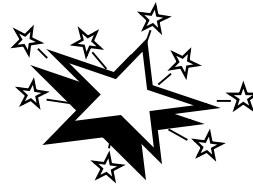


# NORTH ELEMENTARY SCHOOL



63 West Fletchall Avenue - Poseyville, IN 47633  
(812) 874 - 8807 (812) 874 - 8811 FAX

Ms. Terri Waugaman, Principal  
Mrs. Julie Gentil / Mrs. Paula Schmitt, Secretaries

Mrs. Carol Butrum, RN, School Nurse  
Nurse Office (812) 874-8809

Mrs. Kanda Merkley, Cafeteria Clerk  
Cafeteria Office (812) 874-8810

## THIS STUDENT HANDBOOK BELONGS TO:

Name \_\_\_\_\_

Grade \_\_\_\_\_ Phone \_\_\_\_\_ Teacher \_\_\_\_\_

**We have received and read this North Elementary School Student Handbook.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### My Schedule

Gym class \_\_\_\_\_ and \_\_\_\_\_

Art / Music class \_\_\_\_\_ and \_\_\_\_\_

Computer class \_\_\_\_\_ and \_\_\_\_\_

Library \_\_\_\_\_

### "Learning Comes First"

*We believe all people in our school have a right to learn and can learn at different levels and rates. We believe that learning is the responsibility of the total school community. We believe our school should promote a caring, cooperative, and challenging environment conducive to learning for each individual.* (MSD of North Posey County Mission Statement)

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**MSD OF NORTH POSEY COUNTY**  
**School Calendar 2015-2016**

DAY	DATE	EVENT	STUDENT DAY	TEACHER DAY
Monday	8/10/15	Teacher Orientation		1
Tuesday	8/11/15	First Day of School		
Friday	10/9/15	End 1st Grading Period	43	43
Tuesday	10/13/15	Begin 2nd Grading Period		
Friday	12/18/15	End 2nd Grading Period	46	46
Friday	12/18/15	<b>End of First Semester</b>		
		Semester Totals	89	90
Monday	1/4/16	Begin 3rd Grading Period		
Friday	3/11/16	End 3rd Grading Period	48	48
Monday	3/14/16	Begin 4th Grading Period		
Friday	5/20/16	End 4th Grading Period	43	43
Friday	5/20/16	<b>End of Second Semester</b>		
		Semester Totals	91	91
		Total Days	180	181

**NO SCHOOL**

DAY	DATE	EVENT	
Monday	9/7/15	<b>Labor Day</b>	
Monday	10/12/15	<b>Fall Break</b>	
Wednesday	11/25/15	<b>Thanksgiving</b>	Dismiss close of school 11/24/15 and resume 11/30/15
Monday	12/21/15	<b>Winter Break</b>	Dismiss close of school 12/18/15 and resume 01/4/16
Monday	12/22/15	<b>Winter Break Day 1</b>	Potential Makeup Day #1
Monday	1/18/16	<b>MLK Day</b>	Potential Makeup Day #2
Monday	2/15/16	<b>President's Day</b>	Potential Makeup Day #3
Monday	3/21/16	<b>Spring Break</b>	Dismiss close of school 3/18/16 and resume 3/29/16
Monday	3/28/16	<b>Easter Holiday</b>	Potential Makeup Day #4
Monday	4/18/16	<b>Spring Day</b>	Potential Makeup Day #5
Mon-Friday	5/23-27/16		Potential Makeup Days #6-10

**SCHEDULED DATES FOR MAKEUP DAYS**

*If necessary to cancel school during the 2015-2016 school year due to inclement weather, virtual learning days will be utilized and/or scheduled make-up days will be taken in this order:*

DAY	DATE
Monday	12/21/15
Monday	1/18/16
Monday	2/15/16
Monday	3/28/16
Monday	4/8/16
Monday - Friday	5/23-27/16

If additional days are necessary, the days will be made up beginning May 31, 2016. Department of Education requires 180 instructional days.

