

# NANCY HANKS ELEMENTARY

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Chad Schnieders, Principal

<b>Teacher</b>	<b>Assignment</b>
Sara Paquette	Kindergarten
Vicki Freihaut	Grade 1-1A
Carla Klem	Grade 1-1B
Janessa Steckler	Grade 2-2A
Donna Merder	Grade 2-2B
Susan Carey	Grade 3-3A
Robin Collins	Grade 3-3B
Deanna Buxton	Grade 4-4A
Cheryl Moesner	Grade 4-4B
Dave Westrich	Grade 5-5A
Ashley Becher	Grade 5-5B
Judy Lindauer	Grade 6-6A
Erica Wetzel	Grade 6-6B
Marby Cox	Special Needs
Denise Bartlett (Part time)	Speech
Becky Polster (Part time on W/Th/Fr)	Physical Educ.
Janet Stoermer (Part time on M, Tu, and W-AM)	Library
Corie Eckerle (Part time on W-PM, Th, F)	Art
Jerrilynn Klueh (Part time on M, Tu, and W-PM)	Music
Deidra Storey (Part time on M, W, and F-PM)	Counselor
Debbie Fischer (Part time on Wednesdays)	Nurse

<b>Support Staff</b>	<b>Assignments</b>
Elaine Bettag	Secretary/Treasurer
Tony Gessner	Head Custodian
Diane Flaherty	Instructional Assistants
Lee Ann Kleiser	Instructional Assistants
Carmen Knies	Instructional Assistants
Katie Huebschman	Instructional Assistant
Chris Knies (Part time on W-PM, Th, and F)	Library Assistant
Brenda Kress	Cafeteria Manager
Carol Fetter	Cafeteria
Mary Denning	Cafeteria
Sarah Kloeck	Evening Custodian
Betty Maddox	Evening Custodian

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August 3, 2010

Dear Parents,

Nancy Hanks Elementary has prepared this Student/Parent Handbook to give you and your child a better understanding of the policies and procedures of Nancy Hanks Elementary School. In working together, home and school can provide a quality educational experience.

At Nancy Hanks Elementary, we believe that everyone can learn and that it is the responsibility of all to hold education as the highest priority. The educational environment will meet the needs of the whole child: academic, social, emotional, and physical. Developing a sense of responsibility and reinforcing basic values will help build a responsible community of learners.

Parent involvement is highly encouraged and welcomed. By being an active participant, you demonstrate the importance you place on education. Participation may come in a variety of forms, such as: volunteering, discussing school activities/ achievements, setting high expectations of grades and behavior, attending school functions, and communicating with the school. Even though everyone has full and active lives, Nancy Hanks Elementary has maintained strong parent and community involvement. The effects on the children are very positive and rewarding.

Communication is very important. Feel free to contact the school if you have any questions concerning your child's education. If you have questions on anything contained in the handbook, please contact me for clarification.

The staff at Nancy Hanks Elementary extends their welcome and sincere hope for an exciting school year!

Sincerely,

Chad Schnieders  
Principal

# *Nancy Hanks Elementary*

## *Mission Statement*

The mission of Nancy Hanks Elementary School is to provide a safe, nurturing environment that addresses the needs of every student.

As learning must be a shared responsibility, the Nancy Hanks students, staff, parents, and community members value education and are continually challenged to become lifelong learners.

The staff is committed to meeting our goals through the development of knowledge, abilities, habits, and attitudes.

To this mission, Nancy Hanks Elementary commits its resources.

## **Attendance Policy**

Absence is defined as the following:

- a) Illness, injury or surgery 10 school days or less,
- b) Legal, medical, or dental appointment, which cannot be scheduled after school hours,
- c) Home emergency approved by the principal/designee, to include illness or death of family member,
- d) Absence conducive to the educational process and approved by the principal/designee
- e) School sponsored functions or state approved functions approved by the principal/designee
- f) Religious holidays - The principal/designee may require verification for the above absences. Failure to provide verification in these instances could result in these absences being declared as truancy.
- g) Approved absences may be granted by the principal's designee when conditions warrant.

An approved absence may be granted for a student going on a trip. This type of absence must be approved by the principal or his designee prior to the absence. Requests must be made within a reasonable time prior to the trip. Students going on a trip may be absent only upon meeting the following conditions: 1) The student will be absent no more than five (5) school days, or at the principal's discretion, 2) The student will be accompanied on the trip by a parent or legal guardian, 3) Requests for absences during the last week of each semester must be approved by the principal prior to the absence.

Any absences for a reason other than those listed above or in excess of 10 days per year are unexcused, unless accompanied by a doctor's statement. However, a doctor's note may be required at any time by the principal.

Truancy is any absence other than those listed for the reasons above.

- a) Unexplained absences will be recorded as truant and students leaving class or study hall without permission of the teachers will be considered as truant.
- b) Truancy is a violation of the school rules established by the Board of School Trustees in compliance with state and federal regulations.
- c) If a student is truant, he/she will not be allowed to make up his/her work and will receive a zero for any tests or work done in the class or classes from which he/she is absent.
- d) A student who is truant twice falls under the Indiana Absent Truancy Regulations will be referred to the Spencer County Probation Department or the principal may recommend expulsion.

