

# **North White Elementary School**



## **STUDENT HANDBOOK 2022-2023**

### **North White School Corporation**

North White Elementary School  
Pre K – Grade 5  
(219) 253-6663

Mrs. Sarah Ousley, Interim Principal

# North White Elementary Schools

## Student/Parent Handbook 2022-2023

### **CIVIL RIGHTS NONDISCRIMINATION POLICY**

North White School Corporation is committed to equal opportunity. Educational services, programs, instruction, and facilities will not be denied to anyone on the basis of age, race, color, gender, handicapping condition, or national origin, including limited English proficiency.

For further information, clarification, or the name of the Section 504 Coordinator, please contact:

Superintendent  
402 East Broadway St.  
Monon, IN 47959  
219-253-6618

Information concerning the Civil Rights-Non-discrimination Grievance Procedure for Indiana's Civil Rights Compliance Program may be obtained from the building principal, clarification, or the name of the Title IX/Sexual Harassment Compliance Officer, please contact:

Superintendent  
402 East Broadway St.  
Monon, IN 47959  
219-253

### **NORTH WHITE SCHOOL CORPORATION MISSION STATEMENT**

**The North White School Corporation believes all children flourish in an atmosphere where honesty, mutual respect, compassion, communication, high expectations, and excellence exist throughout the school community.**

**HIGH EXPECTATIONS!  
HIGH ACHIEVEMENT!**

## **ATTENDANCE INFORMATION**

### **ATTENDANCE**

Attendance in school is very important, as we build strong students and citizens in our school community. Parents have the power to positively influence our children's attitudes towards lifelong learning and school success.

The **Indiana Compulsory Attendance Law** states that each child who is not less than seven (7) years of age and not more than eighteen (18) years of age shall attend either a public or some other school which is taught in the English language and which is open to inspection by the state attendance officer, local attendance officer, and school officials.

All students are expected to attend regularly and be on time. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. Students who are not present cannot be taught.

Consequently, it is difficult for many students who frequently miss school to achieve the maximum benefits of schooling. The regular contact of students with one another in the classroom and their participation in well-planned instruction activity under the guidance of a competent teacher are vital for maximum achievement.

#### IC 20-33-2-4 Compulsory attendance

Subject to the specific exceptions under this chapter, a student shall attend either:

- (1) a public school that the student is entitled to attend under IC 20-26-11; or
- (2) another school taught in the English language.

#### IC 20-33-2-5 Days of attendance

A student for whom education is compulsory under this chapter shall attend school each year for the number of days public schools are in session.

IC 20-33-2-28

Compulsory attendance for full term; duty of parent

It is unlawful for a parent to: (1) fail; (2) neglect; or (3) refuse; to send the parent's child to a 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 20-33-2-44 Penalty

A person who knowingly violates this chapter commits a Class B misdemeanor.

### **ABSENCE FROM SCHOOL**

Good attendance is a shared responsibility of students, parents and school.

--The North White School Corporation defines excellent attendance as a 99% attendance rate which allows students 2 absences per school year.

--Standard attendance is a 97% attendance rate which allows for 5 absences per school year.

--Excellent attendance (99% attendance rate) is the goal for all students.

**ABSENCES** – There are three (3) types of absences: **EXEMPT**, **EXCUSED**, and **UNEXCUSED**. Students will be allowed a total of NINE (9)

EXCUSED/UNEXCUSED absences per semester. They are defined as follows:

### **EXEMPT ABSENCES**

**EXEMPT** absences **DO NOT** count toward the nine (9) per semester limit. **Under certain circumstances, the law requires the school to authorize the absence and excuse of a student.**

1. Court appearances requested and documented by subpoena, probation officer or court officer; \*
2. Other, per North White School Corporation policy:

--Homebound instruction or placement in a hospital or other juvenile facility providing instruction;

--Field trips as approved by the school principal;

3. Personal illness requiring a doctor's care and routine medical/dental appointments. A statement from the doctor is required **WITHIN THREE (3) SCHOOL DAYS** of the student's return to have exempt status. A total of **THREE (3)** separate doctor's notes will be allowed per semester.

4. Funerals for immediate family members (parents, siblings, aunts, uncles, grandparents) approved by administration.

5. The principal (or designee) may give exempt status to any case not specifically covered above.

*\* Mandated by Indiana State Law*

### **EXCUSED ABSENCES**

(Administration may request verification)

**EXCUSED** absences **DO** count toward the nine (9) per semester limit. **Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school.**

1. Personal illness not requiring a doctor's care
2. Family trips or needed absences with parents with prior approval of the administration (see pre-arranged absences); Students must have 95% attendance rate and passing all subjects.
3. Other absences as approved by the school principal.

### **UNEXCUSED ABSENCES**

1. Absence due to truancy.
2. Absence after a total of **nine (9) unexcused absences** for the semester without acceptable medical verification (Certificate of Incapacity) or prior principal approval.
3. Absences not confirmed by the parent within one day of the absence.
4. Other reasons not defined as excused in North White attendance policy.

## **PREARRANGED ABSENCES**

The North White School Corporation calendar is designed to allow several opportunities for family vacations during the school year. Families should make every effort to plan vacations around the school calendar to maximize learning opportunities. Trips scheduled during regular school days are strongly discouraged.

