

South Newton Elementary School Student Handbook
adopted by South Newton School Corporation Board on May 18, 2009

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.

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
219-474-5167 (phone)
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Sandra K. Arini, principal
Mark Mayhew, administrative assistant

Each Wednesday our school sends home a Wednesday Folder. It includes graded papers, flyers on activities, various information, etc. On Wednesday we also have our newsletter which is posted on our school's web site, which is <http://www.newton.k12.in.us>. This will always contain pertinent information about the school as well as the school cafeteria menus. Classroom teachers will also be posting classroom newsletters. Please watch for these from your children 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 7:55 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.

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.

A call to the school's office is expected before 8:30 a.m. on the day an absence occurs. 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 unexcused absences from school for more than ten (10) days of school in one (1) school year.

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.

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 must apply "when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school." 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.

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.

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.

Elementary School Lunch Prices:

Daily Student Breakfast:	\$1.00
Daily Student Lunch:	\$1.75
Extra Milk:	\$.35
Kindergarten Milk	\$.35
Daily Adult Lunch	\$2.25

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. Soda pop can not be in our lunchroom since we are a part of the Federal Lunch Program. Please do not send it in your child's lunch.

CANCELLATIONS/CLOSINGS

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: WIGN (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.

C.L.A.S.S.

CONNECTING LEARNING ASSURES STUDENT SUCCESS

C.L.A.S.S. LIFE LONG GUIDELINES

BE TRUTHFUL
BE TRUSTWORTHY
ACTIVE LISTENING
NO PUT DOWNS
PERSONAL BEST

C.L.A.S.S. LIFESKILLS

INTEGRITY	To act according to a sense of what's right and wrong.
COURAGE	To act according to one's beliefs.
INITIATIVE	To do something because it needs to be done.
FLEXIBILITY	To be willing to alter plans when necessary.
PERSEVERANCE	To keep at it.
ORGANIZATION	To plan, arrange, and implement in an orderly way.
SENSE OF HUMOR	To laugh and be playful without harming others.

EFFORT	To do your best.
COMMON SENSE	To use good judgment.
PROBLEM SOLVING	To create solutions in difficult situations and every day problems.
RESPONSIBILITY	To respond when appropriate, to be accountable for your actions.
PATIENCE	To wait calmly for someone or something.
FRIENDSHIP	To make and keep a friend through mutual trust and caring.
CURIOSITY	A desire to investigate and seek understanding.
COOPERATION	To work together toward a common goal or purpose.
CARING	To feel and show concern for others.
PRIDE	Satisfaction from doing your personal best.

COMPUTER USE

Each student has access to the educational computers available in our labs and classrooms. Every student is assigned a password, and it is the student's responsibility not to share this password with others.

Internet Acceptable Use Policy: South Newton offers Internet access to its students and teachers throughout the corporation. The Internet provides vast, diverse and unique resources for learning. Having access to so many informative and educational topics also includes access to topics that may be considered unacceptable. South Newton has taken measures to minimize this type of access and to protect its students from offensive materials, in accordance with the Childhood Internet Protection Act (CIPA). This is done through the process of blocking offensive sites and monitoring Internet use, as well as teaching students how to use the Internet appropriately.

Since it is impossible to block access to all inappropriate material South Newton reserves the right to suspend or terminate access to anyone misusing technology resources. All users that have access to this technology must sign a legally binding user agreement that acknowledges that the terms and conditions for access have been read and understood. **Network and Internet Access Agreement for Students.** South Newton reserves the right to suspend or terminate access to anyone misusing technology resources. South Newton takes precautions to protect the students' learning environments, so our students will be provided with the highest standard of education.

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. Footwear with wheel devices should not be worn to school. 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/fpc

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 can not 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. Fill out a limited criminal background check and send to 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.
5. Serve as a good role model for your student group.

FIRE AND TORNADO DRILLS

Fire and tornado 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, and tornado drills occur twice 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

1. Homework is assigned at every grade level in our school with each year the requirements being greater. Students who use in-school study time wisely will not be overloaded with homework. The average homework should not take more than twenty minutes through grade two, thirty minutes for grade three, forty minutes for grade four, and one hour for grade five.
2. Students should expect homework Monday through Thursday with weekends being free for family activities. Students may have long-term projects, keyboarding, or free reading that they wish to work on over the weekend.
3. All students in grades three through five receive an assignment notebook and are expected to use this to organize their assignments. This will be a large part of their study skills grade.
4. All student work is to be turned in on time.
5. 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 the absence is on Thursday or Friday, homework can be assigned over the weekend.
6. Students in Reading Recovery will have additional homework.
7. Each grade level has a homework policy specific to the grade level.
8. Students not completing three or more assignments per week will be assigned to an after-school study table. Chronic incomplete work could lead to nonparticipation in extra activities, including field trips.
9. 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.

INSURANCE

Students involved in any extra-curricular sport related activities must show proof of medical insurance before participating.

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 are not claimed. Parents are welcomed 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 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.

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. 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.

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 insure 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.

REPORT CARDS

Report of Student Progress is conveyed to parents four times, each following the end of a 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.

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. Rules and procedures are based on the C.L.A.S.S. components, LIFESKILLS, and guidelines.

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 tray.

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

SCHOOL-WIDE PLEDGE

I will be kind and respect the rights of others. I will make good decisions and take responsibility for my decisions. I will always do my best.

TELEPHONE CALLING

Teachers and students are not to be called from class unless an emergency exists. Messages will be given to teachers and/or students regarding information for them. No student is allowed to use the school phone unless he/she has permission from school personnel. 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.

TEXTBOOKS

Textbook and workbooks are rented. Students are responsible for the care of the books 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, toys, balls, walkman, 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.

August 12 5:00 – 7:00 P.M. Kick Off Night

August 13 – First day of School

No School Dates

September 7	Labor Day
October 19	Fall Parent Teacher Conferences
October 22 and 23	Fall Break
November 26 & 27	Thanksgiving
Dec. 21 – Jan. 4	Christmas Break
January 5	First Student Day of Second Semester
February 15	President’s Day (Possible Make Up Day)
March 22 -26	Spring Break
April 1	Spring Parent Teacher Conferences
April 2	Good Friday (Possible Make Up Day)
May 27	Last Student Day (unless make up days are needed)