Tardiness To School: Any student tardy to school after the beginning of homeroom (7:50) must sign in at the principal's office before continuing to class. Tardiness for class occurs when a student is not in his/her class when the class bell rings. When a student is tardy they are not counted absent unless they miss more than one class period, and arrive before 8:45. Once a student has accumulated three (3) tardies to a class during a semester, that student will be assigned school detention at the discretion of the principal/designee. Such detention will not exceed over one (1) hour for each tardy.

Half-day Absences: If a student arrives after 8:45, they will be counted as absent ½ day. If a student leaves before 2:30, they will be counted as being absent ½ day. If a student leaves school after 2:30, but before the dismissal (3:00), it will be considered an early dismissal if they can provide a doctor's slip. If a doctor's slip is not provided when a student leaves school after 2:30 and before the dismissal bell, then they will be counted as absent ½ day.

Significant illness or medical problem which may not be counted as an absence: Significant illness is defined as the student having a physical or mental impairment, which substantially limits their ability to attend school. This is illness, injury, or surgery, which will require the child missing more than ten consecutive school days. In order to meet the conditions of this definition, the following items must be in place:

- a) Physician's statement regarding the proposed length of the student's absence
- b) Parent notifies the building administration or school nurse of the illness or medical problems in a prompt manner
- c) Student must complete the educational assignments provided by the school

### Guidelines for follow-up on Attendance Violations

1. When a student has been absent five (5) days throughout the year, parents will be informed and the principal/designee may request a parental conference.
2. After six (6) days of absence throughout the year, a letter of warning of court action may be mailed to the parent unless a physician's statement is on file. After seven (7) days of absence throughout the year a pre-court conference will be requested of the parents and student by the principal's designee. After one (1) additional absence, or day of truancy, a referral to the Spencer County probation officer may be initiated.
3. Should a student be absent for more than eight (8) days throughout the year the principal/designee will consider the reasons for the absences and determine whether the process for expulsion from school should be initiated.
4. If a student is suspended from school, this is an absence. However, this absence will not be counted in compiling actual days attended, but will affect perfect attendance.
5. A student who is found to be truant from school will be subject to disciplinary action. If a student is truant from school twice he/she will be referred to the Spencer County Probation Department or the principal may recommend expulsion.

### Procedures for Parents Reporting Student Absences

All absences and tardies are considered truancy until a phone call or a note of explanation, signed by the parent, legal guardian or a doctor, has been received. If an excuse has not been received, the principal or school personnel may call the parent to clarify the reason for absence. The student upon returning to school, shall present a written note for an absence unless the school has made contact with the parent to confirm an absence. If not, the absence will be considered truant and the student will be subject to disciplinary and/or court action. Parents must report student absences by 8:00 a.m. on the day of the absence. All schools have phones with answering machines for reporting absence prior to 7:15 am for parents who leave early for work. The student must request make-up assignments from the teachers. Make-up work will be required for an absence. The student will be given two days for each missed day to complete the make-up work and receive credit for it.

A parent must produce a certificate of a student's incapacity to attend school for a principal/ designee within six days after it is requested, as per Indiana Code 20-8.1-3-20. The certificate required shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science Practitioner who resides in Indiana and is listed in the Christian Science Journal. If such a certificate is requested and denied, the principal/designee may deal with the violation by imposing disciplinary consequences, such as expulsion, or referring the matter to Child Protective Services and/or the juvenile court authorities.

### **Awards and Incentives**

Incentives: All students in grades K-6 participate in the Soaring Eagle Program. Students earn tickets through good behavior and are eligible for prizes on a weekly basis.

Programs: Students in grades 4-6 can participate in the following competitions/programs: Academic Bowl, Math Bowl, Spell Bowl, Geography Bee, Spelling Bee, Santa Claus Optimists Speech Contest, Nancy Hanks Science Fair

6<sup>th</sup> Grade Awards: Nancy Hanks PTO Outstanding Student Award, Maria Hilf Foundation Academic Award, Citizenship Award, All Seasons Lawn Equipment's Most Improved Student Award, David Schlacter Memorial Writing Award, CLI Technology Award, Music and Art Awards

### **Cafeteria**

The purpose of the Nancy Hanks' school meal programs is to make available to each student nourishing and well-balanced meals each day. All students are expected to have a lunch (purchased or brought from home). Breakfasts at school are optional.

The price of the meals will be determined each year and parents will be notified at registration. Applications for Free or Reduced Priced meals are available from the school office.

Money for the week's meals is collected on Monday, whether he/she is eating all week or a few days. If a child is absent during the week, credit is given the following week. It would be helpful if exact change would be sent. It is permissible for families to send money for their children's meals in one amount as long as there is some indication as to each child's name and amount is noted. Parents may also pay ahead for a month, semester, or longer. Each student will have an account. Parents will be notified when their child's balance becomes zero or negative. In the case of continued negative balances, students with a negative balance of \$20-30 will not have the option of breakfast at school until it has been paid. In the case of negative balances over \$30, an alternative lunch will be provided and breakfast will not be an option. In either case, parents will be notified and provided ample time to respond with payments and/or contact the office.