Families are encouraged to build vacation days around the school calendar.

Family trip requests should be filed with the principal at least one week prior to the student's absence. Students will be responsible for completing any work missed during the trip. Family trips will be approved at the principal's discretion.

## **REPORTING AN ABSENCE**

### ● **STUDENT RESPONSIBILITY**

Students are responsible to be in school and in their assigned area. All personal appointments and obligations should be planned for times outside the instructional school day when at all possible.

### ● **PARENTAL RESPONSIBILITY**

It is the parent's responsibility to:

1. **Make sure the school has your updated and correct phone numbers, e-mail, and address at all times.**
2. Call the school office to report the child's absence and the reason for the absence by 8:30 a.m. the day of the absence.

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The parent need not call when the absence has been pre-arranged and approved by school officials.

3. Send appropriate verification with the child for school attendance records the day of the child's return following the absence, such as a doctor's verification or parental note.

Note: If no parental note or call is received within one day after the absence, the absence will be considered "unexcused".

The school reserves the right to verify absences by calling parents at home or work and/or contacting the physician.

## **EXCESSIVE ABSENTEEISM**

When a student reaches a total of **nine (9) days of unexcused absence**, all subsequent absences must be documented by one of the following to be considered "excused":

1. *Certificate of Incapacity* from the Indiana Department of Education obtained or sent from the NWSC office.
2. Pre-approval or verification by the school principal for unique and/or extreme situations or emergencies.

The North White School Corporation will notify parents of total unexcused absences by letter or email as follows:

1. Upon **six (6) days of unexcused absence** in a semester;
2. Upon **nine (9) days of unexcused absence** in a semester the school will notify parents that additional disciplinary consequences may result. Actions may include referral to the Student Support Team, the White County Division of Family Services, and the White County Prosecuting Attorney.

The North White School Corporation reserves the right to consider retention of any student, regardless of the child's performance, based on **18 or more excused or unexcused absences** per school year.

## **FULL DAY ABSENCE**

No school attendance on a scheduled school day.

## **ONE-HALF DAY ABSENCE**

School attendance of less than 3½ hours on a scheduled school day.



**TARDINESS** - A student who arrives after his/her scheduled arrival time (8:00 a.m.) will be counted tardy. **Upon arrival, the parent must report to the school office to sign in his/her student.**

It is important for the student to begin the day with his/her class. This is where the tone for the day is set and specific information is given for the procedures for the rest of the day. We highly stress the importance of being at school on time and ready to start the day on a positive note.

**TRUANCY** – The North White School Corporation definitions regarding truancy are as follows:

Truancy: An absence from school or class period without school authorization or parental consent.

### **MISSED SCHOOLWORK/**

**HOMEWORK** - Teachers may send make-up work **home** for students who are ill. Please be courteous by requesting work during the 8:30 A.M. call-in, so that teachers may have time to get it ready for pick-up by the end of the school day.

Teachers will assist the student with the work to be made up upon his return to school. The student and the teacher will arrange times for discussion, planning, and help which will not significantly detract from the regular instructional routine of the class.

Students will have the same number of days to submit make-up work as the number of days they were absent, plus one additional day. For example, if a student is absent from school for two days, work must be completed within three days after his/her return.

### **AFTER-SCHOOL ACTIVITIES WHEN**

**ABSENT** - Students must be present at school in order to participate in or attend after-school activities for at least ½ the day (for example,

music programs, athletic events, school programs, mini dance camp, etc.)

Absence due to a child's leaving school during the day for a doctor's appointment or family emergency will occasionally occur. In such cases, the student may participate in an after-school activity with the physician's notice of appointment on file or the permission of the principal.

### **EXTRA-CURRICULAR ELIGIBILITY**

North White Elementary students must meet teacher/school academic and behavioral expectations in order to participate in North White School Corporation extracurricular activities.

Participation (practice, as well as events) in athletics and other extra-curricular activities is a privilege. Each child's teacher will monitor student academic and behavioral performance. The final recommendation for on-going participation in an extra-curricular activity is made by the teacher to the building principal. The determination of the principal will be made to the extra-curricular sponsor/coach.

### **STUDENT RELEASE/RETURN DURING SCHOOL HOURS; SIGN-OUT AND SIGN-IN**

Any parent or legal guardian wishing to pick-up his/her child during the school day will need to come to the office and SIGN-OUT the student.

Any parent or legal guardian bringing his/her child to school after the 8:00 start of the school day **or returning** their child throughout the school day needs to come to the office and SIGN-IN/OUT the student. This policy is for the protection of the student and parent.

**LEAVING SCHOOL GROUNDS** - Upon arrival at school, all students must remain on the school grounds until dismissed from school.

### **A CHANGE IN DISMISSAL**

**PROCEDURES** - If parents desire that their child get off the bus at another home, wait to be

picked up at school, go home with another adult, etc. **A NOTE IS NEEDED FOR THE TEACHER, BUS DRIVER, AND SCHOOL OFFICE.**

If your child is planning to ride or walk home with another student, a note from BOTH students' parents, explaining the arrangement, is needed by the school office.

