HOMEWORK POLICY

Our goal is to help students use in school study time wisely and take responsibility for their own lessons. Students should read daily at home. Math facts can be practiced until mastery is

obtained. Spelling words can also be studied at home. At the beginning of the school year, you will receive guidelines that are grade level specific for the students.

All students in grades three through five will use a digital assignment notebook and are expected to use this to organize their assignments. This will be a large part of their study skills grade. All chronic incomplete work could lead to nonparticipation in extra activities, including field day and field trips.

Make-up work is required after an absence. For each day of excused absence, the student will have one day to complete the work. If a student has a family emergency in which there is no opportunity to complete assignments, parents are asked to write a note to inform the classroom teacher of the situation.

LAW ON MISSING CHILDREN

1. Schools must require a student who initially enrolls in the school corporation in any grade to provide the name and address of the school the student last attended, if any, and a certified copy of the student's birth certificate.
2. If the birth certificate or other proof of the student's date of birth is not provided to the school within 30 days of the student's enrollment or if it appears inaccurate or fraudulent, the school must notify the Indiana Clearinghouse for Information on Missing Children.

LOST AND FOUND

Jackets, hats, mittens, sweatshirts, etc. are often turned in to the school office when found. Too often these items go unclaimed. Parents are welcome to check the "Lost and Found" to claim misplaced items. **Labeling your child's clothing and belongings is highly encouraged.**

MEDIA CENTER

Classes are scheduled into the Media Center each week. Books are checked out and must be returned. If a child finishes a book before their class scheduled time, he/she may return the book to the library and get a new one before school starts in the morning. We encourage students to read, and we supply books to all students. Students that have overdue books may be restricted to keeping library books at school.

MEDICAL STUDENT SERVICES

HEALTH-RELATED SERVICES are available in the health suites located adjacent to the high school guidance waiting room and in the elementary front office. When injury or illness occurs at school, the student should be seen and treated in the health suite. If a student's stability is questionable, the student should be escorted to the health suite in case of an emergency en route. Routine medication, as well as "as needed" medication is dispensed in the health suite. During the nurse's absence, these services could be rendered by designated personnel. Students in need

of additional medical advice and or other counseling services are welcome to make an appointment with the nurse.

HEALTH SUITE PROCEDURES

If / when a student is in need of health services, the student should report to the health suite **after** obtaining written permission (a nurse referral form) from their teacher, counselor, principal or other school official.

A student is allowed no more than a total of 1 hour in the health suite during any school day. If it becomes **necessary** for the student to leave school, arrangements will be made by the nurse, designated personnel or other school official. Failure to comply can result in disciplinary actions. The student must sign out in the front office before leaving school premises.

MEDICATION AT SCHOOL

A student's medication should be administered at home by parents whenever possible. *Medication that is prescribed three times a day can be given before and after school, and at bedtime. Medication labeled twice a day should be given at home in the morning and at bedtime.* Medication is to be brought to school by the parent and cannot be sent home with the student. If this is not possible, the parent should call the school nurse to make the necessary arrangements. All medication will be given only by the school nurse or person designated by the principal.

Medication coming to school in a plastic bag, envelope, or anything other than the original bottle, WILL NOT be accepted or administered at school. Verbal phone orders will NOT be accepted. We must have signed consent before any administration of any medication. Medication forms can be found on-line.

DISPENSING OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

PRESCRIPTION MEDICATION must have a medication school form filled **completely** out by the doctor. It must be signed by both the doctor and the parent. **Medications** must be brought in the original pharmacy container with the student's name, name of medication, date it was ordered, prescribing physician, dosage and time to be administered.

NON-PRESCRIPTION MEDICATION must have a medication school form filled **completely** out by the parent. It must be signed by the parent. **Medications** must be brought in the original container with the student's name clearly marked. All medicine will be kept under lock and key. A written record of administration is kept in the nurse's office. The school will never take the word of the student as to the taking of medication. All medication will be destroyed or returned to the parent when no longer used or needed. Destruction will be done in such a manner as to ensure that no other person can obtain possession of it. If medication is not picked up by the last day of school, it will be destroyed.

It is a student's responsibility to come to the nurse's office when it is time to take the medication.

The State of Indiana provides REQUIRED reading to ALL parents regarding certain infections/diseases/immunizations. Please go to: 1.) SNSC website 2.) Faculty/Parents, 3.) Health Services, to read the updated, required information.

PARKING

Visitor parking is located in the first row, directly in front of the elementary and gym entrances. Please follow the designated walk areas when entering and exiting the building. To ensure the safety of all, please do not walk in between buses.