If a child brings his/her lunch, milk may be purchased separately. No soft drinks are allowed. Any student that is allergic to milk must have a medical statement by a doctor on file with the school nurse. As per federal guidelines, anyone purchasing a Type A meal must have milk as part of the meal.

### Daily Class Schedule

7:20 - 7:45	Bus Arrival		
7:45 - 7:50	Students report to class (Tardy after 7:50)		
7:50 - 8:00	Homeroom		
8:00 - 8:45	Period one	12:15 - 1:00	Period five
8:45 - 9:30	Period two	1:00 - 1:45	Period six
9:30 - 9:45	Recess	1:45 - 2:30	Period seven
9:45 - 10:30	Period three	2:30 - 3:00	Homeroom/Extra Activities
10:30 - 11:15	Period four	3:00 - 3:10	Bus line-up
11:15 - 11:45		Primary Lunch and Recess	
11:45-12:15	Intermediate Recess and Lunch		

*Early Arrival:* The doors to Nancy Hanks Elementary will be opened as the first bus arrives (approximately 7:20 a.m.). As there will not be any supervision for the children before this time, parents are not to drop off students before 7:20 a.m.

### Discipline

#### Corporation Discipline Policy

One of the most important lessons education should teach is discipline. While it does not appear as a subject in the curriculum, it underlies the whole educational structure. Without good discipline the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline students cannot realize their greatest opportunities for growth. Good discipline develops self-control, character, orderliness, and efficiency.

Student discipline, delegation of authority, and due process is outlined under Indiana Code.

The following types of student conduct shall constitute grounds for expulsion subject to the procedural provisions.

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeating damage or theft involving school property of small value.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee.

4. Intentionally doing serious bodily harm to any student.
5. Threatening or intimidating any student for the purpose of obtaining money or anything of value from such student.
6. Knowingly possessing, handling, or transmitting 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.
8. Failing in a substantial number of instances to comply with directions of a member of the administrative staff constitutes an interference with school purposes.
9. Engaging in the unlawful selling of narcotics or other violations of criminal law, which constitutes an interference with school purposes.

### Bullying/Harassment

It will be a violation of the North Spencer School Corporations Policy for students to harass or bullying other students. Acts of harassment may be aimed at a person's sex, race, color, national origin, religion, disability, or other personal characteristics. "Bullying" is defined as overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acted committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm. Violation of the school's anti-harassment policy will result in disciplinary action that could include suspension or expulsion.

Under Senate Enrolled Act 162, the bus drivers are responsible for controlling students while on their buses. The driver may refuse to haul any student for discipline reasons for one day at a time. If the situation is not corrected, the principal will request within 5 days, a conference between the driver and the parent. Failure of the parent not attending such conference will result in a five-day student suspension.

### Principal's Plan of Action

At such time that the classroom plan has been exhausted, the child will be sent to the principal's office. Each time this happens, the principal will meet with the student and determine the appropriate consequences. These offenses do carry over and do not start over each day. Parents will be informed of actual or impending consequences. The emphasis is on assisting students through a learning process that will reduce the possibility of repeating the same mistakes. Alternative actions and student responsibilities will be discussed.

In the case of fighting or provoking a fight, a warning will be given for the first offense reported to the principal. A repeat would result in disciplinary action such as suspension (in or out), Saturday School, after school detention, or corporal punishment. Parents will be provided written notifications of the incidents in which the students are to obtain parent signatures and return it to the office the following day. This process is to teach the students to be responsible for their actions, the consequences, and communicating with their parents. Parents wishing to discuss the situation further should contact the principal to schedule a conference.

Severe Clause: If a student is involved in any activities listed in the corporation Discipline policy under "conduct that constitutes grounds for expulsion" he/she immediately skips all steps and goes straight to the principal.

### "Be a STAR"

The Nancy Hanks staff utilizes the "Be a STAR" program:

- Stay positive
- Try your best
- Accept responsibility
- Respect others and the building

### Desk - Locker Search

1. A student using a locker, tote tray, or desk that is the property of Nancy Hanks Elementary School is presumed to have no expectation of privacy in that locker, tote tray, or desk, or the contents there-in.

2. The principal or a member of the administration staff designated in writing may in accordance with these rules, search a locker or desk at any time.
3. The North Spencer County School Corporation by publishing this rule in the Nancy Hanks Elementary Parent-Student Handbook has provided each student and each student's parents a written copy of the rules of the North Spencer County School Corporation regarding searches of lockers and desks and their contents.
4. Other than general search of lockers or desks of all students, any search conducted under this section shall comply with the following:
  - a. When possible, the student involved will be present during the search.
  - b. The purpose of the search will be limited to the search for such contraband as drugs, alcohol, weapons, stolen goods, unreturned library books, or such item, or items, as may affect the health, safety, or order of the school unless otherwise removed.
  - c. That prior to the search there should be reasonable indication that a particular locker, tote tray, or desk contains contraband as set forth in the paragraph above.
  - d. Any law enforcement agency having jurisdiction over the geographic area in which the North Spencer County School Corporation exists, may at the request of the school principal, assist in the school administrators in searching a locker, tote tray, or desk, or its contents, provided that the principal has determined that the probable contents of the locker warrant the expertise of the law enforcement agency. Once opened and/or searched and contraband found to exist, may necessitate law enforcement agency's assistance.
  - e. This regulation shall not apply to the general search of lockers, tote trays, or desks of all students or a class of students for a general administrative inspection of lockers, tote tray, and desks for cleaning purposes.