**STUDENTS WILL BE SENT HOME AS USUAL WITHOUT A PARENT NOTE IN ADVANCE.** Emergency needs can be handled by notifying the principal's office by phone. **Calls must be made by 2:00. No changes will be made in transportation arrangements after the 2:00 pm deadline without them being an extreme emergency and only with the direct approval of the principal.**

## **STUDENT EXPECTATIONS**

**Pledge of Allegiance:** North White Elementary will stand for the Pledge of Allegiance every morning at 8:05am.

**ACADEMIC STANDARDS** - The Indiana Academic College and Career Ready Standards 2014 are a set of academic skills the State of Indiana expects for all students to learn. Each grade level, K-12, has its own specific skills which are to be mastered by the end of that grade level. **Indiana Standards are available on the Indiana Department of Education website ([www.doe.in.gov](http://www.doe.in.gov)).**

Student success depends upon the support of teachers and parents working together to build these rigorous skills for our students.

### **LIBRARY USE**

The library is an important resource for each student's academic success. The care and prompt return of the books are necessary so all students can enjoy all aspects of the library.

Books should be checked out for no more than one week at a time. If a book is not returned within two weeks or is returned damaged beyond repair, a letter will be sent home requesting payment to replace the book. The care and return of the books is the student's responsibility.

### **ELEMENTARY HOMEWORK:**

**BUILDING THE BRIDGE** - Homework builds a bridge between a child's learning in school and out of school. It is a tool that reinforces newly learned skills and encourages responsibility and self-discipline. Homework helps families and schools work cooperatively in improving student learning.

Teacher-directed work during school time is the most valuable method of instruction. In accordance with this philosophy, the North White Elementary Schools will follow this homework policy:

Grades 1-3	½ hour maximum
Grades 4-5	1 hour maximum

Teachers will be encouraged to assign voluntary, open-ended assignments, projects, etc., that will foster interest and enrich the child's classroom learning experience.

### **EVALUATION OF STUDENT**

**PROGRESS** - The academic and behavioral growth of our children occurs on a daily basis. Continual communication between teachers, students, and parents is essential for ensuring success during the elementary years.

Student grades, attendance, etc. can be monitored by parents on a continual basis through the NWSC Website. Parents will be provided a password to access each child's Skyward.

- **Report cards are sent home at the end of each nine weeks.**

- **Mid-term grades can be accessed through Skyward during the 5<sup>th</sup> week of each grading period.**

**REPORTING OF STUDENT**

**PROGRESS** - The following system will be used for the reporting of student progress for North White School Corporation:

Kindergarten, Grade 1 – A standard’s based report card aligned with Indiana Academic College and Career Ready Standards will be used each nine weeks to show student’s mastery of expected skills.

Grades 2-5 -Letter grades will be used to reflect student progress.

Each subject will contain at least nine assignments per grading period.

**The grading scale used for Grades 2-5 will be:**

A+	100-98	C+	79-78
A	97-92	C	77-72
A-	91-90	C-	71-70
B+	89-88	D+	69-68
B	87-82	D	67-62
B-	81-80	D-	61-60
		F	59 and below



**STUDENT RECOGNITION**

High achievement of students is a goal which we all share. Several awards are presented to recognize student achievement in all of our schools.

**Perfect Attendance**--Students with perfect attendance at all grade levels receive certificates each semester. To have perfect attendance you must be present all day for the entire day school is in session. Including participation on all eLearning days.

**Academic Excellence**--The Academic Excellence award is given to students working at grade level in grades 2-6 who earn A's (A+, A, A-) in every subject receiving a grade. Academic Honorable Mention is awarded to students working at grade level in grades 2-6

who earn all A's (A+, A, A-) and B's (B+, B, B-) in subjects receiving a letter grade.

**ILEARN TESTING**

ILEARN will be administered to all students in grades 3 through 5 according to State guidelines. This state-mandated test is critical in making certain all students are meeting expected performance in academic skills which are essential for success. ILEARN will be administered in accordance with the state testing windows. ILEARN testing will be completed on the school provided device. However, students will need their own headphones/earbuds for testing.

**Third grade students will be administered IREAD-3 to determine if they possess the reading proficiency skills necessary to advance to fourth grade.**

**PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled to provide parents the opportunity to meet with their child’s teacher. Check your school calendar for specific dates. Parents are strongly encouraged to make every effort to attend these conferences.

Parents may contact their child’s teacher at any time to discuss progress or concerns. Communication is the key to success!

**STUDENT CONDUCT/CITIZENSHIP**

Guidelines and procedures give structure and organization to each area of our school. School guidelines apply to our students as they remain on school grounds, are going to and from school, and at any event when our elementary school is represented, regardless of location.

Teachers will share PBIS procedures and expectations with students and their parents at the beginning of the school year. School guidelines and procedures pertain to all areas of the school, including the hallways, restrooms, cafeteria, playground, and buses.

When a student exhausts the teacher's discipline sequence, they fall into the principal's level of consequences which may include, but are not limited to parent contact, time out, detentions, in-school suspension, out-of-school suspension, and possible expulsion from school.

Fighting is never a choice and possible in-school suspension or out-of-school suspension will be imposed by the administration for physical altercations. The severity of the incident will determine the number of days of suspension. Repeated incidents of fighting may result in expulsion.

Obscene language has no place in school. Consequences may include recess detention, in-school suspension and out-of-school suspension.

