

**North Judson
San Pierre
Elementary School**



**Student Handbook
2017-2018**

North Judson-San Pierre Elementary School

Mrs. Julie R. Berndt, Principal
Mr. Charles Rebeck, Counselor

809 W. Talmer Ave.
North Judson, IN 46366
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Dear Parents/Guardians:

I would like to take this opportunity to welcome you and your child to another great year here at North Judson-San Pierre Elementary School. It is our privilege to have your child at NJ-SP Elementary! Everyone here will strive to help make this year as positive and beneficial for your child as it can be. As always, cooperation and shared responsibility between student, parent and school are very important elements in creating the positive school experience we are all working to achieve. The more your child knows that we are working together in this important part of his or her life, the more he or she will respond in a positive manner toward education. NJ-SP Elementary students and staff are dedicated and work extremely hard to ensure that learning is a top priority in our school daily.

Please take the time to read this handbook and share the information it contains with your child. Also, please keep this handbook for future reference. If any questions should arise, you can review the handbook. You can also find the handbook on the school website. If your concern is not addressed, please contact the school and we will get the answer to you.

Again, I would like to invite you to be a positive partner in your child's education. Make it known to your child that you value education. Let your child see you supporting his or her endeavors here at school by attending programs, volunteering to chaperone field trips, helping out in classroom activities, or most importantly, talking to your child about school and the importance of it.

If you should have concerns or questions, please contact me here at school. Welcome back to what should prove to be another great year here at North Judson-San Pierre Elementary School. We are looking forward to working with each and every one of you as we embrace the new school year, and continue to build on the tradition of academic excellence and provide a positive learning experience.

Best wishes for a successful year!

Sincerely,
Julie Berndt

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Welcome to North Judson-San Pierre Elementary School. Your child is beginning a very important journey in life. As parents, your help in making this experience a success will be greatly appreciated. All expectations cannot possibly be listed in this handbook, but please use it as a guideline for school procedures.

NJ-SP Elementary School Purpose

The North Judson-San Pierre Elementary School's purpose is to challenge students to be the best they can be in a safe and caring environment.

NJ-SP Elementary School Direction

The North Judson-San Pierre Elementary School provides a curriculum based upon state standards for all students. The school is committed to helping all students show annual academic growth.



Important Contact Information

School website: www.njsp.k12.in.us

Annette Zupin
Superintendent
azupin@njsp.k12.in.us
574-896-2155

jberndt@njsp.k12.in.us
Elementary Principal
jberndt@njsp.k12.in.us
574-896-2128

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574-896-2128

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574-896-2128

Mrs. Venita Cunningham
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574-896-2128

Mrs. Kelly Scutchfield
Case Conference Coordinator
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574-896-2128

Wilbur Collins
Transportation Director
wcollins@njsp.k12.in.us
574-896-2158

Guy Richie
Food Service Director
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574-896-2155

Enrollment Information

Pupils entering school for the first time in either kindergarten or first grade must present an official birth certificate and a completed health record. In order to comply with state law, this must include all dates of required immunizations.

Whenever a child enters the North Judson-San Pierre Schools for the first time, a general health, family, and school history form must be completed, giving us data for school records. This information is kept in the child's cumulative record folder, which is maintained from kindergarten through his/her senior year, thus providing a continuous record of academic, social, and general growth.

School Enrollment

Students are expected to enroll in the attendance district in which they live.

Students that are new to the NJ-SP School Corporation are required to enroll with their parents or legal guardian. When enrolling, the parents need to provide the following:

- A birth certificate or similar document

- Court papers allocating parental rights and responsibilities or custody, if appropriate

- Proof of residency

- Proof of immunizations

- Withdrawal papers and/or transcript from previous school reflecting that the student is not under any suspension or expulsion

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from the school.

Withdrawal/Student Transfer

Students who are withdrawing from the North Judson-San Pierre School Corporation need to notify the school office with a forwarding address and school of where they will be attending. All records will be sent to the new school upon the school's request. The office will inform the child's teacher and bus driver of the withdrawal.

School Entry Age

By state law, a child must be five (5) years of age on or before August 1st to enter kindergarten. By board policy, a child must be six (6) years of age on or before August 1st before entering first grade. Exceptions must follow mandated procedures. Contact the Superintendent's Office for procedures.

Guardianship Policy

A student attending the North Judson-San Pierre Schools must reside with a parent or legal guardian.

Guardianship papers can generally be obtained from any lawyer and the transaction is usually simple when the legal guardian outside the school district is willing to transfer guardianship. If such a transaction has taken place, please bring guardianship papers for administrative review. The school's administration will make the final determination on enrollment eligibility.

An alternate plan may be discussed with the guidance department according to Section IC 20-8.1-6,1-1, in the NJ-SP Administrative Handbook. See Appendix A.

Address/Phone Numbers

Change of address and telephone numbers should be reported to the school immediately. Accurate information is needed in case of an illness or accident at school. **It is imperative that the school office retains valid operative phone numbers for contacting parent/guardians.**

Insurance

The State of Indiana offers a low-cost accident policy to school age children. This is based on family income.

A private insurance company offers insurance to all children for a fee. The insurance forms are available in the school office. Coverage begins as soon as the insurance company receives the premium. The necessary forms are also available at the school office. It is the responsibility of the parents to complete and send the required forms to the insurance company.

Permission to be Photographed

NJ-SP School Corporation publicizes the good things happening at our schools.

Your child's picture and name may be released to local newspapers and/or published on the school website, school newsletter and school yearbook in various school events.

If a parent **DOES NOT** want their child's picture or name released to the local newspaper and/or published on the school website, school newsletter and school yearbook a **Denial of Permission to Publish** **MUST** be completed and submitted to the school. These forms are available in the school offices. This will remain on file for the current school year only.

Book Rental

The Board of School Trustees has made it possible for students to secure all necessary textbooks on a rental basis. The service allows parents to provide the necessary books for a fee, which represents only a fraction of the total cost.

Lost books must be paid for before another is issued. Fines will be assessed for damages to books beyond normal use. The school must be reimbursed for lost books.

Book Rental is to be paid at the time of registration. If for some reason a family is unable to do this, the following opportunities are provided:

1. Set a date(s) with the school secretary at which time a certain amount can be paid within the first 30 days.
2. Complete the Free/Reduced Lunch forms.

The State of Indiana criteria for the Free/Reduced lunches is used to determine if the state will reimburse the school for book rental owed by the applicant. The applicant must pay all book rental fees that are not reimbursed by the state. Each applicant will be notified of the fees still owed.

Promotion/Retention

Upon the completion of each school year a student will be promoted to the next grade, retained in the same grade or placed (conditionally promoted) to the next grade. Parents of students who are recommended for retention will be contacted and the North Judson-San Pierre School Corporation policy will be followed

Arrival/Dismissal Grades Kindergarten through Six Information

1. For the safety of children, North Judson-San Pierre Elementary students who do not ride the bus should enter and exit the east doors of the building. Special exceptions are made for walkers who use the crossing guard.
2. Students will wait in the cafeteria. No student is allowed in a classroom before the buses empty.
3. The school day begins at 7:50 and ends at 2:25.

Parent/Guest Visitation

Parents who need to talk with a teacher outside of a P/T Conference, should call and make an appointment. Parents should leave a message on the teacher's voice mail or e-mail them.

Indiana Attendance Law

IC 20-8.1-3 17: (Compulsory Attendance)

Subject to the specific expectations under this chapter, each individual shall attend either a public school...or some other school which is taught in the English Language and which is open to inspection by the state attendance office, local attendance officer, and school officials.... Until the date on which the individual 1) graduates; 2) reaches at least sixteen (16) years of age...and the requirements...concerning an exit interview are met; or 3) reaches at least eighteen (18) years of age.

IC 20-8.1-3-34: (Compulsory Attendance Duty of Parents)

It is unlawful for a parent to fail, neglect, or refuse to send his/her child to public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.