**2-Hour Early Release Days for Students:**

Tuesday	Wednesday	Thursday
9-1-15	9-23-15	10-15-15
11-3-15	1-13-16	2-25-16
4-5-16	X	X

## GENERAL INFORMATION

### ENROLLMENT/HEALTH/IMMUNIZATION

Students enrolling at MSD of North Posey elementary schools for the first time are required to have a birth certificate, current immunization record, and social security number. Parents must complete a registration sheet and annual health survey for all students at the time of registration and at the beginning of each school year. Records will be requested from the previous school at that time.

### BREAKFAST and LUNCH PROGRAM

The school breakfast and lunch programs at MSD of North Posey elementary schools are provided in accordance with the Federal School Lunch Program. The menu is posted monthly. A prepaid accounting program, utilizing the student's identification number, is used at the schools. Each student will have his/her own account in which money is deposited for lunches, breakfast, extra milk, and "extra" items.

The MSD of North Posey County School Corporation strongly discourages meal charges but we understand there are instances when a student may need assistance with meal funds. It is the responsibility of the parents to provide meals either by food from home, by sending money to school so that the school may supply a meal, or by applying for meal assistance through the free and reduced meal program.

Therefore the following rules apply:

- At all the schools in the district, a student will be allowed to charge a meal when the need arises up to \$5.00, but the parents are expected to bring the negative balance to zero or a positive balance in a timely manner. After the \$5.00 limit has been reached by a student at the Jr. & Sr. High no meals and no alternative meals will be provided; at the elementary schools an alternative meal consisting of a cheese sandwich and milk will be given. No ala carte items will be sold to students with a negative account balance or if that item will put them in the negative.
- Students are informed at the cash register when their meal account is in need of funds. Emails are sent to parents when their child is in the negative.
- **Parents are encouraged to keep track of their students account on Harmony and set up automatic low balance reminder in Harmony under My Notification Profile to receive emails or text messages if the account goes below a level of your choice.** Please set it to send you daily messages, as if you go weekly you may not get the message in time to pay before you get in the negative.
- At the end of each school year there cannot be any negative balances.

Money should be sent to school in a sealed envelope with the student's name on the outside. A check is the best form of payment. We prefer that payments be made at the beginning of the week or month. Students who receive free lunches will need to have account deposits to purchase "extra" items, including milk for days they bring their lunch. Deposits to each child's account are made in the classroom.

The cost of a student lunch is \$2.00 and breakfast is \$1.25. Reduced lunches cost \$.40, and a reduced breakfast is \$.30. Adult lunches are \$3.00. If an adult chooses to have lunch with a student, and will be eating the meal provided by the school, you must **call the school office no later than 9:30 am** with meal choice. **Please limit lunch visits to a maximum of 2 per child per month.** Checks should be made payable to the school. Students may also bring their lunches. Lunches brought from home must be eaten in the cafeteria. Questions regarding your student's lunch account balance should be directed to the cafeteria clerk.

Applications for free or reduced priced meals are to be **filled** out and returned. You are encouraged to apply if you fall within the guidelines that will accompany the application. This information is strictly confidential.

### TEXTBOOK RENTAL

MSD of North Posey County Schools, in keeping with the provisions of Indiana Law, provides a textbook rental program for all students. Textbooks issued are the property of MSD of North Posey schools. They should be used with care and returned in good condition. Students are responsible for books that are lost, stolen, or damaged beyond use.

Assistance is available for payment of schoolbook costs to children of families meeting income standards. Information concerning textbook assistance and application forms are provided to every student at the beginning of the school year. Textbook rental checks should be made payable to the school. **Textbook rental is due by the end of August.**

Kindergarten - \$69.91    Gr 1 - \$80.46    Gr 2 - \$64.46    Gr 3 - \$61.48    Gr 4 - \$72.68    Gr 5 - \$72.46    Gr 6 - \$79.75

### HEALTH SERVICES

The State of Indiana requires proof of current immunizations upon entry into the school. No student shall be permitted to attend school beyond the first day of school without providing proof of immunization. It is the parent's responsibility to keep all immunizations current. The State of Indiana mandates vision and hearing screenings. Vision is screened in kindergarten, third and fifth grade. Hearing is screened in first and fourth grade. Vision, hearing, and scoliosis screenings will also be completed upon request of a parent or teacher. Parents will be required to complete the Emergency Consent-Health Information-Medication Authorization form annually.