#### Disciplinary Actions

Disciplinary actions may include the loss of recesses, exclusion from school activities (i.e., athletics, field trips), time out or separation from the others, Saturday School, detention/ supervised study, suspension (in or out of school), corporal punishment, or expulsion, depending on the severity and frequency of the misbehavior. Support and cooperation between home and school will ensure a quality environment in which the students will be able to learn.

#### In-School Suspension

In-school suspension is another manner of handling serious behavior problems. Students report to the office at the beginning of the school day and remain under office supervision until the close of the school day. The student attends no classes, and eating privileges will be restricted to the office area. The student is to bring all textbooks in the morning, assignments will be sent in by the teachers. The principal and teacher will determine if credit will be allowed for any missed make-up work or tests. One student will not necessarily receive an in-school suspension for the same offense as another if (1) he is a repeat offender, (2) the office area is already crowded, or (3) if he is or becomes a supervision problem in the office area.

#### Out-of-School Suspension

There are times when a serious offense requires that student's removal from the school environment. When, in the opinion of the principal, such conduct warrants, a student may be suspended from attending school for a maximum of ten days. The principal and teacher will determine if credit will be allowed for any missed make-up work or tests. Suspended students are not permitted to return for any reason until the morning following the final day of their suspension. This includes all athletic activities during and after school hours. Parents of suspended students are encouraged to make an appointment with the principal to discuss the student's behavior, which led to a suspension in order to, prevent its recurrence.

#### Students Assigned to Detention

Detention can be assigned for behavior problems, general consequences, or having missed 3 or more assignments during a quarter.

### "Major" Student Violation

The acts set forth below are prohibited. Offenders will be suspended and/or expelled for each misconduct.

1. Engaging in any conduct that disrupts or interferes with school purposes. For example, but not limited to - the use of violence, force, noise, coercion, threat, intimidation, fear, or other comparable conduct.
2. Intentionally causing or attempting to cause physical injury to a student or school employee.
3. Refusing to follow directions of school employees or engaging in other acts of serious disrespect to school employees.
4. Engaging in any activity forbidden by Indiana State Law.
5. Willfully truant from school.
6. No student will be allowed to possess or transport to school property any type of firearms at any time. If a student violates this policy, the student will be subject to an immediate recommendation of expulsion for a mandatory period of one year. All expulsion proceedings shall follow due process requirements. Note: The expulsion penalty may be modified by the expulsion-hearing officer, the superintendent or school board.
7. Other serious disruptive acts as determined by the building principal.

### Saturday School

This program is an extension of the school discipline procedures. Students (grades 5-6) may be assigned to this program for various offenses in lieu of out of school suspension. The principal has the authority to assign Saturday School at any time.

## **Athletic Code of Conduct**

A student who reflects discredit upon his/her school, or creates a disruption in the discipline, good order, moral or educational environment of his/her school or school activities shall be ineligible to participate in athletics. Prohibited conduct that requires suspension of athletic eligibility includes, but is not limited to possession or use of tobacco, alcohol or other drugs; fighting or battery; verbal or sexual harassment; theft; vandalism.

Any suspension may be appealed within seven school days, to the building principal. During the appeals process, the student will not be allowed to participate in any athletic contests.

## **Dress Policy**

The school has an obligation to provide a safe and educational atmosphere conducive to the learning process. Students, teachers, and administrators have the right to be safe and free from distracting influences, which hinder the learning process. The school has an obligation to enforce acceptable standards of safety, cleanliness, personal hygiene, and neatness.

It is the parent's responsibility to see that their child is dressed in a manner, which would encourage a positive mental attitude toward learning. Clothing or hats that advertise alcohol, taverns, tobacco, etc. are considered inappropriate for the school setting and should not be worn to school. Mid-drift, halter, see-through tops, flip flops (sandals without back straps) or ill-fitting clothes are considered inappropriate and should not be worn. Shirts MUST have a sleeve. Shorts that are too short or too baggy are also considered inappropriate (shorts must go past "fingertip" length). If a child arrives at school in attire that is not safe or conducive to the learning process, the parents will be called for their assistance, or alternative clothing will be given to the student to wear.

## **Early Departures and Late Arrivals**

If for any reason your child comes in late (after 7:50 AM), they must sign in at the Main Office and have a note for the classroom teacher. If for any reason your child needs to leave early (before 3:10), you must sign them out in the elementary office and send a note to the classroom teacher the day this occurs. Parents are not to go directly to the classroom; they should report to the office. The office staff will contact the teacher that the student should be ready to leave and the student will be sent to the office. This is to prevent interruptions of the instructional time.

## **Emergency Procedures**

### Fire-Tornado-Earthquake-Toxic Air-Security Drills

North Spencer School Corporation has collaboratively developed a Crisis Plan with teachers, administrators, and outside agencies. The Crisis Plan serves a resource and guideline in the event of various disasters or crisis situations. Prevention, safety, and student's needs are addressed. Parents and community members are asked to cooperate and follow the guidelines as implemented by the administrators. For example, in the aftermath of any disaster, parents are required to work with the school officials. Students must be accounted for at all times. Parents would need to sign-out/check-out their children from the principal or secretary.