Failure to follow the guidelines set in the Technology handbook will result in appropriate consequences as determined by administration, including but not limited to: proper care of the device, and ONLY using it for educational purposes directed by your classroom teacher. These guidelines pertain to both in school and out of school hours. Classroom management is the responsibility of the classroom teacher. Each classroom will follow the school wide PBIS model. These procedures are reviewed the first week of school and as needed.

Recess supervisors will manage all minor difficulties at recess. Walkie talkies are carried by a recess supervisor at all times for communication with the office.

Major offenses will be a direct referral to the principal's office. If a student is sent to the principal's office, consequences are at the discretion of the administration. Serious situations will include on-site alternative programming and/or out-of-school suspension. Expulsion remains an option to be utilized as an extreme recourse.

**SUSPENSION FROM SCHOOL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function.

**EXPULSION:** A student may be expelled from school in accordance with expulsion definitions in Indiana code 20-33-8-3.

### **GROUND FORS SUSPENSION OR EXPULSION:**

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event.

#### **A. Student Misconduct and/or Substantial**

**Disobedience**--Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could



- reasonably cause physical injury to any person. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
  6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  8. Possessing, using, transmitting, or being affected by any controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
  9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
  12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
  16. No student shall bully another student. Indiana anti-bullying laws include the following definitions of bullying: “Bullying” means overt, unwanted, **repeated** acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

(1) places the targeted student in reasonable fear of harm to the targeted student's person or property;

(2) has a substantially detrimental effect on the targeted student's physical or mental health;

(3) has the effect of substantially interfering with the targeted student's academic performance; or

(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Burns Ind. Code Ann. § 20-33-8-0.2 (2013)

17. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function.
18. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device
19. No student shall wear, possess, use, distribute, display, create or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti or other items which may be viewed by school officials as evidence of membership in or affiliation with a gang. No student shall use any speech, gestures or communication that may be viewed as school officials as evidence of membership in or affiliation with a gang.
20. Making threats of violence towards the school, students, or any other institution or person, whether meant as a threat, prank, or otherwise.

#### **B. Possessing A Firearm or Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.

#### **C. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property such as:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
2. The penalty for possession of a firearm is suspension up to 10 days and expulsion from school for at least one calendar year.

#### **D. Unlawful Activity**

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

classes or other school functions. Any unlawful activity by a student, which has been reported to administrators, will be turned over to local law enforcement.

### **E. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

#### **LEGAL REFERENCE:**

I.C. 20-8.1-5.1-1 et seq.

I.C. 35-47-5-2-4

I.C. 35-41-1-8

I.C. 35-47-1-5

### **PERSONAL ELECTRONIC DEVICES**

We recognize that electronic devices are an important part of our everyday world and are increasingly being used in teaching and learning. However, we want to be sure that any devices at school are being used as an appropriate instructional tool, and their use does not interfere with our students' learning environment.

NWES is proud to announce that we provide access to ChromeBooks in all of our classrooms. Students should only use electronic devices under the direct supervision of the teacher, so there is absolutely no need for students to bring their own devices from home. This includes cell phones, smart watches, iPads, and tablets. We believe that elementary schoolers are not equipped to deal with the responsibilities of having unsupervised technology, and their brains are not quite ready to handle such distractions at school.

If your child must bring a device to school in order to communicate with you after school hours, then please remind them of the following:

Electronic devices brought from home will be kept in the backpack turned off during the school day and will not ring or cause disruption to the instruction in the classroom.

If this becomes a continuous issue with your child, the personal device may be confiscated and a parent/guardian may have to come to the school to retrieve the personal device.

Thank you for helping us make NWES the best place to be!!

**BUS PROCEDURES** - All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the school bus driver and the governing body of the school corporation. We would like for you to discuss and understand the rules which have been instituted for the safety, comfort, and efficient operation of our bus fleet.

### **SAFETY RULES FOR THE SCHOOL BUS**

1. Each student shall sit in the assigned seat designated by the driver.
2. Students shall stay seated at all times during the trip to and from school.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Students shall conduct themselves in a calm, respectful manner at all times.
5. Windows or doors shall stay closed except by permission from the driver.
6. Students are to enter and leave the bus only after a complete stop has been made and the doors have been opened.
7. Students must be at the bus pick-up on time.
8. Eating and drinking are not allowed on the bus.
9. Permission to ride a bus other than one's assigned bus can be granted only by the bus driver or the principal in emergency situations.



**NORTH WHITE SCHOOL  
CORPORATION BUS DISCIPLINE  
POLICY (K-12<sup>th</sup> graders)  
Behavior Guidelines and Consequences**

**Class I Offense**

1. Spitting
2. Excessive noise
3. Horseplay/Mischief
4. Eating, drinking, littering on bus
5. Leaving seat/standing without permission from driver.
6. Use of any liquid containers in any form.
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
8. False identification
9. Riding unassigned bus or using unassigned bus stop
10. Opening window past safety line
11. Riding or attempting to ride any bus during a bus suspension
12. Disobedience to the driver
13. Other offenses as reported by the driver or principal

**Class II Offenses**

1. Hanging out of windows
2. Throwing/shooting of any object
3. Physical aggression against any person
4. Possession/use of tobacco or any controlled substance
5. Vandalism to bus (restitution will be made)
6. Holding onto or attempting to hold onto any portion of the exterior of the bus

7. Lighting of matches, lighters or any flammable object or substance\*\*
8. Unauthorized entering or leaving bus through emergency door/tampering with the bus equipment
9. Possession or threat of weapons/explosives/flammables\*\*
10. Other offenses as reported by the driver or principal and/or designee
11. Possession/use of laser pens or pointers
12. Threatening the bus driver
13. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II 1<sup>st</sup> offense

\*\*The bus is an extension of the school day. Bus consequences may be superseded by North White School Corporation board policy. The bus driver has the authority to assign seats. The sexual/racial/religious harassment policy, the weapons policy, and hazing prohibition policy of the North White School Corporation will be strictly enforced on the school bus as well as at school.