Medications should be given at home whenever possible. No medication (prescription or over-the-counter) shall be given or dispensed unless a written medication authorization form is completed, which includes written instructions by the physician or parent/guardian. Medications prescribed for an individual student should be kept in the original container

bearing the original pharmacy label and the student's name. Over-the-counter medication shall be sent to school with the manufacturer's original label and the student's name affixed to the original package. **Any medication sent to school that is not in the original container will NOT be administered to the student.** All medications are maintained in a secured location. Indiana State Law requires a physician statement and parent signature in order for the student to carry an inhaler or Epi-pen on their person.

If a medication is to be terminated, a written and dated consent for withdrawal by the parent is required. The physician order or parental permission is valid for one school year. All medication not picked up by the parent will be destroyed at the end of the prescribed time or on the last day of school.

The school should be notified of any student that has been treated for or head lice. If your child is sent home due to head lice or they have been treated at home, the school nurse must check the student before returning to the classroom or before riding the bus.

If the student is being treated for pinkeye or strept throat, the student must be on antibiotics for 24 hours previous to returning to school. Students diagnosed with chicken pox must be checked by the school nurse before returning to the classroom or riding the bus. Please notify the school nurse if the student has been diagnosed with any contagious disease.

**A student must be fever free without medication, no vomiting or diarrhea for 24 hours before returning to school.**

*All students need a working telephone number in case of an emergency, illness or injury.*

### **WEATHER and SCHOOL CLOSINGS**

All students must follow instructions during FIRE and DISASTER drills. Schools may close due to severe weather or other emergencies beyond our control. In such cases, announcements of school closings will be made through the School Reach call service and on local TV and radio stations. **Please do not call the school or the administration office for school closing information. These telephone lines are to be kept open for emergency purposes.**

### **VISITORS**

All visitors on the school property must enter by way of the front doors and sign the Visitors' Log in the office noting the arrival time and the departure time. A visitor's badge must be worn while on school grounds. We invite you to visit your child's room and get acquainted with the teacher at the school Open House or after-school activities. All conferences and classroom visits should be arranged in advance with the teacher and principal, and at a time when the teacher does not have a child or children in the classroom, or is not on duty elsewhere. Preschool children must not visit unless accompanied by an adult who is responsible for them. Do not ask to bring visitors during the time other schools are not in session.

Occasionally, adult family members may choose to have **lunch with a student. Please limit lunch visits to a maximum of 2 per child per month. Visitors are not permitted to join students for outside or inside recess.** If you will be eating the meal provided by the school, you must **call the cafeteria office no later than 9:30 am** with meal choice. Visitors must pay the adult lunch fee of \$3.00. Be sure to sign in at the office and wait in the foyer for your student's class to enter the cafeteria.

### **NON-CUSTODIAL PARENTS**

Upon request a non-custodial parent, unless restricted by court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. The student will not be released to the non-custodial parent unless the custodial parent gives written permission.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

### **CHANGE of ADDRESS**

The office should be notified immediately of any change of address or phone numbers. It is important that we have current and correct phone numbers in case of an emergency involving your child.

### **WITHDRAWING from SCHOOL**

If it becomes necessary for a student to withdraw from school, the parent or guardian should contact the office and teacher as soon as possible. All classroom books and library books must be returned to the school. Financial obligations must be met prior to withdrawal.