IC 20-8.1-5 Sec. 5: (Delegation of Authority)

A principal may take any action concerning the principal's school, or a school activity within the principal's jurisdiction, that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

IC 20-8.1-3-31.1: (Habitual Truants*)

The superintendent or an attendance officer...may report a child who habitually absents him/herself from school in violation of this chapter of the juvenile court.

The following may be evidence of habitual truancy:

1. Refusal to attend school in defiance of parental authority.
2. Accumulating a number of absences from school without justification over a period.
Habitual truancy not evidenced by a single isolated incident of unexcused absence.
3. Three (3) or more judicial findings of truancy

Attendance

Education is not only desirable but also absolutely essential for the conservation of American society and the individual success of students. The State of Indiana has several mandates, which place education as one of its priorities. Accordingly, it is incumbent upon this school to use every reasonable measure to instill good attendance, as there is a high positive correlation between educational success and school attendance. A day lost in the classroom can never be completely retrieved. The dialogue between the teacher and the students in a classroom environment can never be effectively duplicated. This policy's purpose is to encourage academic effort by discouraging unacceptable absenteeism.

Consequences—For unexcused and/or unknown absences: Refer to the Project Attend Check List

Located on page 28 of this handbook.

Absence Guidelines and Procedures

1. All absences must be verified by a
 - a. **Call by a parent/guardian to the office on the day of the absence. Please call the office between 7:30 a.m. and 10:00 a.m.**
 - b. Note written by a parent/guardian explaining the reason for the absence when a child returns to school. Absences without excuses are considered unexcused absences and grades may not be made up.
2. Absences will be excused for the following reasons:
 - a. Illness (medical documentation may be required for excessive absences).
 - b. Death in the immediate family
 - c. Religious observations
 - d. Professional appointments
 - e. Required court attendance.
 - f. Family trips, with the following stipulations:
 - All trip requests are to be made by the parent/guardian in writing at least five (5) days before the absence.

-Parents will notify the teacher prior to the absence to discuss work that will be missed.

-Students shall present all completed work assignments AND be prepared to take any missed tests upon their return to school.

3. Assignments for Extended Absences:

- a. Assignments/makeup work is left to the discretion of the individual teacher.
- b. Students who are absent for extended periods of time (5 days or more) should have their parents/guardians contact the principal.

4. Excessive Absences:

The parent/guardian will be contacted if a student is absent from school for more than seven days.

(A parent conference may be requested.)

Truancy

A determination made by the office that parents and/or guardians had no knowledge of a student's absence is considered truancy. Class work may be made up with no credit. Detention or in-school suspension is to be served; additional disciplinary action may occur, but it is not limited to additional suspensions and/or expulsions. In addition, further legal action will be pursued after the second truancy as follows:

- 1st Offense: One (1) ISS/Detention
- 2nd Offense: ISS, parent conference and letter forwarded to the probation office
- 3rd Offense: OSS or ISS, parent/student/school and Probation office conference
- 4th Offense: Five (5) day OSS or ISS and probation status
- 5th Offense: OSS/Expulsion, Due Process

Note: Truancies accumulate throughout the school year.

ISS-In School Suspension is served in the Detention Room or in the Office.

OSS-Out of School Suspension is served out of school.

Leaving School during the Day

Students will not be released from school during the day unless the following occurs.

1. The parent/guardian faxes or sends a note with the student requesting the dismissal.
2. Students are signed out in the office by a parent, guardian, or emergency contact.

Should it be necessary to leave the school for reasons of illness, the following procedures may occur.

1. Admittance to the sick room
2. Exam by nurse or other designated school personnel.
3. Notification of parents by school personnel
4. Student with office permission may call parents.
5. Students who do not comply with the procedures or leave school without administrative permission will be subjecting themselves to disciplinary action.

***These procedures are required of all students regardless of age.

Tardiness

Students should be in the building by 7:50 a.m. to avoid being tardy.

1. After 5 tardies a letter will be sent home.
2. After 8 tardies a second letter will be sent.
3. After 10 tardies Child Protection Services will be contacted.

Request for Homework Assignments

If a student is absent due to illness, please call the school office before 10:00 a.m. The office will request a list of assignments missed by the student and will release this to the person who the absentee designates by the close of the school day. If the student is aware that or he/she will be absent more than one (1) day, please inform the office of the days of expected absence.

Breakfast and Lunch

North Judson-San Pierre Elementary will offer an opportunity for students in grades K-6 to purchase a school breakfast. In the event your child carries a breakfast/lunch from home, please remember that good diet is an important part of a child's education. ***Carbonated and Energy drinks are not to be brought to school for breakfast or lunch.*** We encourage all students to pay for their meals on the first day of the week. We require that the money is sent to school in an envelope with the student's name and the amount enclosed written on an envelope. We also offer myschoolbucks.com, an online payment service for a quick and easy way to pay for breakfast and lunch. Money may also be added to your child's account whenever needed.

Lunch and milk prices are set at a minimal price. Milk is supplied with a school lunch or may be purchased separately.

Upon registering your child(ren), you may obtain a form to apply for free or reduced meals. Once the form is completed, NJ-SP cafeteria personnel, who will verify eligibility, will review it. You will be notified by mail whether or not your application has been accepted. The Nondiscrimination Statement is located on Page 29.

Dismissal from School

No child will be dismissed into someone else's custody unless the parent or guardian notifies the school. **Please notify the school in writing.** All persons picking up a child due to illness or for an appointment must report to the office and sign the child out before leaving the building. The office will not release a student from the school without notification.

If a parent is awarded custody of a child, the custodial parent shall provide the school with a copy of the custody order. The custodial parent will also provide, in writing, any limitation in the rights of the non-custodial parent. Unless otherwise notified, the school will assume the child may leave with either parent.

Emergency Closings or Delays

School delays, cancellations, and early dismissals are announced over the local radio station, WKVI (99.3 FM) and TV Stations WNDU Channel 16, WSBT Channel 22 and WSJV Fox. We also use the School Messenger contact system. Please make advance arrangements for your child with responsible persons.

Transportation Change

For the safety of our students, if a child has to have a transportation change, it must be in writing. The note may be sent to school with the child or may be brought to the school before 1:30 p.m. It may also be faxed into our office at 574-896-2129. The note should have the child's complete name, room number/teacher's name, and a phone number where the parent can be reached. No verbal changes will be accepted over the phone.

Students will not be released to parents between 2:10 and 2:25 p.m. Please make appropriate arrangements if you need to pick up your child before the end of the school day.

Flower/Balloon Deliveries

Do not send flower and/or balloon deliveries to school. They will not be sent to classrooms and we do not have room to store them. Under no circumstances will flowers and/or balloons be allowed on buses due to safety concerns.

Parent Involvement Opportunities

Parental participation in the Parent-Teacher Organization (P.T.O.) and support of this organization is encouraged. To inquire about meetings or current officers, you may contact the school office.

Parent Volunteers

The school encourages parents to become involved in their children's education. If you are interested in volunteering, please contact your child's teacher or the Parent-Teacher Organization. The P.T.O. can be contacted through the school office.

Parent/Guest Visitation

North Judson-San Pierre Elementary Schools strive to meet the educational needs of each student. In keeping with this policy, we require that any visitor check into the office upon arriving, rather than going directly to the child's classroom. This will enable the teacher to keep the children on task without interruption. Parents picking up students are asked to wait in the office and their child

will be sent to them. Due to additional students at the elementary we will not have room in the cafeteria for Parent/Child lunches.

Parent-Teacher Conferences

Parent/Teacher conferences are held on a need to basis. ISTEP Conferences will be organized by the office.

Mid-Terms and Report Card Policy

Mid-term reports are sent home at the teacher's discretion. A parent may request a report anytime during the school year. Parents have access to electronic grades and assignments.

Report cards are issued following each of the four- (4) nine-week periods. An effort is made to give you a report on your child's academic achievement as well as some indication of the effort the pupil puts fourth. A report card has been devised to report much information in a small package. Please note all information on the card so that a clear understanding may take place. Please read and utilize the comment section for communication purposes with your child's teacher.

Parents will receive quarterly report cards. The October, January and the March report card will be sent home with the student. The final report card will be mailed following the end of the school year. (This is subject to change.)