Disaster drills will be held regularly during the school year. Disaster drill instructions are posted for each room in the building. Quiet must prevail in the building during a drill in order that any instructions given for the safety of the students can be heard and understood.

## **Field Trips**

Field trips for K-6 students are limited to one (1) per semester within a seventy five (75) mile radius from the Corporation office located in Lincoln City, Indiana. Overnight trips in grades K-6 are not permitted. These are sponsored by the PTO through their fund-raising efforts. An overall annual field trip permission form signed by the parents will be required to participate. This permission form covers all field trips that are held throughout the school day. Any other field trip that goes beyond the regularly scheduled day will require a separate permission form. Parents will be notified of departure, arrival, and location of field trips through class notes or through the weekly menu announcements.

A request is often made for parents to accompany the field trip to assist the teacher in providing adequate supervision. Teachers will notify parents of field trips that require additional supervision. Some field trips limit the number of adult participants, therefore some parents may not be able to attend. Space on the bus may also limit the number of attending adults. School lunches will be prepared for field trips.

On occasion, a student may be prohibited from attending a field trip for health or disciplinary reasons. Parents, teacher, and principal will work out a suitable arrangement for the child, if such a situation arises. All students are expected to attend. Students are to ride the bus to and from their field trip destination with the class. Students are not allowed to leave the group unless the parent has submitted a request in advance to the principal and been approved. Teachers are not allowed to permit students to leave the group without this pre-approval.

## **Guidance/Counseling Services**

Guidance/Counseling services will be automatically provided to students in grades Kindergarten through grade six on an as needed basis per teacher and/or parent recommendation. The purpose of this counseling is to help students who are having a particularly difficult time at school either in their academic work or in the areas of social/emotional growth. The purpose is to give these students someone to talk to aside from the regular classroom teacher who often does not have the time to devote as much individual attention as he/she would like. Due to staffing of only 2.5 days per week, priorities and/or referrals to outside agencies may be made.

Through the at-risk counselor, classroom instruction is provided to cover topics such as building self-esteem, conflict resolution, and peer pressure. Parents with any questions or concerns may contact the school.

## **Health Services**

### Miscellaneous...

- Parents should notify the school if their child has a chronic illness, such as epilepsy, heart condition, diabetes, allergic reactions, etc., so this information can be properly recorded. This would also include any physical impairment.

- To be excused from PE, parents must notify the school office. Any more than 2 missed days of PE will require a doctor's notice as to what the injury is.

### Medication

If under any circumstances a child is required to be administered oral medication during school hours and the parent cannot be at school or administer the medication, only the nurse, teacher, or school employee designated by the principal will administer the medication in compliance with the regulations that follow:

1. Written consent signed by the parent is required and will include:
  - a. Date
  - b. Child's Name
  - c. Name of medication
  - d. Time to be administered
  - e. Dosage
  - f. Termination date for administering the medication
2. All medication must be in original container and kept in the nurse's office. Any medication not in its original container will not be given.
3. The school has non-aspirin, tums, and cough drops, which may be given, if the annual permission is completed with parent signature, and is on file in the clinic.
4. The parents of the child must assume the responsibility for informing the school of any changes in the child's health or change in medication.
5. The parents of the child must assume the responsibility on how the medications arrive and leave the school.
6. The school retains the discretion to reject requests for the administration of medicine if the above requirements are not met.

## **Homework Policy**

### Corporation Homework Policy

The Board of School Trustees is aware that good schools are not products of teachers, school superintendents, or school board members alone, but are representative of the entire community. Because parents and teachers in particular should be partners in the education of students, their cooperative effort in assigning and monitoring homework can provide an excellent opportunity to strengthen this educational partnership.

Homework is an out-of-school assignment that contributes to the educational process of the student. It should be an extension of class work and should be related to the objectives of the curriculum presently studied. Homework may include additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject.

#### Homework should fulfill the following purposes or objectives:

1. to review, reinforce, or extend classroom learning by providing practice and application of knowledge gained;
2. to teach students responsibility and organizational skills;
3. to promote wise and orderly use of time;
4. to encourage a carry-over of worthwhile school activities into permanent career and leisure interests;
5. to provide opportunities for broad enrichment activities.

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework. Each student has the responsibility to develop good work and study habits. The student will take home any materials and information needed to complete the assignment. The student should learn to budget his/her time. When study time is provided during the day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once. The student should return all work completed to the teacher by the date requested and make up work missed during an illness or excused absence.

## Internet/Technology Policy

Student users of computing resources are expected to accept and follow certain guidelines in return for the privilege of using the computers, programs, and associated equipment and information. Students are to use only programs and equipment as specified by their teachers. Students should not share their individual password with others.

Any student who is found tampering with the computer system at Nancy Hanks Elementary School may be assigned to a minimum two days of Out-of-School Suspension on the first offense. They may be recommended for expulsion on the second offense during the same school year. Tampering includes using another students or teachers password to enter the system, being in an unassigned area of the system, or causing any other damage to the computer network or the system software.