### **STUDENT INSURANCE**

Students participating in inter-school athletics must carry student insurance or be covered under their parents' insurance policies. All policy plan provisions apply so it is important to read the limitations before purchasing insurance. **The School Corporation does not carry insurance to cover student injuries and/or to cover loss or damage to a student's personal property.**

### **TELEPHONES**

Students should ask to use the telephone only in case of an emergency. Permission must be granted by the classroom teacher and principal. **Students may not use the telephone to call home for forgotten homework, lunches, gym shoes or to make social plans.** Parents are urged to call their child's teacher at a time when classes are not in session.

## **LOST and FOUND**

Found articles are turned into the office. Anyone losing articles should inquire about them in the office. The school cannot be responsible for lost items.

## **FIELD TRIPS**

Parents will be notified in writing prior to the field trip as to the date, place, and needed supplies. A student must have a signed written permission slip on file before being allowed to go on any field trip. Students without signed permission slips will remain at school. If chaperones are invited or requested, no siblings are permitted to go.

## **LIBRARY**

The school library offers a wide range of materials for study, research, and pleasure reading. Students may use the library during their scheduled class period or with permission from the classroom teacher and librarian. Students are financially responsible for lost or damaged books.

## **COMPUTER USAGE**

Computers are provided throughout the school for academic purposes. Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting that educational purpose. Any addition or modification of computer programs and operation systems is prohibited. The making of illegal copies of programs or destroying programs is also prohibited. Students may not bring programs from home to use on the school computers. Any inappropriate use of computers in the school setting will be considered to be acts of vandalism. Students are not allowed to use the Internet without permission and supervision from the teacher. The student and parent are expected to sign an MSD of North Posey County Internet Contract (for appropriate use) in order for the student to have access to school Internet facilities.

## **MSD of NORTH POSEY COUNTY ANTI-BULLYING POLICY**

Policy Statement:

The school board of MSD of North Posey County prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

A complete copy of the MSD of North Posey Anti-Bullying Policy will be disseminated to all students at the beginning of each school year. The policy can also be found on the MSD of North Posey website at [www.northposey.k12.in.us](http://www.northposey.k12.in.us).

## **SEXUAL AND RACIAL HARASSMENT POLICY**

The MSD of North Posey County has adopted a sexual harassment policy and a racial harassment policy. It is the policy of the MSD of North Posey County Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of MSD of North Posey County Schools to harass any student, teacher, other school employee, or visitor through conduct or communication of a sexual nature. It shall also be a violation of this policy for a student to harass any student, teacher, other school employee, or visitor through conduct or communication of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities. A complete copy of the sexual harassment policy and complaint procedures is available upon request.

## **ENTERING and LEAVING SCHOOL**

**Students should arrive no earlier than 7:50 A.M.** and then must remain in the foyer/hall until the 7:55 bell. There is not a staff member to watch children dropped off prior to 7:55. The YMCA provides daycare before and after school for a fee. **The school day begins at 7:55 A.M.** Students arriving after 8:10 A.M. are considered **tardy** and must be **signed into the building by a parent/guardian**. Children are not to be in the classroom before 7:55 A.M. Children, who are walking home, riding a bicycle, or being picked up, shall leave the building using the front doors **only**. They will be dismissed at 2:50 P.M. Children are expected to remain at school throughout the school day unless the school office receives a note. Students arriving after the start of school must be signed into the building by a parent or guardian. Students leaving before the end of the school day must be signed out in the office by a parent or guardian. Children are dismissed only from the office area.

**It is recommended that doctor and dentist appointments be made outside of school hours if possible.**

## **HOMEWORK and MAKE-UP WORK**

Homework should be assigned on a regular basis. All homework should be meaningful and should provide reinforcement activities as well as enrichment activities. Teachers assign homework to meet your child's educational needs. The teacher will make every effort to make sure homework assignments are clear and the due date is understood.

All homework assignments are due the following day or upon the day of return in the event of school cancellation, of personal illness, or any other legitimate excuse. Each teacher will determine the legitimacy of excuses. Extended

assignments will be due at a date established by the teacher. Homework must be ready to be presented by the student at the beginning of the class for which it is required. Students **will not be permitted to call** home for homework that they forgot to bring to school.