**CONSEQUENCES – Class I**

- |                         |                                     |
|-------------------------|-------------------------------------|
| 1 <sup>st</sup> Offense | written warning                     |
| 2 <sup>nd</sup> Offense | 1 day suspension                    |
| 3 <sup>rd</sup> Offense | 3 day suspension                    |
| 4 <sup>th</sup> Offense | a) 5 day minimum suspension         |
|                         | b) Possible loss of all bus service |
|                         | c) Parent meeting optional          |
| 5 <sup>th</sup> Offense | Loss of bus service                 |

**CONSEQUENCES – Class II**

- |                         |                                 |
|-------------------------|---------------------------------|
| 1 <sup>st</sup> Offense | 5 day suspension                |
| 2 <sup>nd</sup> Offense | 10 day suspension               |
| 3 <sup>rd</sup> Offense | 10 day minimum suspension       |
|                         | b) Possible loss of bus service |
|                         | c) Parent meeting optional      |
| 4 <sup>th</sup> Offense | Loss of bus service             |

## **GENERAL INFORMATION**

### **LEGAL STATUS OF STUDENTS -**

Appropriate legal documentation for name, guardianship, court orders, etc. must be on file for each student. Any change in the legal status of a student should be reported immediately to the Principal's Office.

No student will be released to any person other than the parent or legal guardian without written consent.

### **SCHOOL VISITATION**

Parents and guardians are always welcome to visit our school and their child's classroom. When visiting the school, visitors must stop at the office, present their drivers license or picture state ID, communicate their purpose, and obtain a visitor's pass. Any visitation to classes during instructional time will require administrative approval to minimize interruptions in classroom instruction.

### **SCHOOL VOLUNTEERS**

The safety of all children is our highest priority in the North White School Corporation. Parents and other volunteers who come into our schools to volunteer will be required to register as a NWSC volunteer, which includes the completion and passing of the Indiana State Criminal History Check. Each school office will provide the necessary paperwork. Copies for the current year will be kept on file in the school office. There will be no cost to our volunteers for completing this process. Volunteers who will be included in this request will be PTO officers and parents who will frequently be engaging in student activities: classroom volunteers, study trip volunteers, etc.

**The principal and teachers are responsible for deciding which parents will serve as a volunteer on any field trip.**

### **PROTECTION OF PUBLIC AND PERSONAL PROPERTY**

Our school is public property, and as such, it is in the best interest of all residents to maintain it in excellent condition. We need the cooperation of all children who attend to respect and care for our buildings.

Realizing that personal property could be lost or stolen, students should never carry large amounts of money or valuables to school. Personal electronic games and electronic communication devices, including cell phones and any other technology used to communicate, are not allowed at school. **SELLING, TRADING OR GIVING AWAY STUDENTS' PERSONAL PROPERTY IS NOT PERMITTED AT SCHOOL.**

### **DIRECTORY INFORMATION**

North White School Corporation complies with the privacy acts to ensure that student information is not made available to outside sources. The North White School Corporation designates the following items as directory information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary within two weeks of enrollment.

### **PESTICIDE APPLICATION NOTICE**

Periodically throughout the year, it may be necessary that pesticides will be applied to external and internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal of the building. You will be given a form to fill out and will be notified of any pesticide application with at least a 48-hour advance notice. Pesticide applications will not

be done when children, staff members or any other people are present in the area that is to be sprayed.

### **SCHOOL CANCELLATIONS**

**OR DELAYS** - In case of bad weather—snow, low temperatures, ice, mechanical failure, etc.--the official closing of school will be announced through our automated school messenger system. Please contact the school office to sign up for this free service. In addition this will be announced over these radio and television stations. Listen to these stations for information. The school will utilize the student/parent notification system as well.



<b>WASK Lafayette</b>	<b>FM 98.7</b>
<b>WKOA Lafayette</b>	<b>FM 105.3</b>
<b>WKHY Lafayette</b>	<b>FM 93.5</b>
<b>WSHP Lafayette</b>	<b>FM 95.7</b>
<b>WAZY Lafayette</b>	<b>FM 96.5</b>
<b>WLFF Lafayette</b>	<b>FM 95.3</b>
<b>WMRS Monticello</b>	<b>FM 107.7</b>
<b>WSHW Kokomo</b>	<b>FM 99.7</b>
<b>WLQI Rensselaer</b>	<b>FM 97.7</b>
<b>WRIN Rensselaer</b>	<b>AM 1560</b>
<b>WGLM W. Lafayette</b>	<b>FM 106.7</b>
<b>WHZR Logansport</b>	<b>FM 103.7</b>
<b>WLFI Lafayette</b>	<b>TV 18</b>
<b>WRTV Indianapolis</b>	<b>TV 6</b>
<b>WISH Indianapolis</b>	<b>TV 8</b>
<b>FOX 59 Indianapolis</b>	<b>TV 5</b>

**Parents may also find information about school closings and delays at the following websites:**

**North White School Corporation: @NORTHWHITESCHOOLCORPORATION**  
**Twitter: @nwhiteschools**  
**[www.nwhite.k12.in.us](http://www.nwhite.k12.in.us)**  
**[www.cancellations.com](http://www.cancellations.com)**  
**[www.jconline.com](http://www.jconline.com)**

Each family needs to develop a plan so that your children know what to do and where to go to ensure their safety if school is dismissed early. There will be an administrator on duty

during early dismissal until all buses have reached their destination safely.