Honor Roll

Students in the fourth, fifth and sixth grade classes at the North Judson-San Pierre Elementary School are eligible for scholastic recognition. Students qualify for the honor roll by achieving a grade-point average (GPA) of 8.0 or higher. A GPA of 10.0 or higher achieves high honor roll status. Art, music, and physical education are averaged at half the value of the other subjects.

Students who achieve honor roll all four grading periods will receive a special recognition.

The following percentages are used to calculate letter grades:

| | | | |
|-------------|-------------|-------------|---------------|
| A+ = 100% | B+ = 89-87% | C+ = 79-77% | D+ = 69-67% |
| A = 99-95% | B = 86-83% | C = 76-73% | D = 66-63% |
| A- = 94-90% | B- = 82-80% | C- = 72-70% | D- = 62-60% |
| | | | F = Below 59% |

The following grade-point system is used:

| | | | | |
|---------|--------|--------|--------|-------|
| A+ = 12 | B+ = 9 | C+ = 6 | D+ = 3 | F = 0 |
| A = 11 | B = 8 | C = 5 | D = 2 | |
| A- = 10 | B- = 7 | C- = 4 | D- = 1 | |

Americans with Disabilities Act and Section 504

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student but to all individuals who have access to the corporation's programs and facilities.

Students with disabilities who do not qualify according to the IDEA guidelines may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the principal.

Accessibility

Persons interested in information concerning accessibility, or who may need assistance attending school events or communicating with school personnel or any the facilities of the North Judson-San Pierre School Corp. should contact the individual schools or the administration at 574-896-2155.

Response to Instruction Team

Response to Instruction, commonly abbreviated as RtI, is a method for addressing the needs of students, who are at-risk academically and/or behaviorally. This is based on test results, academic growth, and teacher observation. RtI provides research-based interventions for these students. These students are monitored frequently to ensure that the interventions are effectively working. When students show little progress through interventions, they are referred to the RtI Team.

RtI Team

The RtI Team is a problem-solving team of experts. The team tries to determine why a child is not responding to interventions. The RtI Team might offer suggestions to the classroom teacher for learning strategies, accommodations, or modifications for the student. The team could also suggest further testing, with the consideration of special education services. Parent permission is required for further testing.

Special Education

The school provides a variety of special education programs for students identified as having a disability as defined by Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure, a parent should contact the Special Education Coordinator at 896-2796 or 896-2128.

The North Judson-San Pierre School Corporation is a member of the JESSE Cooperative for Special Education. Through this cooperative, those children with special needs are served.

Assemblies

At all times during assemblies the student's behavior should be respectful and courteous. Each student's action, whether they are positive or negative, reflect the school and community.

AHERA Annual Notice

North Judson-San Pierre School Corporation

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the North Judson-San Pierre School Corporation is available for review and copying by students, staff and guardians during normal business hours.

Indoor Air Quality Coordinator

Wilbur Collins, Director of Facilities
North Judson-San Pierre School Corporation
801 Campbell Dr.
North Judson, IN 46366
wcollins@njsp.k12.in.us
574-896-2158 ext. 282

Pesticide Notification Registry

Occasionally, we do have to use pesticides for bugs, care of grounds, etc. We try to schedule these applications while school is not in session. At your request, we will provide you with prior notification through our e-mail registry within 48 hours of application. This notification will include:

- The School
- Contract Information
- Anticipated date and time of application
- Pest(s) being targeted
- Description of application area
- Pesticide to be used

Advanced notice is *not* required for:

Disinfectants, germicides, sanitizers, swimming pool chemicals (high school) gel or past bait insecticides, manufactured enclosed insecticides stations, and, self applied insect repellants;

- Immediate student health threat situation: (wasp nests, etc.)
- Areas completely away from student occupied buildings and areas;
- Those made more than 48 hours before a scheduled day.

If you wish to be included on the notification registry you must contact your school office prior to the beginning of the school year with your e-mail address: High School-Deborah Dowell, 896-2158, Elementary-Sherry Richie, 896-2128

Homework

Educators and parents share one common goal--to help each student in our schools be successful. Homework is an opportunity to spend time learning, to strengthen self-discipline, to extend learning, and to practice skills. Homework is seen as an extension of learning and not as a substitute for classroom instruction.

charge of their own learning. We encourage students to complete appropriate homework assignments at the elementary level. Students learn best when they, their parents and their school work together.

The Student's Role

To complete homework assignments satisfactorily, the student must possess appropriate work-study habits. The following guidelines will enable the student to complete homework assignments.

1. Accept the responsibility for knowing the assignment, directions and the due date.
2. Clarify concerns about the assignment before leaving class.
3. Take home the necessary materials needed to complete the assignment.
4. Find a suitable location in which to study or work, and budget the necessary time to complete the assignment.
5. Check each completed assignment for accuracy.
6. Make up assignments missed because of absence.

The Teacher's Role

Guidelines which teachers can follow to enhance the success of homework are listed below:

1. Homework will be purposeful and relevant, capable of being evaluated and incorporated into the student's grade.
2. Assignments will be specific, and students should know what is expected of them.
3. The amount and frequency of homework assigned will vary depending upon student ability and the need for students to engage in homework activities that reinforce classroom instruction.
4. Teachers will notify the parent if a student consistently fails to do his/her homework.
5. Whenever appropriate, class time for the student to begin assignments will be provided.
6. Assignments will be provided for students with excused absences in order to allow them to make up work.

The Parent's Role

Cooperation by parents is a necessary and important factor in meaningful homework experiences. Parents can encourage their child to succeed in school by sharing interest and exhibiting helpful, cooperative and understanding attitudes and assistance with homework. This can be accomplished by a commitment to items listed below.

1. Provide a quiet, well-lighted location free from excessive noise and distractions.
2. Establish a regular "homework" time.
3. Communicate with the teacher whenever your child has a consistent difficulty with homework assignments.
4. Encourage and support your child's efforts to complete the assignment.
5. Encourage your child to seek help and to ask questions of the teacher when in doubt about the assignment.
6. Provide adequate materials and resources such as a dictionary, pen, pencil, paper, and transportation to locations such as the library.

Restroom Rules

1. Do not run.
2. Do not play in the water.
3. Do not stand on fixtures.
4. Report any leaks to a staff member or the office.
5. Keep talking to a minimum.
6. Flush the toilets.
7. Do not throw any item in the restrooms.

Gum Chewing/Treats

Gum chewing and candy are not permitted on the school grounds or on the buses. Teacher/staff may give special permission in their own classroom for parties and celebrations. Birthday treats should be store bought packaged treats. The only exception would be treats purchased from a bakery such as Fingerhut Bakery, Wal-Mart, or other stores.

Lost and Found

All lost articles are turned in to the main office. The lost and found area is located at the West End of the building. It is near the library and across from the restrooms.

Money, which is not claimed within a reasonable amount of time, is returned to the finder.

Unclaimed items are given to charitable organizations at the end of each semester. PARENTS ARE STRONGLY URGED TO LABEL ALL ITEMS OF CLOTHING.

Money

Other than for breakfast/lunches, milk, fundraisers, other NJ-SP sponsored activities, and the bookstore, there is no need for children to bring money to school. Parents will be notified, in advance, of all activities involving money.

All money sent to school for specific projects must be sent in an envelope clearly marked with the following information:

1. Child's full name
2. Grade and teacher's name
3. Amount of money enclosed
4. For what the money is to be used

School Pictures

School pictures are taken annually. Parents are not required to buy the pictures. All children, however, should be photographed for school records. Yearbooks are sold in the spring.

Yearbook

A yearbook is created each year and is available for purchase. Information regarding ordering and delivery will be sent home.

Telephones

Use of the telephone by students is restricted to emergencies only. Students are responsible for bringing their assignments, books, lunch money, and other necessary items to school each day. Likewise, they are expected to obtain parental permission to stay for after-school activities or to participate in field trips before arriving at school. When a student fails to do so and uses the office or classroom telephone for any of these purposes, it places a burden on the school staff and causes the student to miss valuable class time.