Under certain circumstances the teacher may keep a child in from recess to complete an assignment. All homework should be marked and/or graded. Please remember that homework will be figured into the marking period grade. Extra credit may or may not be accepted. The teacher will make this determination.

**Make-up work will be provided when a student is out for 2 or more days and must be requested through the office by 9:00 A.M.** It can be picked up between 12:00 and 3:00 P.M. Requested homework is due the day returning to school.

If homework has not been previously requested, it is always the **responsibility of the student**, upon returning to school, to ask the teacher for make-up work. Assignments picked up will indicate when they are due. Students who get assignments upon returning to school will have one day for each day's absence in which to submit the required make-up work. Missed work caused by an extended illness will be reviewed, and specific dates will be established for the work to be completed.

In order to make-up tests and classroom assignments because of a family vacation, the parent must make arrangements with the administration **prior** to the vacation. After approval has been received from the administration, the parent should then contact the teacher for homework. The assignments will be given on the child's last day before leaving for vacation. **Parents must provide a written request prior to leaving; otherwise, the absence will be unexcused.**

### **DELINQUENT BILLS**

Parents are required to pay for outstanding school financial obligations. Parents will be notified of such obligations. School policy requires that overdue obligations will be submitted to a collection agency. Therefore, please keep all bills paid, thus enabling you to avoid the required legal process. Parents are responsible for replacing lost or damaged textbooks, workbooks, library books, student planners and fund raising items. The replacement cost of the student planner is \$5.00.

### **VALUABLES**

It is recommended that students do not bring valuables or large sums of money to school and store in their lockers. If it is necessary to bring such items, make arrangements with the teacher or office for safekeeping. Electronic audio/video devices, cameras, electronic games, skateboards, and trading cards are prohibited. If a student brings any of these items (with permission) the student will be responsible for its safekeeping. Items of value stored in lockers assigned to the student are the sole responsibility of the student. The school shall not be held responsible for damage, loss, or theft of personal belongings.

### **STUDENT BEHAVIOR**

Students are expected to abide by all student rules and policies of both North Elementary school and the MSD of North Posey County Board of Education. The following are all violations of the disciplinary code of North Elementary and are subject to reprimand or demerits.

#### **A. General Rules**

1. Students are expected to conduct themselves in such a way as to reflect only credit to themselves, their parents, and to North Elementary.
2. Students should obey or follow a reasonable order or directive of any North Elementary staff member. Staff members shall include teachers, administrators, custodians, bus drivers, paraprofessionals, and all other employees and officials.
3. Walk when entering or leaving the building and in the halls. Stay to the right.
4. Voice levels: 0=No talking (hallways, and 1<sup>st</sup> 5 min of lunch); 1=Whisper (lunchroom); 2=Normal Classroom; 3=Outside
5. Halls are to be cleared during recess.
6. Use the drinking fountains properly.
7. Stay out of other classrooms, unless you have permission.
8. No chewing gum. No exceptions.
9. Hats shall not be worn in the building except at designated times by the school principal.
10. Fighting on school grounds, during school hours, or while attending school functions is strictly prohibited.
11. Public displays of affection between students are not permitted. (includes holding hands or putting your arms around or on shoulders of another student; even with your friends)
12. Profanity or suggestive actions **will not be tolerated.**
13. **No remote control cars, laser pointers, toy weapons, ~~or~~ aerosol cans or perfume are allowed on school grounds**
14. Any technology devices, such as iPads, iPods, cell phones, MP3 players and DVD players must be turned off and kept in backpacks during school unless the classroom teacher or bus driver gives the student permission to use the device. If permission is not given to the student, the device will be confiscated and taken to the office for the parent or guardian to pick up after school. The school cannot be held responsible for lost or stolen electronics.
15. Students are expected to participate in physical education classes unless a written excuse from the parent/guardian or physician is received. A parent or guardian can only write a 1-day excuse; a doctor's note is required for additional days.
16. Students are expected to be attentive and courteous during school assemblies or special events.