### Internet Acceptable Use Policy

Internet access is now available on a limited basis to students and teachers in the North Spencer School Corporation. The School Corporation is bringing this access to our students in order that they may receive a broad-based exposure to knowledge and experiences. This program will aid in meeting the educational needs of its students. It will also help our students accomplish educational goals, which are significant, durable, and transferable.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers may have access to:

1. electronic mail communication (e-mail) with people all over the world;
2. remote login to computers around the world using: Telnet, and File Transfer Protocol;
3. research using Archie, Gopher, and Wide Area Information Servers;
4. the World Wide Web which allows all of the above using graphics and sound;
5. discussion groups on any topic imaginable;
6. talking in real time to other users anywhere on the Internet.

Students will have limited access that is teacher-directed. Internet access is a privilege that may be granted during the regular school day. Access after school will only be permitted under principal's approved supervision.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. North Spencer School Corporation has taken precautions to restrict access to controversial materials.

Because the Internet provides access to other computer systems around the world, it is specifically understood that the school system does not have control of the content information residing on these other systems. Students and parents are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. The North Spencer School Corporation does not condone the use of such material and does not permit usage of such material in the school environment. Students who bring such materials into the school environment may have their account terminated and will be dealt with according to the discipline policies of the individual school building.

It is generally accepted that the education value of student Internet access is the joint responsibility of students, parents and employees of the North Spencer School Corporation.

Examples of unacceptable use that may result in the suspension or revoking of the Internet account include but are not limited to:

1. Using the Internet for any illegal activity, including violation of copyright or other contracts;
2. Gaining unauthorized access to resources or entities;
3. Accessing, transmitting, upload, or download pornographic, obscene, or sexually explicit materials;
4. Violate any local, state or federal statute.
5. Vandalize, damage, or disable the property of another person or organization.

You are expected to abide by the following generally accepted rules of network etiquette:

1. Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or other inappropriate language.
2. Do not reveal your personal address or phone numbers of students or colleagues.
3. Do not respond to unsolicited on-line contact. Inform the system operator immediately.
4. Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. It is possible for students to purchase goods and services via the Internet. These purchases could result in unwanted financial obligation on the part of the parent. Under no circumstances should a credit card number be used in the Internet.

The North Spencer School Corporation does not warrant that functions or services performed by, or that the information or software contained on the system will meet the member's requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected. The Corporation does not make any warranties, expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose, with respect to any services provided by same and any information or software contained therein.

Account holders specifically agree to identify the North Spencer School Corporation for any losses, costs or damages incurred by the Corporation arising out of any breach of this section. Any and all provisions of the Acceptable Use Policy is subordinate to local, state, and federal statutes.

### **Miscellaneous**

#### Items not allowed out of backpacks at school

- electronic games (Nintendo, etc)
- portable radio device (iPods, MP3)
- toys
- cell phones

Any of these items that are found to be out of the student's backpack will be sent to the principal's office and must be picked up by a parent.

\*\*Gum is not allowed at school.

### **Non-Discrimination Policy**

The North Spencer County School Corporation is committed to equal opportunity and does not discriminate on the bases of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C.22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such bases under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Dan Sherry, Acting Superintendent, North Spencer County School Corporation, P O Box 316, Lincoln City, Indiana 47552, and (812) 937-2400.

Employer agrees to comply with all corporate education student-learner applicable state and federal employment regulations, will provide student trainees equal opportunity employment and will not discriminate on the bases of race, color, national origin including limited English proficiency, sex, or handicapping conditions.

TITLE IX Compliance Officer Information:  
Dan Scherry, Superintendent  
P.O. Box 316  
Lincoln City, IN 47552  
Phone: (812) 937-2400  
FAX: (812) 937-7187

Section 504 Compliance Officer:  
Dan Scherry, Superintendent  
P.O. Box 316  
Lincoln City, IN 47552  
Phone: (812) 937-2400  
FAX: (812) 937-7187

### **Notes to School from Parents**

Communication between home and school is very important. In order to ensure good communication, the school asks that these guidelines be applied when communicating with the school or making requests:

- All notes from home should include the child's name, teacher's name, the date, and the parent's signature.
- A written request is needed for a student to stay in at recess. A note must be sent for every day the child is to stay inside unless a doctor's statement is issued.
- A note or phone call is necessary if a student is to leave school on a bus other than their regular bus.
- Please notify the school if a person other than the student's parents or guardian will be picking him or her up from school.

### **Parent-Teacher Organization**

Each parent of a child attending Nancy Hanks Elementary school is an automatic member of the Parent-Teacher Organization and is urged to participate in its activities, including parent volunteers in the school program. This organization provides for mutual cooperation in all that concern the development and training of the children. The PTO seeks to foster a direct parental involvement in the child's formal education.

### **Parent Conferences and Visitation**

Parent-Teacher conferences are scheduled in the fall of each school year. This conference is considered the most effective way for home and school to work together to provide the best understanding of your child. All parents are urged to make every effort to attend this conference. When a problem arises between student and teacher, the parent should first discuss the problem with the teacher. Parents can call the school to arrange additional conferences as needed.