Cell Phones

Cell phones will be permitted in student possession. They will be kept in lockers or backpacks. However, if a cell phone is seen or used during the school day, or on the bus, the cell phone will be confiscated. Once the cell phone is confiscated, a legal guardian must come to school to pick the phone up.

The use of cellular telephones and other ECD's that contain built-in cameras are prohibited in locker rooms, classrooms, bathrooms and /or swimming pool.

The school assumes no responsibility for lost, stolen, or inappropriately used cell phones.

Building Care

Our school building is one of the most important in the town. The custodians have worked hard getting the school ready for the new school year. Please cooperate with them by keeping the building and surroundings as clean as possible. Wastebaskets are placed throughout the building to receive wastepaper and trash you may find. We encourage you to be one who helps to care for our school, and not be one who might otherwise deface the property. Take pride in our school and keep it clean for all our visitors to see.

Cafeteria

1. Walk to the cafeteria in a quiet, orderly manner. Upon entering the cafeteria, students will quietly enter the lunch line.
2. Be courteous and helpful to everyone.
3. Use the best table manners you possess.
4. Keep noise at a low level.

5. The staff member on duty is in charge. Any school employee in the cafeteria has the same authority at a teacher.
6. When finished eating, students will return trays and eating utensils to the dish window. Paper and scraps will be put into the proper containers.
7. Students will not leave the cafeteria until dismissed.
8. Using the cafeteria is a privilege. Abuse of this privilege may result in denial of its use. Abuse can lead to clean-up duties and other basic disciplinary actions.
8. Food and beverages must be consumed in the cafeteria.
9. Trading and giving away food is not permitted.
10. If you make a mess, you help clean it up.
11. Carbonated drinks are not allowed in the cafeteria.

Recess Time

All students are expected to participate at recess time, inside or outside, with their classmates. A parental note is required if there is reason for the child to be excluded from recess for a day. Any extended-time request requires a doctor's note. If a medical condition warrants a student staying in from recess, the school should receive a note from a doctor stating the reason and the number of days that the student should refrain from recess activities. Outside recess requires proper clothing. Dressing in layers enables the student to add or remove clothing when weather changes.

Playground Rules

1. Obey the adult on duty. Go to this adult if you need assistance.
2. Play safely.
3. Be kind to others.
4. Take care of equipment.
5. Stay in your assigned area.
6. Keep away from stray animals when outside.
7. Balls used must be at least 6" in diameter and of a soft material. Balls may not be kicked or thrown during indoor recess.
8. Sharp objects, hard bats and balls are not permitted on the playground during recess.
9. Line up quickly and quietly when recess ends.
10. Do not throw items at each other. Rocks and sticks are to be left on the ground.
11. If you or another student is mad or upset, tell an adult.
12. No play wrestling or fighting.
13. No name-calling.
14. All students face the same direction when swinging. Students may not be pushed on the swings. No jumping off of swings.
15. Tag must be played away from the playground equipment.
16. No sliding during kickball or softball.
17. No sliding on the ice.
18. Climb only on the appropriate playground equipment. No climbing on the fence or slide.
19. No physical contact. If an accident occurs, apologies must be made immediately.

Items to be left at home

1. Trading cards
2. Electronic Devices
3. Roller-skates, including roller skate shoes.
4. Items, such as pointed objects, weapons, knives, and unlawful products, which may cause damage in certain circumstances, are not to be brought to school.
5. Any jewelry which teachers feel is a danger to a child's or others well being.
* Any items confiscated by a teacher should be picked up by the parent.

Bus Stop Information

1. Students must be on time at the designated school bus stop. Bus drivers strive to stay on schedule and will not wait beyond the regular time for students who are not at the stop.
2. Students must stay off the road at all times while waiting for the bus, and respect the private property of the neighborhood and the persons around them.
3. When it is necessary for a student to cross a roadway, either to board or leave the bus, the student is to walk to a point at least ten (10) feet in front of the bus. The student is to wait for a signal from the bus driver permitting him/her to cross the road. Students should never move toward or away from the bus in an attempt to cross the road while the bus is in motion.
4. Students should NEVER cross behind a bus or walk any closer than ten (10) feet on either side of a bus before or after the loading or unloading procedure.
5. For no reason should a student ever reach or climb under the wheels of a bus for any object. (PARENTS: PLEASE EMPHASIZE THIS PROCEDURE TO YOUR CHILD).

Bus Rules

In the interest of safety, students must obey the following rules:

- a. Observe the same conduct as in the classroom.
- b. Be courteous.
- c. Remain seated.
- d. Keep heads, hands and feet inside the bus at all times.
- e. Unacceptable language will not be tolerated.
- f. Sit in assigned seat, if given.
- g. Fighting, pushing, or hitting will not be tolerated.
- h. No smoking, eating, drinking, or littering is permitted on the bus.
- i. A loud or noisy voice can be a distraction to your driver.
Keep your voice to a normal tone.
- j. NO animals--dead or alive will be allowed on the bus.
- k. An attempt to return items found on bus will be made. If items are unclaimed they will be placed in the lost and found.

1. Bus windows must not be lowered below the recommended height. Riders should always first secure permission from the driver before lowering any window.
2. Objects too large for the student to hold in his/her lap while on the bus must be brought to school by the parent or guardian.
3. Items, such as pointed objects, weapons, knives, glass containers, and unlawful products, which may cause damage in certain circumstances, are not to be brought on the bus or to school.
4. Bus aisles must be kept clear of all objects.
5. Students, who ride a bus to an activity sponsored by the school such as a field trip, must ride the bus back to the point of departure. The student will not be allowed to ride home from the activity with his/her parents or friend's parents UNLESS the teacher in charge has received a written permission slip from the student's parents authorizing the exception to this rule. The teacher must see the person with whom the student leaves.
6. Students are expected to ride the complete route. No student will be let off the bus before it arrives at school. Students, who are going to another destination after school **MUST HAVE A NOTE** from their parents, signed by the office, in order to ride a different bus or get off at another stop. These notes will be given to the bus driver.
7. The school bus is for student transportation from home to school and school to home. School buses are not vehicles for providing private transportation. The parents must provide transportation for birthday party groups, etc.
8. A bus conduct form will be filed with the administration for repeated offenders not following the previously listed rules. A copy of this form will be sent to the parents. Further disciplinary action will be taken as needed.

Bus Emergency

Students must remain in the bus in the event of a road emergency until the driver or another adult gives instructions. The emergency door is to be used only in the event of an actual emergency and/or during drills conducted by school officials or drivers for the purpose of practicing appropriate evacuation procedures.

Bicycles

Riding a bicycle, scooter or skateboard to school is not allowed. Bus transportation is available to all students.

Computers

Computers are provided for student use at various locations throughout the school. Students are responsible for appropriate and ethical use of this learning tool. Misuse of the computer network may result in the loss of privilege to access the network and in disciplinary action as well. Students will be given an account(s) on the school's computer networks, including Internet. Each account will have a confidential password that must not be shared. A Network and Internet Access, an AUP--Acceptable Use Policy, must be signed by both the student and parents/guardians and be on file in the school before accounts will be assigned. This document defines the student's responsibilities.

Dress Code

1. As a general guideline, reasonable standards of grooming which are not disruptive to the educational process are acceptable.
2. Feet are to be covered with some form of proper footwear. Roller skates or shoes with built-in roller skates are not permitted.
3. Clothing, buttons, or pins that have vulgar print, inappropriate words or pictures or clothing that advertises alcohol, drugs, tobacco, or secret organizations will not be permitted.
4. Inappropriate attire for students would include strapless tops, shirts with narrow straps, muscle shirts, tops which expose the midriff, and those with low necklines. Short shorts or skirts should be fingertip length.
5. Clothing that is badly torn, tattered, or shirtsleeves that are altered will not be permitted.
6. Hats or any kind of headgear may not be worn in the building unless waived for special "Spirit Days" or other special exceptions.
7. Gym shoes are required to participate in gym. In addition, comfortable and suitable clothes should be worn to allow for maximum participation.
8. No Flip Flops are to be worn at school. No High Heels are to be worn unless it is a formal event, such as the Sixth grade party or a "Dress Up" day.