17. Students will not be allowed to sell items on school grounds.
18. Students are not to stay after school unless they are directly involved in a school sponsored activity with proper adult supervision.
19. Students are not allowed to receive flowers, gifts, balloons, etc. at school.
20. Party invitations must be mailed and not handed out in the classroom, unless they are inviting everyone in their homeroom.

**B. Classroom Rules**

1. Each teacher will be responsible for his/her own classroom rules other than the rules stated in the student handbook.
2. Students are not allowed in classrooms unsupervised.

**C. Restroom Rules**

1. No food or toys in the restroom.
2. No fighting, playing, climbing on walls or doors, or stopping up the sink or commodes.
3. No loud talking in the restrooms.
4. No vandalism.

**D. Cafeteria Rules**

1. Remain with your group. Moving from table to table will not be allowed.
2. Quietly talk with those around you. No yelling across the cafeteria.
3. Do not “pop” sacks. Do not smash plastic containers.
4. Pick up all trash under and on top of the table.
5. Do not play with food, utensils or containers in an inappropriate manner.
6. Use good table manners at all times.
7. No exchanging of food.
8. Alternative seating may be required if noise becomes too loud.
9. Remain seated until you have been dismissed, then return your tray to the kitchen politely.
10. When exiting the cafeteria, students will remain at a level “0” in the hallways, in restrooms and classrooms until they exit the building to the playground.
11. Leave playground equipment in your room. Do not bring to the cafeteria.
12. NO food is to leave the cafeteria.

**E. Playground Rules**

1. Everyone is to go outside unless the parent sends a note. A parent note is only valid for 2 days. After that, a doctor’s note is required. If a child is inside to complete work, a student must go to the designated area for supervision.
2. No wrestling, hitting, throwing rocks or mulch, tackle football, grabbing other’s clothes, fighting, or playing in the ditches.
3. Use playground equipment as intended. Only one person is allowed on each swing. No standing or jumping off the swings, slides, or merry-go-rounds.
4. Only one person may go down the slide at a time. No jumping on or hanging from the slide.
5. Students should remain on their appropriate playground during recess unless permission is given by the recess staff. A student must have the permission of the playground teacher to reenter the building, except in emergencies.
6. Never leave school property.
7. Keep shoes on at all times. Dress appropriately for the weather.
8. Stay out of the water and mud. If students get in the mud, they will be expected to clean up before entering the school building.
9. Throwing snowballs will not be tolerated.
10. Hardballs are not allowed at school
11. No food on the playground except for school sponsored treats, or snacks designated by homeroom teacher. Students must clean up and dispose of wrappers.
12. Line up to enter the building. Enter the building quietly.

**SCHOOL BUS POLICY**

The State of Indiana has set regulations for riding the school bus. Riding the bus is a privilege extended to a student that can be taken away anytime for disruptive or unsatisfactory behavior. Any student needing to ride to or from school on a bus other than their regularly assigned bus or to a different stop on regular bus **must** have a bus pass. Bus passes are issued by the office only upon the parent’s notification by note or phone call. Requests for bus passes or other arrangements must be made **prior to 2:00** to ensure time for student notification. The driver of the bus is the official in charge and shall keep order and maintain discipline among the children while on the bus. School bus drivers shall assure that all pupil passengers observe the following regulations. Violations of the regulations will result in the loss of riding privileges.

- Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
- No pupil shall stand or move from place to place during the trip.
- Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
- Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
- No windows or doors will be opened or closed except by permission of the bus driver.
- No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.