**BICYCLE RIDERS AND WALKERS-** Students riding bicycles to school will be expected to know and follow proper bike safety rules such as:

1. Walk on the sidewalk if there is one. If not, ride on the right hand side of the street with traffic.
2. Only one child to a bike.
3. Walk single file with bikes.
4. Cross only at the designated crosswalks.
5. Dismount when crossing the street to enter the school grounds and walk bicycles on school grounds.
6. Park at the bike rack.
7. Use proper hand signals.
8. Bicycle helmets should be worn for safety.
9. Respect the authority of the crossing guard and instructional aid or teacher.

School personnel cannot be responsible for theft or damage to any bike. Skateboards and roller blades are not to be ridden on school grounds.

Prior to riding your bike, parent permission forms must be on file in the office in order for a student to ride his/her bike to school.

Rules for walkers are as follows:



1. Walkers should cross only at the designated crosswalks and remain on the sidewalk.
2. Jaywalking is not permitted.
3. Respect the authority of the crossing guard.

### **Car Riders:**

1. Students may only enter cars at the designated car rider lane at the elementary.
2. Parents picking up students in the car rider line must enter the line to have

students loaded by staff members. No persons shall be permitted to walk between cars in the car rider line.

3. The door at the car rider entrance will be available from 7:45-8:05. Arrivals after 8:05 need to enter the main entrance.
4. No parent is allowed to pick up an elementary student in a car at the High School.

### **PROCEDURES FOR GENERAL CRISIS** –

The safety of students and staff is the top priority of our schools. While it is impossible to anticipate or prevent all emergencies, each school has a crisis plan with which all staff members are familiar. Fire and storm drill procedures are posted in each room and all safety drill procedures are practiced regularly.

Parents and guardians can help us ensure the safety of our children by talking with children about the importance of following adult instructions quickly and taking practice drills seriously.

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint. When a seclusion or restraint is used with a student, the student's parent or guardian must be notified verbally as soon as possible. A copy of the incident report prepared by staff following the use of seclusion or restraint with a student must be sent to the student's parent or guardian.

**FUND RAISING** - The North White administration will make the final decision concerning fund raising events. All fundraising must be approved by the school board.

**PERSONAL APPEARANCE** - Standards of dress change frequently, and what is appropriate at one time or place may not be appropriate at another. Therefore, no one single rule or set of rules will cover all occasions. Parental judgment and cooperation is the single best requirement for the appropriateness of dress for our children.

**If a student has selected a manner of appearance that disrupts the educational process or presents risk to him/herself or others, he/she may be removed from the educational setting.**

### **Guidelines for student dress include:**

Personal grooming and the clothing worn by students should be so as not to disrupt the educational process. Clothing such as low-rise pants and short shorts are inappropriate for school. **Shorts must be as long as or longer than the students' finger length when arms are fully extended to their sides.**

In addition, the unnatural coloring of hair for elementary-aged children is not appropriate for school and is considered to be a distraction from the learning environment.

1. For safety reasons, all children must wear some type of footwear. "Flip-flops" and other type sandals without heel straps cause a safety concern for active play and are strongly discouraged. Shoes with wheels are prohibited.
2. For health reasons, all children should always be clean and come to school in clean clothing.
3. Patches or T-shirts that are profane or suggestive must never be worn at school. Only logos and/or language which represent healthy living are permitted on any item at school.
4. Outside recess during the winter months is very important to the health of our children; therefore, we encourage them to bring boots, gloves, and hats. Children should

not wear shorts or summer footwear until after spring break. Any student not dressed appropriately for weather conditions may not be permitted to go outside for recess.

5. Clothes should not be tattered or torn. Shoestrings should be tied at all times to prevent injury.
6. Any shirts that are sheer, sleeveless, and/or expose the midriff, bare shoulders or back are not permitted; shirts/tops must extend to the point of the shoulder. Tank tops worn alone are not acceptable.
7. Exceptions can be made by the administration such as “pajama day”, “hat day” etc. when associated with spirit weeks and other special occasions.

### **BREAKFAST/LUNCH PROGRAM INFORMATION**

The North White School Corporation provides breakfast and lunch programs for all students. The option to bring a lunch from home is also available to our children.

Students who bring their lunches are encouraged to pack healthy, balanced meals with milk or juice to drink. Fast food meals are discouraged. Carbonated beverages (pop) are not permitted. Students who bring their lunch to school should use coolers or a thermos to preserve the safety and/or temperature of their food. The school is not equipped to refrigerate and/or heat individual food items brought from home.