Communication and cooperation between home and school are extremely important in creating a positive educational experience for the students. Parents with questions and/or concerns should contact the teacher first. If questions still exist, parents should then contact the principal.

### **Physical Education**

Students are required to wear appropriate clothes and shoes for physical education classes. This would include tennis shoes, T-shirts, and Nancy Hanks PE shorts. (The PE shorts are available for purchase at the school.) Sandals, dress shoes, flip-flops, and boots with or without heels are not suitable for physical education class. These requirements are needed to ensure the students' safety and fitness development. If these requirements are not met, students will get a "No Dress" for the day. After the second "No Dress" in the grading period, a supervised study will be given. When a student has a third "No Dress" within a grading period, this will be noted on their Progress Report.

Participation is required by all students. Progress reporting will be based on the Indiana Academic Standards and assessed through student participation (appropriate dress), individual progress, and any written tests or assignments. Non-participation will be excused only if students have a doctor's written release or parent

written request for specific health reasons (returning from an illness, sprained ankle, etc.). After two consecutive physical education classes have been missed with a parent release, a doctor's excuse will be required to continue non-participation for a specific medical condition. In such cases, a specific limit of time should be indicated.

### **Release of Names**

Unless otherwise requested in writing, the school will assume the privilege of releasing student names for publication to go along with newspapers, photographs, articles, PTO information, etc. Names of parents and phone numbers will be released to PTO committee members/officers for personal contact regarding PTO matters. Any parents not wishing to have their names released should call the principal's office.

### **Respect for Property**

Children must be taught to respect property of others at all times. If a child damages a desk or other school property, parents will be liable and will be expected to see that damages are repaired or paid for. The full replacement price for textbooks (or other books and materials) used by the student that are lost or damaged must be paid for by the parents.

### **Student Records**

North Spencer School comply with the federal regulations established by the Family Education Rights and Privacy Act (FERPA). Schools records may be released only with the parents' permission if the child is under 18, except in instances where the records are requested by an educational agency in which the student seeks or intends to enroll.

FERPA gives the parents and eligible students the right to inspect and review the student's educational records. These rights transfer to the student when the student turns 18 or begins attending any school beyond the high school level.

### **Student Safety**

The safety of your child is of major concern to us. Students cannot leave school premises without either your written permission, or without the parent picking up the student from the principal's office. Students must be signed out through the office. Please understand that we cannot accept the authority of a phone call to permit the student to leave the school. Bus students will be expected to ride their regular bus home after school unless they have a written note signed by a parent or legal guardian.

All visitors are to enter the building through the secured front doors and upon arrival, for any reason, report to the principal's office. With the security system, visitors will need to press a button to notify the office who can view and talk to the visitor before releasing the lock to allow entry.

### **School Insurance**

Each fall, the school makes available a school insurance policy to all students. If you decide to purchase the insurance and you do have a claim, the first step is coming to the office and filling out a claim form. After you have obtained the claim forms from the office, you should then complete them and turn them over to the hospital or doctor.

The school is in no way responsible for taking care of insurance claims. The insurance is a service made available through the school. The school is not a representative of the insurance company. Do not instruct the hospital or doctor to bill the school.

## **Special Services**

The Dubois-Spencer-Perry Exceptional Children's Co-op provides or supports the following Special Services to the North Spencer County School Corporation:

1. Speech - Grades K-6
2. Specific Learning Disabilities - Grades K-6 in all academic areas
3. Special Education - Severely Handicapped, Emotionally Handicapped, Mildly Mentally Handicapped, Moderately Mentally Handicapped, Life Skills
4. Occupational Therapist
5. Physical Therapist
6. Behavioral Consultant
7. Special Needs Pre-school (ages 3-5)
8. Hearing and Vision Impaired

## **Student Assessment**

### Progress Report

Student progress can be monitored in a variety of ways. Student assessments are based on a variety of student products, such as: assignments, worksheets, tests, quizzes, projects, Benchmarks assessments, and participation. Through these various ways, students will become aware of their progress beyond the typical progress report cards. A formalized reporting and communication of student assessment will be through the quarterly (every nine weeks) Progress Reports that will be sent home. Student progress will be reported in relation to their level of understanding and mastery of the Indiana Academic Standards covered during that grading period.

If at anytime you have questions concerning your child's work, please call the teacher at school (357-5091). Except in unusual circumstances, progress report cards are sent home with students at the end of each nine-week quarter. Progress report cards must be signed by a parent or guardian and returned to school after each grading period except the final one for the year. This final report will indicate the child's promotion, retention, or assigned status for the next school year.

### On-going Communication

Providing quality communication to the students and parents concerning their academic progress will be made throughout the grading period. Communication may be provided in a variety of ways (i.e. notes, papers to be signed and returned, phone calls, requests for conferences). Parents are always encouraged to contact the teacher at any time with questions or concerns.