- Because of the safety factor involved, students shall restrict if at all possible the bringing of large musical instruments, art objects and etc. on the bus.
- The child shall be waiting at his boarding station when the bus arrives. When bus stops and driver does not see student approaching or visual notification to wait from parent, driver will proceed to next stop.
- Upon receiving a written misconduct notice from the bus driver, school authorities may assign loss of free time, demerit or ultimately deny the privilege of riding on the school bus to any pupil who chooses to not follow bus rules or conduct himself or herself in a gentlemanly or ladylike manner on the bus.
- Any technology devices, such as iPads, iPods, cell phones, MP3 players and DVD players must be turned off and kept in backpacks while on the bus unless the bus driver gives the student permission to use the device. If permission is not given to the student, the device will be confiscated and taken to the office for the parent or guardian to pick up after school. The school or bus driver cannot be held responsible for lost or stolen electronics.
- Buses are equipped with AV equipment for the safety of passengers.

#### **DEMERIT CODE**

In an effort to encourage and reward students for good behavior, any student who remains demerit free for the grading period may participate in the Good Student Activity. *A student who receives suspension will not be permitted to participate in the Good Student Activity.*

- 1.) Accumulation of one (1) demerit per grading period will result in: Notification of parent by demerit slip to be signed and returned.
- 2.) Accumulation of two (2) demerits per grading period will result in: Notification of parents by letter from the teacher and principal to be signed and returned.
- 3.) Accumulation of three (3) demerits per grading period will result in: Parents will be informed by phone call from the principal, and loss of 1<sup>st</sup> recess.
- 4.) Accumulation of four (4) demerits per grading period will result in: Conference with parents, teachers and Principal; lunch detention and loss of lunch recess.
- 5.) Accumulation of five (5) demerits per grading period will result in: In school suspension. Parents will be informed by the office through “suspension” forms and immediate loss of school privileges (athletic team participation, programs, field trips, parties, etc.) Homework will be given.
- 6.) Accumulation of six (6) demerits per grading period will result in: Out of school suspension for up to 5 days as determined by the principal. No homework will be issued for an out of school suspension.

#### **GROUNDS for SUSPENSION or EXPULSION**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following is only illustrative and not limited to the type of prohibited conduct:
  - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continually and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by medical prescription from a physician is not a violation.
8. Knowingly possessing, using, or transmitting tobacco products.



9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, inhalant or intoxicant of any kind;
  - e. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.
13. Knowingly possessing or using on school grounds during school hours an electric paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
14. Possession of a firearm on school property.

The grounds for suspension or expulsion listed above apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any time when a school group is using the school.
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect person on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **ATTENDANCE POLICY**

A student enrolled at North Elementary School is expected to attend school each day. School attendance is compulsory under Indiana law. Parents are in violation of the law when they permit their children to be absent without valid excuses. North Elementary intends to uphold vigorously the Indiana Statutes relating to school attendance.

Excessive absences and tardiness are looked upon as serious matters. The school accepts the responsibility of helping develop good character habits in its students. **Chronic tardiness** is a deterrent to the establishment of such habits and, therefore, cannot be condoned. **Truancy** is a willful refusal to attend school and/or class in defiance of parental and/or school authority. When the school does not receive proper notification for a student's absence, the absence will automatically be classified as truancy and unexcused. The third truancy is considered habitual, will result in a parental conference and/or a day of in-school suspension.

Absences will be excused for **illness, funeral, and those pre-approved by the administration**. All other absences will be considered **UNEXCUSED**. *All absences (excused and unexcused) will be counted in applying this attendance policy.* It is recommended that doctor and dentist appointments be made outside of school hours if possible.

Arriving late to school (tardy) is in violation of the attendance policy and may subject the student to disciplinary action. Tardiness is defined as arriving after 8:10 A.M. Students who are tardy must be signed into the building by a parent/guardian at the office **before** going to class.

**The office should be notified** (by telephone or parental note) **by 9:00 A.M. each day that a student is absent**. Parents will be called on all **unexcused absences**. If a student misses three (3) days in a row, a doctor's excuse is needed to return to school.

The parent must make arrangements with the administration **prior** to a family vacation. After approval has been received from the administration, then the parent should contact his/her teacher regarding homework. Parents must provide a written request **prior** to leaving; otherwise, the absence will be unexcused.