Library/ Media Center

The Library Media Center provides materials that enrich and support the curriculum, assists teachers and students in becoming effective accessers and users of print and non-print information, and fosters research skills. The collection also includes a variety of materials for reading enjoyment. Students are expected to respect the library facility and the collection.

Library Hours 8:00—2:25 p.m. Monday -Friday (Other hours by arrangement)

Library books and magazines may be checked out for a one-week period. Those students who have books checked out will receive overdue notices when necessary.

Students are expected to be polite and courteous to library staff, teachers, and fellow students while in the library. Talking quietly is permitted, but "library voices" must be used. The Library Media Center is not for socializing or "horse-play." Students who disturb those studying or reading will be asked to leave.

No food or drink is allowed in the library. Students are not allowed in the workrooms or storage areas without the permission of the Media Specialist or Media Assistant. Continued abuse of privileges will cause privileges to be revoked. Other methods of correcting unacceptable behavior may be used.

Field Trips

Written permission by a parent or guardian is required for participation of the student in all field trips. Return slips promptly so that the child may participate. Children who are unable to go on a field trip will spend the day doing schoolwork in another classroom.

Field Trip-Chaperone Duties-Contact Teacher for Chaperone Information

The adult chaperone riding the school bus is responsible for student behavior throughout the entire trip. The school bus operator is in charge of the school bus operation and safety procedures throughout the trip. Siblings are not allowed to go on field trips.

Prior to leaving the point of departure, the chaperone and bus operator shall review trip and route procedure.

Attention is directed to the following guidelines which relate directly to the supervising chaperone's duties.

1. The bus operator shall communicate to the chaperone the appropriate school bus behavior, and the chaperone shall relate student behavior procedures to the students.
2. Students shall be seated at all times throughout the trip.
3. The passengers are not to throw items out windows, nor to have any part of the body outside the school bus.
4. At all railroad crossings, students are to remain silent.
5. Eating on the school bus will not be allowed unless previous arrangements have been made with the building principal and/or with the bus operator. Unless notified otherwise, the chaperone will assume that students are not to eat on the school bus.
6. The chaperone(s) should be seated throughout the bus.
7. A reasonable noise level shall be maintained.
8. The bus shall be reasonably clean before students leave the bus. Supervision of policing the bus after the trip is completed shall be the responsibility of the chaperone in cooperation with the bus operator.
9. No smoking allowed at any school function.

Note: Student guidelines have been available to students prior to trips. Violators unwilling to cooperate are to be reported to the building principal by the bus chaperone.

Fire and Tornado and Other Safety Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. We will also do periodic safety drills.

Animals

Arrangements are to be made with the teacher before animals are brought to school. In general, very few should be brought to school. The teacher should gain permission from the Principal. No potentially dangerous animals will be allowed. Consideration should be taken for those with allergies to animals.

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Nurse's Office

This area is for students that need attention due to illness or injury. Under no circumstance is this an area where students should gather to socialize. Students will not be allowed to sleep the entire day. It is advised that students do not come to school ill. Students need to see the school nurse when needing the use of the nurse's area. The school nurse or designee will determine the problem and the length of stay until referring the student back to the classroom or to be sent home.

2017-2018 School Year

School Entry Immunization Requirements

Below are the number of doses and each vaccine required for school entry. Changes for this year include the Hepatitis A vaccine for grades K–3.

| | | |
|-------------------------|--|------------------------------|
| 3 to 5 years old | 3 Hep B (Hepatitis B) | |
| | 4 DTaP (Diphtheria, Tetanus & Pertussis) | |
| | 3 Polio (Inactivated Polio) | |
| | 1 MMR (Measles, Mumps & Rubella) | |
| | 1 Varicella | |
| K-3rd grade | 3 Hep B | 2 MMR |
| | 5 DTaP | 2 Varicella |
| | 4 Polio | 2 Hep A (Hepatitis A) |
| Grades 4 to 5 | 3 Hep B | 2 MMR |
| | 5 DTaP | 2 Varicella |
| | 4 Polio | 2 Hep A* |
| Grades 6 to 11 | 3 Hep B | 2 MMR |
| | 5 DTaP | 2 Varicella |
| | 4 Polio | 1 Tdap (Tetanus & Pertussis) |
| | 2 Hep A* | 1 MCV4 (Meningococcal) |
| Grade 12 | 3 Hep B | 2 MMR |
| | 5 DTaP | 2 Varicella |
| | 4 Polio | 1 Tdap (Tetanus & Pertussis) |
| | 2 Hep A* | 2 MCV4 (Meningococcal) |
| | | 2 MenB (Meningococcal B)** |

Hep B The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

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

Polio Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 7th grade, the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 10-12.

MCV4 Individuals who receive dose 1 after their 16th birthday only need 1 dose of MCV4.

Hep A The minimum interval between 1st and 2nd dose is 6 calendar months. K-3 is required.

*For grades 4-12, two doses of Hep A are recommended.

MenB ** Two doses of Meningococcal Serogroup B vaccines are recommended for Grade 12.

Indiana State Department of Health, Immunization Division

(800) 701-0704

Meningococcal Disease -Frequently Asked Questions

- What is meningitis?
- What are the signs and symptoms of meningitis?
- How is meningitis diagnosed?
- Can meningitis be treated?
- Is meningitis contagious?
- Are there vaccines against meningitis?

What is meningitis?

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people. Before the 1990s, *Haemophilus influenzae* type b (Hib) was the leading cause of bacterial meningitis, but new vaccines being given to all children as part of their routine immunizations have reduced the occurrence of invasive disease due to *H. influenzae*. Today, *Streptococcus pneumoniae* and *Neisseria meningitidis* are the leading causes of bacterial meningitis.

What are the signs and symptoms of meningitis?

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In newborns and small infants, the classic symptoms of fever, headache, and neck stiffness may be absent or difficult to detect, and the infant may only appear slow or inactive, or be irritable, have vomiting, or be feeding poorly. As the disease progresses, patients of any age may have seizures.

How is meningitis diagnosed?

Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. The spinal fluid is obtained by performing a spinal tap, in which a needle is inserted into an area in the lower back where fluid in the spinal canal is readily accessible. Identification of the type of bacteria responsible is important for selection of correct antibiotics.

Can meningitis be treated?

Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease. Appropriate antibiotic treatment of most common types of bacterial meningitis should reduce the risk of dying from meningitis to below 15%, although the risk is higher among the elderly.

Is meningitis contagious?

Yes, some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing). Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. However, sometimes the bacteria that cause meningitis have spread to other people who have had close or prolonged contact with a patient with meningitis caused by *Neisseria meningitidis* (also called meningococcal meningitis) or Hib. People in the same household or day-care center, or anyone with direct contact with a patient's oral secretions (such as a boyfriend or girlfriend) would be considered at increased risk of acquiring the infection. People who qualify as close contacts of a person with meningitis caused by *N. meningitidis* should receive antibiotics to prevent them from getting the disease. Antibiotics for contacts of a person with Hib meningitis disease are no longer recommended if all contacts 4 years of age or younger are fully vaccinated against Hib disease (see below).

Are there vaccines against meningitis?

Yes, there are vaccines against Hib and against some strains of *N. meningitidis* and many types of *Streptococcus pneumoniae*. The vaccines against Hib are very safe and highly effective.

There is also a vaccine that protects against four strains of *N. meningitidis*, but it is not routinely used in the United States. The vaccine against *N. meningitidis* is sometimes used to control outbreaks of some types of meningococcal meningitis in the United States. Meningitis cases should be reported to state or local health departments to assure follow-up of close contacts and recognize outbreaks. College freshman, especially those who live in dormitories are at higher risk for meningococcal disease and should be educated about the availability of a safe and effective vaccine which can decrease their risk. Although large epidemics of meningococcal meningitis do not occur in the United States, some countries experience large, periodic epidemics. Overseas travelers should check to see if meningococcal vaccine is recommended for their destination. Travelers should receive the vaccine at least 1 week before departure, if possible. Information on areas for which meningococcal vaccine is recommended can be obtained by calling the Centers for Disease Control and Prevention at (404)-332-4565. There are vaccines to prevent meningitis due to *S. pneumoniae* (also called pneumococcal meningitis) which can also prevent other forms of infection due to *S. pneumoniae*. The pneumococcal polysaccharide vaccine is recommended for all persons over 65 years of age and younger persons at least 2 years old with certain chronic medical problems. There is a newly licensed vaccine (pneumococcal conjugate vaccine) that appears to be effective in infants for the prevention of pneumococcal infections and is routinely recommended for all children greater than 2 years of age.