Listed below are breakfast and lunch prices for 2019-2020

#### **Lunch--Cost per student is:**

***Elementary School paid***

***-\$2.20 per day (\$11.00 per week);***

***Elementary School reduced***

***-40 cents (\$2 per week).***

***Adults-\$3.50 per day.***

***The price for milk is 45 cents.***

Prices for a la carte and extra items will be posted in the cafeteria.

1. Applications for assistance for free/reduced lunch will be given to each family at the beginning of the school year. If you do not receive one or have a change during the year, please feel free to contact the office. We encourage families to apply for assistance.
2. Lunch for all of your children attending school, regardless of grade, may be purchased with one check. If possible, pay all lunch monies on the first day of the week.

### **Breakfast Program**

The North White School Corporation Food Services will offer a state-approved breakfast program at all elementary schools.

#### **Breakfast-The cost per student is:**

***paid-\$1.50 per day***

***reduced-30 cents per day.***

***The price for milk is 45 cents.***

**An online pay option is available at the North White School Corporation website.**

**[www.nwhite.k12.in.us](http://www.nwhite.k12.in.us)**

This institution is an equal opportunity provider.

### **PARTIES**

Celebrations of students’ birthdays are very special days and are encouraged. Please discuss your child’s birthday recognition with the classroom teacher prior to the special day, in order to verify the number of children in the class. All treats should be store bought and include an ingredients list. Pre-packaged or pre-wrapped servings allow children to enjoy treats easily. Please drop off in the office or have your child bring the treats to school so it does not interrupt instructional time. Classes will also celebrate Fall, Winter, and Valentine’s Day parties.



## **STUDENT HEALTH INFORMATION**

### **NEED FOR EMERGENCY**

**INFORMATION** – Should an injury or sudden illness occur at school, it is necessary that someone can be reached for immediate assistance.

**For the safety of our children it is imperative that telephone numbers are kept current. If you have not done so, please make available the name and phone number of someone to contact in the case of such emergencies.**

It is also suggested that another source of transportation be identified in the case that it would be needed.

Students with fever or head lice will not be placed on the bus or allowed to walk home. If the school is unable to reach a parent/emergency contact to pick up the student, the school will contact the appropriate alternative such as the police department, SRO, or DCS.

### **STUDENTS WITH SPECIAL HEALTH PROBLEMS AND NEEDS-**

It is extremely important that the classroom teacher and the school office personnel be notified of any special health condition and special needs that a student may have. It is vital that all school personnel are made aware of the condition and the proper procedures for dealing with it. The school nurse is responsible for informing staff on a "need to know" basis only, with respect for the student's confidentiality. Please visit our school website for the most updated information on the school's section 504 policies.

### **STUDENT MEDICATIONS**

1. Only those medications that are necessary to maintain the child in school and which must be given during school hours shall be administered.
2. The school nurse manages a program for administration of medication. In order for

the school to give medication to a student, several guidelines must be followed.

3. Parents must bring any medications to school. Students are not allowed to transport medications to or from school. In addition, do not send your child's prescription with them to school.

### **Prescription Drugs**

- a) Medications prescribed for a student are kept in the original container/package with pharmacy label and student name affixed. The pharmacy label can serve as the written order of a practitioner.
- b) Written permission of a parent or legal guardian authorizing the administration of the medication must be on file. North White School Corporation has a school medication consent form that must be completed by the parent or legal guardian.
- c) Medications will be stored in a locked medication cart.

### **Over-the-counter Medications**

- a) All over-the-counter (non-prescription) medication shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original container.
- b) Written permission of a parent or legal guardian authorizing the administration of the medication must be on file. North White School Corporation has a school medication consent form that must be completed by the parent or legal guardian. A note should give instructions for administering the medication including the dosage and the time the medication should be given.
- c) All medications should be brought to the office where they will be kept in a locked medication cart.
- d) Medications must be brought in by a parent in the original container and must not be expired.
- e) Aspirin will not be given at school because of its connection to Reyes Syndrome. In

most cases, physicians recommend non-aspirin medication (such as Tylenol or Ibuprofen) for relief of pain or fever.

4. Each school will designate staff members who will dispense medications (school secretaries).
5. All persons administering medications, whether prescription or non-prescription, shall document that a student received the medication. A medication log sheet will be kept by the school nurse.

### **Senate Bill 376**

Any student with a chronic disease or medical condition may self-administer medication at school if the school receives in writing two statements--one from the parent and one from the doctor.

1. The parent must send written permission for the child to carry the medication and to self-administer it (example: inhaler or Epi-pen).
2. A physician must state in writing the following:
3. The student has an acute disease or medical condition for which the physician has prescribed the medication;
  - a.) The student has been instructed in how to self-administer the medication; and
  - b.) The nature of the disease or medical condition requires emergency administration of the medication.

The physician determines what is acute or chronic, not the school. The authorization must be filed annually.

**INSURANCE - THE SCHOOL DOES NOT HAVE AN ACCIDENT POLICY ON ANY STUDENT.** It is, therefore, the responsibility of the parent when a student is hurt in any school activity to pay medical bills incurred

### **RELEASE OF MEDICATION**

Medication that is possessed by the school for administration during school hours or at school

functions for a student will be released only to the student's parent/guardian, per NWSC policy.