North Elementary has a "closed campus" policy which means all students are required to remain on the school grounds once they arrive in the morning until they leave at the end of the school day, except for validly approved reasons and school sponsored field trips. Confirmation from a parent or guardian must be received stating a specific day and time for early dismissal. The parent or authorized adult must sign the student out of the building at the office.

- 5 tardies (excused and unexcused) will result in: Letter of notification to the parents.**  
**10 days of absence (excused & unexcused) will result in: Letter of notification to the parents.**  
**15 days of absence (excused & unexcused) will result in: Second letter of notification to parents.**  
**20 days of absence (excused & unexcused) will result in: Third letter of notification to parents.**  
**Attendance Officer will be notified. Attendance Officer may make a home visit.**  
**25 days of absence (excused & unexcused) will result in: Fourth letter of notification to parents. Child Protective Services and/or the Prosecutor will be notified.**

### **DRESS CODE**

All students are expected to arrive at school in clean and neat clothes. It is the responsibility of the student and parent to maintain a healthy and respectful looking appearance while attending school and school activities. Specific regulations of the dress standard:

1. Any student wearing any form of clothing considered **too short, too transparent, too vulgar, and too indecent** and/or **too revealing** by school officials may be asked to change or may be sent home to change.
2. Any form of clothing containing vulgar, obscene, or profane words, sayings and/or pictures is considered a violation.
3. Clothing denoting and/or depicting tobacco products, alcohol products, illegal drugs, sexual innuendoes, and/or sexually suggestive pictures or words and/or in bad taste are in violation and **students will be asked to change or may be sent home.**
4. The wearing or displaying of any gang related article of dress or adornment is not allowed at school or any school activity.
5. All clothing should be in good repair. Shirts and pants should not have rips or frays. Clothing purchased from a store with rips or frays are also not allowed.
6. Blouses, shirts, and tops must be long enough to **cover the midriff at all times.**
7. Basketball jerseys or thin/spaghetti strap blouses or dresses are allowed with approved shirt underneath or sweater over the top. No racer-back shirts, tops with large arm holes or off-the-shoulder shirts allowed.
8. Pants must be worn at the waist. A belt should be used if needed. Pants must fit appropriately to cover the bottom at all times including sitting on the floor, recess and gym class activities.
9. Pajama pants are not allowed except on specific fun days.
10. Shorts may not be too tight and must be no shorter than 4" above the knee. If shorter, students must have spandex shorts or compression shorts underneath.
11. **Shorts may NOT be worn in the months of November through March.** Shorts with tights or leggings underneath are not allowed in these months as well.
12. Dresses and skirts should be kept at a length that allows safety in loading and unloading buses and safety on playground equipment. Skirts, including when wearing tights or leggings, must be longer than 4" above the knee.
13. Hats are not to be worn inside the building except during designated school time by the principal.
14. All students at school or school activities must wear shoes. **No heeled shoes**, high platform shoes or heeled boots allowed. Sandals must have a heel strap. Shoes with wheels are not permitted in the school at any time.
15. Appropriate clothing and gym shoes should be worn on gym class days. Students may keep extra athletic shoes in their backpack to change into for gym class.
16. Clothing **and hair styles** that would be a distraction to the education process are prohibited.
17. Hair should be clean, neat, and out of the eyes. No unnatural hair colors are allowed. Mohawks are not allowed.
18. False fingernails are not allowed to be worn at school. Excessive makeup may not be worn to school.

### **AHERA NOTIFICATION**

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, North Elementary School is required to annually notify all school building employees, building occupants or their legal guardians, of the availability and location of the Asbestos Management Plan(s) and of any post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

We are happy to report North Elementary School has been thoroughly inspected and that there are no asbestos-containing building materials in it.

However, State and Federal law requires that we notify you annually that we maintain an asbestos management plan for each building. The AHERA Management Plan(s) are available for public review at the Administration office. You are welcome to inspect and copy these plans during normal business hours. A reasonable charge will be made for requested copies of the Management Plan(s). If you have any questions about our asbestos program, please call the Metropolitan School District office at 812-874-8801.