IC 20-30-5-18 [EFFECTIVE JULY 1, 2005]

Sec.18. (a) The chief administrative officer of each:

- (1) public school (including a charter school as defined in IC 20-24-1-1); and
 - (2) nonpublic school;
- shall ensure that information concerning meningococcal disease and its vaccines is provided to students and parents or guardians of students at the beginning of each school year.

(b) The information provided under subsection (a) must include information concerning the:

- (1) causes;
- (2) symptoms; and
- (3) spread;

of Meningococcal disease and the places where parents and guardians of students may obtain additional information and vaccinations for their children.

(c) The chief administrative officers and the department shall, in consultation with the state department of health or any other appropriate entity, develop materials to be made available to schools to assist schools in providing the information described in this section.

(d) The department shall enforce this section.

About...Pertussis (Whooping Cough)

What is pertussis?

Pertussis, also called whooping cough, is a contagious disease caused by *Bordetella pertussis* bacteria. It may cause severe coughing fits that can interfere with breathing. Although pertussis is often milder in older children and adults, undiagnosed persons can transmit the disease to infants and young children. Pertussis can lead to pneumonia, seizures, and sometimes death. Most of these serious problems occur in infants who are younger than a year old.

What are the symptoms of pertussis?

The symptoms of pertussis occur in three stages:

1. During the first stage, symptoms are similar to a cold: slight fever, sneezing, runny nose, dry cough, loss of appetite, and irritability.
2. During the second stage (about 1 to 2 weeks later), the cough becomes more intense. There may be short, intense coughing spells followed by a long gasp for air (this is when the “whoop” is heard). The coughing fits may be followed by vomiting, nose bleeds, or bluish color to the face.
3. During the third stage, the cough is less intense and less frequent, and appetite begins to increase. Eventually the cough stops, although this may take several months.

How is pertussis spread?

Pertussis is spread by contact with nose or throat secretions from an infected person. This can happen when an infected person coughs or sneezes. Without treatment, an infected person can spread the disease for up to three weeks from the time the cough begins. However, after five days of treatment with the appropriate antibiotic, an infected person cannot spread pertussis.

Who is at risk for pertussis?

Pertussis transmission continues in the United States. People who have not completed a full series of pertussis vaccine or who have not received pertussis vaccine for several years are at increased risk for pertussis. Infants who are too young to be fully vaccinated are at greatest risk for severe illness and death from pertussis-related complications. Adolescents and adults may also experience complications from pertussis, but the risk of death is greatest in those who have underlying medical conditions such as neuromuscular disorders.

How do I know if I have pertussis?

If you have had close contact with someone who has been diagnosed with pertussis or if you have symptoms that match those described above, you should consult your health care provider. Your health care provider may test you for pertussis and prescribe antibiotics for treatment.

How is pertussis treated?

While antibiotics make pertussis less contagious, they do not reduce the symptoms unless taken very early in the illness. All household members and other close contacts of persons with pertussis should receive antibiotic treatment to prevent transmission of the disease.

How can pertussis be prevented?

Children should be up-to-date on vaccinations, especially the diphtheria, tetanus, pertussis (DTaP) series. Adolescents and adults (ages 10 through 64) should also receive one dose of Tdap (tetanus, diphtheria, pertussis) vaccine to provide further protection against pertussis. It is particularly important that anyone having contact with an infant be fully vaccinated with the appropriate pertussis vaccine for their age.* See your health care provider to determine if you need immunization against pertussis.

*Note: DTaP (diphtheria, tetanus, pertussis) vaccine is a five dose series for children under 7 years of age. It is typically given at 2 months, 4 months, 6 months, 12-15 months, and 4-6 years of age. Tdap (tetanus, diphtheria, pertussis) vaccine is a pertussis booster vaccine that should be given one time to all adolescents and adults ages 10 through 64. Tdap also contains tetanus and diphtheria protection and can be used in place of one regular tetanus-diphtheria booster. All information presented is intended for public use. For more information, please refer to: <http://www.cdc.gov/vaccines/vpd-vac/pertussis/in-short-both.htm>.

School Screenings

By Indiana law all schools are required to do the following screenings:

- a. Hearing in grades K, 1, and 4
- b. Vision in grades 1 and 3

During the school year, the speech/language pathologist will conduct speech/language and hearing screenings. Should a student not meet the expected level, the parent/guardian will be notified. If a parent objects to speech screening, the parent must notify the principal in writing.

Parents will be notified of any suspected abnormalities found during the screenings. Arrangements must be made for an examination with a family physician or the appropriate health professional to verify results.

If you do not wish to have your child screened, please submit a letter to the school office.

Any student, regardless of grade level, will be screened upon request of parent or teacher, if difficulties are suspected.

Head Lice

If your child has head lice, please notify the school nurse. If the nurse finds a child with lice, the student will be sent home. The child will need treatment with an acceptable product and must be 100% free of lice eggs (nits) in the hair before he/she may return to school. The school may check individuals, classmates and others associated with the infected person so as to halt any spread of the lice. Periodic total school checks may be carried out as precautionary measures.

Accidents

Every effort is made to prevent accidents. However, should an accident occur at school, the following procedures will take place:

- a. First aid is administered.
- b. A parent/guardian is notified if the accident warrants further attention
- c. An accident report is filed.

If the family or guardian cannot be notified, the school will attempt to receive the services of the family physician. PARENTS SHOULD MAKE SURE THAT THE NECESSARY EMERGENCY INFORMATION IS ACCURATE ON THE REGISTRATION CARD EACH YEAR.

Child Abuse or Neglect

Anyone who suspects that a child is the victim of abuse and/or neglect is required by law to report such suspicion to the Department of Public Welfare or to the police in the county where the child lives. To not report is punishable by law. 1-800-800-5556

Threat Policy

Threats made to other students, staff, or guests will not be tolerated. Students will face suspension and possible expulsion. Parents will be contacted and student threats will be treated seriously and thoroughly investigated. Police contact will also be an option.

The North Judson-San Pierre Elementary Threat Policy is a three level policy. It is designed to be a serious yet common sense oriented plan. The following staff members will investigate a student who is accused of threatening another:

- 1 Principal
1. Counselor
2. A second counselor, teacher, or administrator.

The three investigators will then bring the information together to make a threat level determination.

Level One: This is a threat made impulsively, and a determination is made that no real threat is present. Discipline for a level one threat includes detention and/or suspension.

Level Two: This threat is one that could possibly pose a slight threat. It would occur when the three investigators are not unanimous in their determination. The students would be placed in suspension pending expulsion until a counselor outside of the school corporation determines the student is not dangerous.

Level Three: In this case, the investigators determine that the student is dangerous and is a threat to the school community. Expulsion would be the appropriate discipline action.

All threats are investigated and parents are contacted. Police are contacted for level two and level three threats.

Guidelines for Student Conduct

Students are expected to observe the following guidelines for the maintenance of a healthy, desirable school environment.

1. Contribute to a positive classroom learning environment by: being respectful of your teacher and classmates in both words and actions, coming to class prepared, participating in class.
2. Obey rules, respect public and private property and actively promote the general welfare of the school environment.
3. Maintain courteous relations with teachers, fellow student and other school personnel.
4. Contribute to the formation and maintenance of a supportive and cooperative school com

Harassment

To file a report you need to see the building official. It is Mr. Charles Rebeck, 574-896-2128
See the NJ-SP Bylaws and Policies for the Harassment definition, www.njsp.k12.in.us

Bullying

All alleged bullying incidents are investigated. A levels system of punishment will be used. This will require parent contact and counseling at all levels. A bullying definition will be sent home at the beginning of school in the Student Handbook and it will be sent home again during the school year.