Parents are asked to make arrangements with the school nurse at the end of each school year, or as needed, to come to school to pick up their child's medications.

If the guidelines for giving medications at school are not followed, the school may refuse to give the medication.

### **SPECIAL MILK OR FOOD REQUEST-**

Students who are allergic to milk or other foods and need to have milk or food substitutions made through the school cafeteria or school lunches are required to have a note from the physician on file in the school office **every year.**

### **IMMUNIZATION REQUIREMENTS-**

Minimum requirements for immunization are available to all parents in the school office.

**THE INDIANA STATE DEPT. OF HEALTH MANDATES REQUIREMENTS YEARLY TO ALL INDIANA SCHOOLS. THOSE REQUIREMENTS MUST BE MET BY THE BEGINNING OF EACH SCHOOL YEAR OR THE STUDENT MAY BE EXCLUDED FROM SCHOOL UNTIL COMPLIANCE IS REACHED.**

### **MEDICAL SCREENING AT SCHOOL-**

The following screenings of student health needs are a part of the school's interest in good health:

- ◆ Vision Screening – K, Grade 3, Grade 5  
IC 20-34-3-12
- ◆ Speech and Hearing – **Speech:**  
Kindergarten or by request or concern.  
**Hearing:** Kindergarten, 1<sup>st</sup>, and 4<sup>th</sup>.  
IC 20-34-3-14

Student health concerns may be referred to the school nurse, speech pathologist, or social worker at any time.

**NURSE'S OFFICE** - The nurse maintains an office in each building and provides assistance whenever needed. Minor injuries or ailments may be cared for at school and general first aid will be administered. If any question concerning an illness or injury exists, parents will be contacted if at all possible.

Each school year, children are excluded from school for various medical reasons. This is done for the welfare of the child. According to the White County Health Officer, teachers are required to exclude children from school who have any of the following conditions:

1. Elevated temperature of 100 degrees or higher, accompanied by other symptoms such as headache, sore throat, rash and other symptoms of communicable disease.
2. Any undiagnosed rash.
3. Any sore or inflamed throat.
4. Discharging ears.
5. Other skin diseases.
6. Inflammatory eye conditions (pink eye)
7. Any undiagnosed cough
8. Nausea and vomiting.
9. Pediculosis and nits (head lice).
10. Diarrhea.

- Children must be vomit and fever free for 24 hours without the use of fever reducing medications before returning to school.
- In some cases before a child is allowed to return to the classroom, the parent will be required to obtain a note from their physician or, in certain cases the county health department, stating that the child is no longer contagious. This is to help ensure that a minor problem does not turn into an epidemic.

**HEAD LICE** – There is no immunity from head lice. It takes a cooperative effort between the home and school to reduce the spread of head lice. Head lice problems arise among school children due to close contact with each other. At school, we do periodic screenings. According to White County Health Department policy, once lice or nits have been detected, a

student may not remain in school. The parent will be notified to take the child home. We provide the parent with written instructions to assist with proper treatment. Students are expected to be treated and able to return to school the next day. Students who are out of school longer than 24 hours may be reported to DCS for investigation of educational neglect.

**Additionally:**

- \*Any sibling of an infested student will be checked and if found to be free of lice and/or nits may remain in school.
- \*The school nurse will recheck all students for readmission to school the next school day.
- \*In the event of three (3) repeat infestations in any student, the school nurse may refer the family to the local health department. At that time, all household members must be cleared by the public health nurse.
- \*Failure to comply with this policy will necessitate the notification of the Division of Family and Children as cause for educational neglect.

**RECESS** -Recess is a privilege not a right for children in grades K-5. Recess gives children an opportunity to develop social skills, exercise, and gain the benefits of fresh air.

Children will go outside for recess unless it is raining or the temperature and/or wind chill is below 30 degrees. Please provide your children with appropriate dress for the season. Children should wear coats, boots, gloves, and hats to school during the winter months. Any student not dressed appropriately for weather conditions may not be permitted to go outside for recess.

**REQUEST FOR STUDENTS TO REMAIN IN AT RECESS**

If a child is ill he/she should remain at home. When recuperating from an illness, a child may stay in from recess for up to two days with a parent note. If remaining inside for longer than

two consecutive days is necessary, a doctor's statement will be required.

**DRUG-FREE SCHOOLS POLICY** - In accordance with Federal law, the Board of School Trustees prohibits the use, possession, concealment, or distribution of drugs, drug paraphernalia or any other illegal substance as designated and prohibited by law by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, tobacco and tobacco products, anabolic steroids, dangerous controlled substances defined by State statute, or substances that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he

receives help through programs and services available in the community. Students and their parents should contact the school or counseling office whenever such help is needed.

**STUDENT ABUSE** - To comply with the mandatory reporting of child abuse, any teacher or other employee who suspects the physical or mental health or welfare of a child may be adversely affected by abuse or neglect shall report their suspicions to the Indiana Division of Child Services.

School officials in all schools under the jurisdiction of the North White Board of School Trustees will cooperate fully with authorized investigating officials when such officials request permission to interview and/or examine students thought to be involved in any way in child abuse cases. School officials are directed to bring to the attention of the Indiana Division of Child Services any suspected cases of child abuse in relationship to any students in their charge. School officials are further directed to provide assistance to authorize investigating officials in carrying out their investigations in all child abuse cases.