### Benchmarks

Student progress will also be monitored through the use of benchmarks. The assessed benchmarks were selected from Indiana Academic Standards that students have had difficulty in achieving. Parents are provided with the Indiana Academic Standards for the current grade level. Student benchmark's assessment record sheet will be sent home a week after the nine-weeks progress report. Note that the Benchmarks results are one portion of the assessments used in determining the Progress Report ratings. Parents are encouraged to use the Benchmark information to provide extra assistance at home. The Indiana Academic Standards indicate academic expectations at each grade level. In order for students to successfully pass the 10<sup>th</sup> grade ISTEP+ Gateway Exam, which will allow them to graduate, they need to be able to master these skills.

## **Student Participation in Extracurricular Activities**

It is a privilege to participate in extra curricular activities. Students representing Nancy Hanks have certain obligations in and out of school. Students should take pride in representing the school and exemplify high standards of personal behavior and academic accountability. Each student shall fulfill all the expectations established by the school, sponsor, or coach.

Students who are absent from school may not participate in or attend any extracurricular activity that day.

## **Telecommunications Devices Policy**

Students shall not possess or use on school grounds during school hours an electronic paging device, cellular telephone, or other telecommunication device in a situation not related to school purpose or an education function.

Students may possess handheld cellular telephones only under the following conditions:

1. Telephones must be turned off during the school day, including field trips.
2. During the school day, telephones may be used only with permission of and in the presence of licensed teaching or administrative personnel.

An infraction of this policy may result in disciplinary action as determined by the building principal. This policy can be modified by the hearing examiner, superintendent, or school board.

## **Textbooks**

Textbooks are issued by teachers on the first day of school. The student is responsible for the books that are checked out in their name. If a book is lost, the student should check in the lost and found to see if any lost books have been recovered. A student may receive a replacement by paying for the lost book. Keep your receipt to receive a refund in case you find the book later. You will receive the full amount on the receipt. A rental book that is damaged beyond normal wear shall be paid for by the responsible pupil. The price will be determined by the principal.

In case a pupil withdraws from school, rental will be prorated according to the date of withdrawal and the cost of the books. New entrants are to be charged according to the date enrolled and the number of books to be used.

Application forms for financial assistance for textbooks and the school lunch program are available at the principal's office. Anyone who qualifies for free and reduced lunches will automatically qualify for textbook assistance. The state's textbook assistance does not cover all of the textbook fees.

## **Time Out/Physical Restraint Policy**

Time out is a period of time in a less reinforcing environment made contingent on a behavior. Once the behavior is modified the student will return to the regular classroom activities. Time out is for students who disrupt the educational process and less directive behavior modifications have not altered the behavior.

Time out is a progression in the discipline code that the classroom teacher may employ to help the child gain self-control, or that the principal may employ to keep a student from hurting themselves or other students. The goal is for the student to gain self-control and return to the regular educational environment.

The rest of the guidelines contained within this policy may be found in the principal's office.

## **Transportation**

School bus drivers have the responsibility to make safe transportation their first priority. Occasionally, a student will misbehave on the bus that may be distracting to the driver. If the misbehavior persists, the driver may have to deny transportation for a day. The principal may add days depending upon the severity of the problem. In some cases, permanent suspension from the bus may be considered. Public school transportation is a privilege rather than a right.

### School Bus Rules

1. Follow directions of the driver.
2. Stay in your seat.
3. Keep all parts of your body inside the bus.
4. No pushing, shoving, or fighting at any time.
5. No eating, drinking, or smoking.

During the first week of school, the bus driver will be discussing with the students seating and safety expectations. The bus driver has the authority to change the seating assignment when they feel necessary.

### Other information

If a student requests to be let off the bus at a stop other than their regular stop, the bus driver will require a special bus form from the office. This bus pass form will be completed by the office when the parent has sent in a written note that has been signed by the parent. Should a parent wish for their child to ride a bus other than their regular bus, the parent must notify the bus driver and be certain the bus has available seating for the student. If there is room, then the student must have a note signed by the parent to give to the principal and bus driver. The bus driver will not make stops at places other than those designated for their route.

Students who normally ride a bus must give the office a WRITTEN NOTE from parents if they wish to go home another way OR if they are to ride a different bus. If the student does not have a note, he/she will be sent home on his/her regular bus.

### **Volunteers**

Volunteers are valued at Nancy Hanks Elementary. Parents, grandparents, business people, clergy, and community members have donated their time, expertise, and love of learning and sharing. Anyone wishing to volunteer in any manner or for any length of time should contact the school at 357-5091. A Criminal check must be run on all volunteers. Volunteer tasks may include the following: reading to students, demonstrating skills, assisting on a class project, sending some materials for a class project, judging, or making popcorn. In order to keep track of the various volunteering efforts that help make Nancy Hanks a special place, volunteers are asked to sign-in at the office and wear their Volunteer's Badge when they visit.

### **Weather Related Information**

On days of inclement weather when roads are considered to be unsafe for school bus transportation, the decision to close schools is made by the superintendent. All attempts to make decisions prior to 6:00 a.m. will be made when possible. Parents and students are urged to listen to the following radio stations for weather and school information when inclement weather conditions exist: WBNL (107.1) -Boonville, WITZ (104.7) - Jasper, WBKR (92.5) - Owensboro, WTCJ (1230 AM)- Tell City, WBDC (100.9) - Huntingburg, and WAXL (103.3) - Santa Claus.

Students will be notified by the Central Office using Global Connect whenever possible.