PROMOTION/RETENTION

The awarding of grades and making decisions relative to promotion or retention are the sole responsibility of teachers and principal. Parent agreement and cooperation is highly desirable. Parents are to be kept informed of their child's progress through report card, personal contacts, letters, and parent/teacher conferences. Students exceeding 10 days absence will be considered for retention. Third grade students who do not pass IREAD-3 will be retained in third grade in accordance with Indiana guidelines and South Newton School Corporation policy.

REPORT CARDS

Report of Student Progress is conveyed to parents four times, each following the end of a nine-week grading period. Midterm progress reports are sent home midway through the nine-week grading period. The Report of Student Progress will be sent home with the student on the last day of school. Student grades, attendance, discipline, and lunch accounts can be viewed on the Internet by signing up for user name and password for Harmony.

SOUTH NEWTON ELEMENTARY SCHOOL GRADING SCALE

A+	= 100%
A	= 99%-93%
A-	= 92% - 90%
B+	= 89% -87%
B	= 86% -83%
B-	= 82% -80%
C+	= 79% - 77%
C	= 76% - 73%
C-	= 72% - 70%
D+	= 69% - 67%
D	= 66% - 63%
D-	= 62% - 60%
F	= 59% and below

SCHOOL-WIDE EXPECTATIONS AND RULES

Students need and deserve a school environment that is physically and emotionally safe and where the expectations are clearly defined and enforced.

Playground and Building Rules

1. Students will walk and talk quietly in the building.
2. Students will follow directions of the supervisors.
3. Students will be on time and be visible to supervisors.
4. Rough play, fighting, and bullying are not permitted.
5. Students will use all equipment properly.
6. Students will follow the laws of Indiana.

Café Rules

1. Students will walk in the restroom and wash hands.
2. If students have coats, they will hang them on the chairs before getting in line.
3. Students will eat using good manners and visit with soft voices.
4. When finished, students will clean up around their area.

Consequences

Positive behavior will be reinforced and rewarded by:

Frequent praise

Individual or small group recognition

School-wide rewards

Special opportunities

Negative behavior will receive appropriate consequences that become more severe depending on the seriousness and frequency of the negative behavior.

Severe or negative behavior includes the following:

- Verbally or physically hurting others
- Verbally or physically threatening harm to others
- Willfully destroying or taking property
- Bad language or improper gestures
- Behavior that interrupts the learning process

Severe or negative behavior may result in the following but is not limited to:

- Before or after school detention
- In school suspension
- Out of school suspension
- Saturday School
- Expulsion
- Contact with local law enforcement or probation officer
- Participation in field trips, programs, or special activities can be limited
- Participation in recess may be limited

SNACKS

Due to health concerns, we will only accept prepackaged items for classroom parties, birthday treats, and other treats shared in classrooms. Home baked items cannot be accepted.

CELL PHONES/ELECTRONIC DEVICES/SOCIAL MEDIA

Cell phones are not encouraged to be brought to school. If cell phones are at school, they should be turned off and in the student's locker. If the cell phone is being used during school hours, it may be placed in the principal's office until the parent can pick it up. The student may also be

subject to disciplinary action. Responsible and appropriate behavior with all digital devices is expected at all times during the school days including, but not limited to buses, bus stops, field trips, or other school related functions. Misuse of cell phones, electronic devices, or social media may result in disciplinary action determined by school administration and possibly law enforcement.

TEXTBOOKS

Technology devices, textbooks, and workbooks are paid for by textbook rental funds. Students are responsible for the care of the books and technology devices assigned to them. Loss or damage of these books will result in full payment to the school corporation. Applications for book rental assistance (Free and Reduced Lunch Assistance form) should be filed when registering the student.

TOYS AND POSSESSIONS FROM HOME

School is the place where attention should be focused on learning. Toys brought from home too often become the focal point and become a distraction from learning. Therefore we ask that toys, balls, handheld devices, etc. are not to be brought to school. Teachers may designate a day where items can be brought for a special project, such as South Newton City. School-owned equipment will be furnished for recess use. Please discourage your child from bringing valuable items to school, damages and/or loss of personal possessions are not the responsibility of the school.

IMPORTANT DATES

August 10 - 5:00-7:00 P.M. Kick Off Night
August 11 – First Student Day
September 5 – Labor Day – No School
October 7- End of 1st Nine Weeks
October 13 – Parent/Teacher Conferences
October 21 and 24– Fall Break – No School
November 23, 24, & 25 – Thanksgiving Break – No School
December 21- End of 2nd Nine Weeks
December 22- January 3– Christmas Break for students – No School
January 3 – Teacher Work Day
January 4 – Students return to school
February 20 – President’s Day – Possible Make Up Day
March 10- End of 3rd Nine Weeks
March 16- Parent/Teacher Conferences
March 27-31 – Spring Break – No School
April 14- Good Friday-No School
April 17- Possible Make Up Day
May 24 – Last Student Day (unless make up days are needed)