Types of Bullying

There are three broad categories of bullying.

- Direct physical bullying e.g. hitting, tripping, and pushing or damaging property.
- Direct verbal bullying e.g. name calling, insults, homophobic or racist remarks, verbal abuse.

- Indirect bullying – This form of bullying is harder to recognize and often carried out behind the bullied student’s back. It is designed to harm someone’s social reputation and/or cause humiliation. Indirect bullying includes:
 - lying and spreading rumors
 - playing nasty jokes to embarrass and humiliate
 - mimicking
 - encouraging others to socially exclude someone
 - damaging someone’s social reputation and social acceptance
 - cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress.

Definition of Bullying

Bullying/Harassment

Code 20-33-8-0.2 (2005) defines bullying as overt, repeated acts or gestures, including: verbal or written communications, physical acts committed and any other behaviors committed by a student or group of students with the intent to harass, ridicule, humiliate, intimidate or harm the other student.

What Bullying is Not

Many distressing behaviors are not examples of bullying even though they are unpleasant and often require teacher intervention and management. There are three unpleasant situations that are often confused with bullying:

Mutual conflict

In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for ‘retaliation’ in a one-sided way.

Social rejection or dislike

Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.

Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation.

Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion they are not being bullied. Nastiness or physical aggression that is directed towards many different students is not the same as bullying.

Printed from “What is Bullying?” Safe Schools Website

If bullying is suspected, building administrators will refer to the “Disciplinary Procedure Chart” on pages 26-28 for consequences.

North Judson-San Pierre Elementary School will report to parents in an “expedited manner”. We believe in being proactive and educating our students on anti-bullying. Teachers use the program “R time to Stop Bullying” to teach students about getting along with others and anti-bullying. Kelso’s Choice is another program used to build character and help students handle conflict. However, we want our students to be respectful, responsible and caring in the treatment of others. No program completely eliminates bullying.

Discipline

The purpose of our school is to provide the best possible educational environment for the students in our community. The student’s prime responsibility is to secure an education, and we feel a proper atmosphere must be maintained within the school to make this learning possible.

There are times when it is necessary for school officials to make a decision concerning the acceptability of a student’s behavior in school or at a school-sponsored activity. These decisions must be based on the welfare of the total school community and how this behavior problem will affect the learning environment. While some infractions will receive the maximum allowable punishment, others will follow a progressive discipline approach.

Any disciplinary problems that arise that are not specifically cited herein will be handled by the NJ-SP Administration.

Indiana Code 20-8.1-5-1 provides all school personnel with the authority to carry out this duty. In that different behavior infractions are more serious than others, the following may be used as a consequence:

1. Counseling
2. Student/teacher/administrator/parent conference
3. Detention
4. Probation and/or restriction from school related activities.
5. Retribution for damages
6. Community/School service
7. In-School Suspension (ISS)
8. Out of School Suspension (OSS)
9. Expulsion

Detention Plan

Detentions may be assigned for disciplinary reasons. Failure of a student to serve a detention will result in further disciplinary action. Detentions will be served in the Office or ISS room.

1. Any staff member who is assigned to supervise students may assign a detention after consultation with the student's teacher/principal. A detention sheet needs to be completed.
2. Students will be quiet and work during the entire detention period.
3. Any students causing a disturbance or disruption in detention will be issued an additional detention assignment for the very next detention period.
4. Any student causing a disturbance or disruption in detention for the second time during a detention will be sent to the principal's office for further disciplinary action.
5. In the event that school is dismissed early because of severe weather conditions, the student will go home on the bus and be required to serve detention time on the next regularly scheduled detention day.
6. Detentions may be issued for student violations of rules, codes, and expectations as stated in the various sections of this handbook or as developed as needed throughout the course of the school year.

Deadly Weapons

IC 35-31.5-2-86

"Deadly weapon"

Sec. 86. (a) Except as provided in subsection (b), "deadly weapon" means the following:

- (1) A loaded or unloaded firearm.
- (2) A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it:

(A) is used;

(B) could ordinarily be used; or

(C) is intended to be used;

is readily capable of causing serious bodily injury.

- (3) An animal (as defined in IC 35-46-3-3) that is:

(A) readily capable of causing serious bodily injury; and

(B) used in the commission or attempted commission of a crime.

- (4) A biological disease, virus, or organism that is capable of causing serious bodily injury.

(b) The term does not include:

(1) a taser (as defined in IC 35-47-8-3);

(2) an electronic stun weapon (as defined in IC 35-47-8-1);

(3) a chemical designed to temporarily incapacitate a person; or

(4) another device designed to temporarily incapacitate a person; if the device described in subdivisions (1) through (4) is used by a law enforcement officer who has been trained in the use of the device and who uses the device in accordance with the law enforcement officer's training and while lawfully engaged in the execution of official duties. *As added by P.L.114-2012, SEC.67.IC 35-*

Majors-Handled by Administration

The following will be used as a guide for student discipline. If a student's conduct is severe enough, the disciplinary consequence may be escalated to the next level.

| Violation | Definition | Consequences/ # of Offenses |
|--|---|--|
| 1. Major use of profanity/obscene gestures. | Swearing or curse words; any gestures directed toward others in a demeaning or provoking manner. | I. Detention II. ISS III. ISS/OSS |
| 2. Immoral Conduct | Crude and offensive behavior, immoral | I. Detention II. ISS/ OSS III. OSS/ Expulsion |
| 3. Persistent Violations of Minor Offenses. (Occurring more than three in a single day.) | Any problem behaviors that are considered to be persistent violations. | I. Detention II. ISS III. ISS/OSS/Detention |
| 4. Persistent Disruptive Class Behavior. | Any disturbance or interference that takes away from the learning environment causing potential harm to one's self or others. | I. Detention II. ISS III. ISS/OSS/Detention |
| 5. Disrespect/Defiance/Non-Compliance/Insubordination | Yelling at teacher, leaving class without permission, verbal defiance. | I. Counseling II. ISS III. ISS/OSS/Expulsion |
| 6. Fighting/Physical Aggression/Attacking Another Student | Physical contact with the intent or outcome of causing injury or harm to others. | I. ISS/OSS II. OSS III. OSS/Expulsion |
| 7. Property Damage | Intentional destruction of property belonging to the school or the teacher through misuse or aggressive behavior. | I. Payback/ISS II. OSS III. Expulsion |
| 8. Theft | Stealing school, teacher, or student property. | I. OSS/Payback II. OSS/Payback/Report III. OSS/Payback/Report |
| 9. HIGH LEVEL HARASSMENT OR THREATS | Verbal abuse, inappropriate touching, threatening others with physical harm. | I. Detention II. ISS III. ISS/OSS |
| 10. Weapons/Threats of Weapons (Possession, Handling, or Transmitting) | Having possession of a weapon or weapon look alike, capable or causing bodily harm. Threatening to bring a weapon to school. | I. ISS/OSS/Expulsion/Report to Police II. Counseling Program |
| 11. Drugs & Alcohol Look Alike Drugs/Alcohol/Drug Paraphernalia | Having possession of any substance deemed to be a drug. | I. ISS/Report to Police/ Counseling II. OSS/Report to Police III. OSS/Expulsion/Report to Police |
| 12. Smoking/Chewing/Possession of Cigarettes | Having possession of cigarettes, and/or smoking one. Distribution or transfer of cigarettes are prohibited. | I. ISS II. ISS/Counseling III. OSS/Expulsion |

| | | |
|---|---|---|
| 13. Bullying | Repeated & intentional aggression or meanness where a person or group has more power at the time to upset or hurt another person, their property, reputation, or social acceptance. | See Section on Bullying in Handbook |
| 14. Vandalism | Destruction of School Property, Grounds, Including Trashing. | I. Payback/ISS/OSS/Expulsion/ Report to Police |
| 15. Throwing Objects with Intent to do Harm | Deliberately throwing of an item with intent to do harm. | I. ISS/OSS II. ISS/OSS III. OSS/Expulsion |
| 16. Misbehavior in Detention | Behavior while in detention that is not respectful, responsible, or safe. | I. Additional Detention II. ISS III. ISS/OSS |
| 17. Failure to Report to Detention | Not reporting to the detention room when instructed. | I. Additional Detention II. ISS III. ISS/OSS |
| 18. False Fire Alarm/Bomb Threat | Any act that engages in a false alarm of a fire or threat of a bomb. | I. OSS/Counseling/Expulsion/ Report to Police/Expulsion |
| 19. Possession/Use of Firecrackers/Stink Bomb, etc. | Having possession or using firecrackers or stink bombs on school grounds. | I. OSS/Counseling/Expulsion/ Report to Police/Expulsion |
| 20. Threatening a Teacher/Staff Member | Making Verbal or non-verbal threats that harm a staff member or cause harm or injury. | I. ISS/OSS/Expulsion/Report to Police (Based on NJSP Threat Policy, see handbook) |
| 21. Attacking a Teacher/Staff Member | Making Physical Contact or with an object that causes harm or injury to a staff member. | I. ISS/OSS/Expulsion/Report to Police/Counseling |
| 22. Sexual Harassment | Verbal / Non-Verbal / Physical Refer to Handbook | See Section on Sexual Harassment Handbook |
| 23. Reckless Conduct-Endangering Others | Causing harm or potential harm | I. ISS II. ISS/OSS III. OSS/Expulsion |
| 24. Unexcused Absence & Truancy/Skipping Class | Refer to Handbook | Refer to Handbook |

Parents will be contacted after each major.

THESE INFRACTIONS COMPOUND THROUGHOUT THE SCHOOL YEAR.

NOTE: Students may be suspended from school from (1) to ten (10) school days.

Conflict between Handbook & Policy

All of the policies, guidelines, rules & regulations of the North Judson-San Pierre School Corporation are applicable to all students whether contained in this handbook or not. In the event of any conflict or ambiguity between the language of this handbook & the policies & guidelines of the North Judson-San Pierre School Corp., said policies & guidelines should govern.

Project Attend Check List

Step 1: 3 Unexcused Absences

- Phone call to parents/guardian-Date and Time of phone call _____.
- Send home a copy of school attendance policy and letter of incapacity – Date sent ____.
- Name will be placed on Principal’s watch list.

Step 2: 5 Unexcused Absences

- Phone call to parents/guardian-Date and Time of phone call _____.
- Certified letter home with a copy of school attendance policy, letter of incapacity, and an attendance agreement that parent must sign in person at the school-Date sent _____.
- Principal meets with parent and child-Date meeting took place _____.

School investigation check list:

- Is the student being bullied at school? _____
- Does this student have medical issues? _____
- Does this student have head lice? _____
- Does the parent(s) have difficulty with transportation? _____
- Does the parent(s) have multiple jobs? _____
- Does the child have behavior issues at school _____
- Has this student ever been retained? _____
- Does this child struggle academically? _____
- Is this student in special education? _____
- Other (School habits, sleeping in class, etc.) _____
- _____
- _____

Step 3: 7 Unexcused Absences

- Phone call to parents/guardian-Date and Time of call _____
- Referral to Project Attend through Juvenile Probation Officer-Date of referral _____

Step 4: 10 Unexcused Absences

- Referral to Starke County Prosecutor for Educational Neglect.

Full Nondiscrimination Statement

All publications and handouts mentioning USDA Child Nutrition Programs must Contain the following full nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;**
- (2) Fax: (202) 690-7442; or**
- (3) Email: program.intake@usda.gov.**

This institution is an equal opportunity provider.

NJ-SP Elementary School Pledge

I am a Bluejay learner who comes to school each day.
I will be responsible, respectful, and caring as I do my best today.

We all work together to make our school the best,
So this can be a first-class school for us and our guests.

I walk the Bluejay walk. I talk the Bluejay talk. I am positive to the core.
I pledge to do these things today and forever more.

North Judson--San Pierre High School Song

(To the tune of "On Wisconsin")

On North Judson, On North Judson
Rush right down the floor.
Never waver, always braver
Boost that NJ score.

We'll be loyal, treat you royal
We're the blue and gold.
You are the dearest school
Our hearts can hold.

J-J-JUD-S-S-SON-J-U-D-S-O-N!
JUDSON, JUDSON, JUDSON!

SCHOOL -WIDE DISCIPLINE PLAN

All discipline actions are at Principal's discretion

The following will be used as a guide for student discipline. If a student's conduct is severe enough, the disciplinary consequence may be escalated to the next level.

Effective discipline underlies the educational process of all children and assists in the development of control and character. It is crucial that administrators, teachers, staff members, students, and parents join together to make discipline effective in our school. We all benefit from a community in which everyone is respected because it fosters an environment in which teachers can teach and students can learn. Disruption of the educational process is not acceptable and it is each student's responsibility to know and respect the school rules.

This plan consists of four levels of offenses and consequences. Inappropriate student actions will result in the following disciplinary consequences.

When issues arise administrators and faculty will:

- Discuss the rule that has been violated
- Describe expected behavior
- Debrief and reteach school-wide behavioral expectations
- Contact parent, if necessary

Level 1 offenses will be handled most often by the teacher. These are the everyday issues that arise in the classroom.

Level 1 Offenses: (These will start fresh each nine weeks)

1. Chewing gum
2. Failing to keep hands/objects to yourself
3. Being off task/failing to complete work in a timely matter
4. Inappropriate behavior
5. Being disrespectful
6. Failing to be prepared for class
7. Being in an unauthorized area including not getting to bus in a timely matter

Level 1 Consequences:

After 5 documented incidents – Teacher discretion of consequence, parent notification, and meet with principal and/or counselor

After 10 documented incidents – Meet with principal, parent notification, and a 1-hour after school detention assigned

After 15 documented incidents– Meet with principal, parent notification, after school detention, and a parent conference is required.

After the 15th documented incidents– These infractions will be moved to level 2 and documented as a chronic level 1 offense

Level 2 Offense: (These will start fresh each semester)

1. Class/school disruption
2. Inappropriate language/conversation
3. Back-talking
4. Stealing
5. Cheating (copying someone's work giving to another person)
6. Inappropriate use of electronics
7. Inappropriate clothing
8. Threatening/harassing/intimidating/
9. Physical aggression
10. Non-compliance/defiance
11. Rough housing/play fighting
12. Falsely reporting an incident
13. Chronic level 1 offenses

Level 2 Consequences:

First Offense – Teacher discretion of consequence, parent notification, and meet with principal

Second Offense – Meet with principal, parent notification, and 1-hour after school detention assigned

Third Offense – Meet with principal, parent notification, and 1-hour after school detention assigned

Fourth Offense – Parent/teacher/student/counselor meeting, and 1-hour after school detention assigned

Fifth Offense – Meet with principal, parent notification, and 2-hour after school detention

Sixth Offense - Meet with principal, parent notification, and 2-hour after school detention assigned

After the sixth incident – These infractions will be moved to Level 3 and documented as excessive instances of lower level offenses

Level 3 Offenses will not be tolerated and will be sent directly to the principal (These will accumulate throughout the school year.)

1. Dangerous/hurtful behavior/bullying
2. Fighting (purposely hitting, kicking, biting, spitting, etc.) Fighting will result in assignment to ISS as a minimum corrective action
3. Profanity/threats directed toward a teacher, staff member, or student
4. Sexual comments or actions
5. Destruction or damage of property
6. Excessive instances of lower level offenses

Level 3 Consequences will not be tolerated and will be sent directly to the principal:

Day(s) In-School Suspension

Day(s) Out-of-School Suspension

Level 4 offense will not be tolerated and will be sent directly to the principal:

1. Drugs, alcohol, drug paraphernalia, and look alike items

2. Possession, handling, or transmitting any object that can be considered a weapon/firearm or a destructive device

Level 4 Consequence:

10 days Out-of-School Suspension Pending Expulsion

Amendment to Student Handbook

School Board Approved July 18, 2017

