

# **J.B. Stephens**

Elementary School

## **2018-2019**

# **Student Handbook**



Mr. Shane Bryant, Principal  
Mr. Scott Miller, Dean of Students  
Mrs. Christy Harpold, School Social Worker  
Mrs. Pam Kellams, Secretary/Treasurer

**Just Believe to Succeed**

1331 North Blue Road Greenfield, IN 46140  
(317) 462-4491 - Telephone  
(317) 467-6735 - Fax  
(317) 462-4168 – Cafeteria

SafeSchools Alert: <http://1185.alert1.us> or 317.468.9938

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## **J.B. Stephens' Elementary Student Handbook: 2018-2019**

Dear Students and Parents:

This handbook has been developed to acquaint you with information about your school. It would be impossible to answer all questions you may have, but an effort has been made to answer those questions most frequently asked. If you have a question about something in the handbook, or something not included in the handbook, please feel free to call (317-462-4491) or visit our school.

Your child will develop educationally at his/her maximum rate when there is a close, working relationship between school-child-parent. All children are individuals and must be treated as such. Our goal is to meet every child where they are in their educational development and work from that point forward. Another factor that must be considered is the social and emotional development of your child. Your continued cooperation will benefit the most important people in the world – YOUR CHILDREN 😊

Sincerely,  
Matt Davis, Principal  
J.B. Stephens Elementary School

### **MISSION**

Recognizing that *all* children can *learn* – Providing opportunities for *all learners* – Sharing the responsibility to accomplish *learning* for *all*

### **SCHOOL INFORMATION**

Name: J.B. Stephens Elementary  
Principal: Matt Davis  
Dean of Students: Amanda Bradford  
Secretary: Pam Kellam  
Address: 1331 N. Blue Rd.  
Greenfield, IN 46140  
Phone: 317-462-4491  
Fax: 317-467-6735  
Grade Levels: Pre-Kindergarten – Third  
Population: 525  
Newsletter: JBS Top Ten  
Website: <http://jbs.gcsc.k12.in.us>  
Pledge:

## **J.B.S. Family Pledge**

Good, Better, Best  
We Never Let it Rest  
Until our Good is our Better  
And our Better is our Best.  
**J.B.S.** - **J**ust **B**elieve to **S**ucceed

**Staff e-mail addresses and phone extensions may be accessed  
through our website.**

## **PARENT-TEACHER ORGANIZATION (P.T.O.)**

The JBS P.T.O. serves to provide a richer learning environment for all our children. The P.T.O. helps to promote the welfare of children in the home, school, and community. Various committees of the P.T.O. perform many valuable services for the students, parents and staff. We welcome each parent to join the P.T.O. to help bolster your child's education.

### **Officers for the 2018-2019 school year:**

President	Griffyn Beavers
Vice-President	Alison Morrell
Treasurer	Becki Prigg
Secretary	

## **K-3 ELEMENTARY SCHOOL DAY**

- 7:20 Cafeteria is open for early arrivals (K-3 only-not preschool)
- 7:30 Students enter school from buses and go to their classrooms
- 7:40 Tardy Bell rings - attendance taken - morning announcements
- 2:00 Dismissal grades K-3



## **PRESCHOOL SCHEDULE**

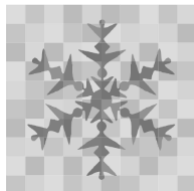
### **Monday-Thursday**

7:20-10:20 A.M. Class

11:00-2:00 P.M. Class



\* \* \* \* \*  
\*\* \*\* \*\* \*\* \*\*



## **TWO HOUR DELAY SCHEDULE K-3**

9:25 Students enter school from buses and go to their classrooms  
9:40 Tardy Bell rings - attendance taken - morning announcements  
2:00 Dismissal grades K-3

## **GRADING PERIOD DATES** **Grades K-3**

<b>Quarter</b>	<b>Beginning Date</b>	<b>Ending Date</b>
1	August 1, 2018	October 5, 2018
2	October 22, 2018	December 21, 2018
3	January 7, 2019	March 15, 2019
4	April 1, 2019	May 30, 2019

## **ELECTRONIC DEVICES**

It is not permitted to engage in inappropriate use of an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function while on school grounds during school hours.

## **iPad Take Home Policy**

Any student issued an iPad for take home purposes will also be provided with a digital copy of the Greenfield -Central CSC Digital Learning Technology Handbook for iPad Devices. This will be made available digitally on their device.

### **Greenfield-Central Community School Corporation** **Responsible Use Policy for Technology Resources**

#### **Introduction:**

Greenfield-Central Community School Corporation (G-C CSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop progressive technology and communication skills.

G-C CSC is committed to providing educational opportunities for all students and maintains compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.). To that end, we provide the privilege of access to technologies for student and staff use.

This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus, as every member of the G-C CSC community is responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, regardless of how these are accessed, and for their computer files, passwords and accounts. These guidelines and behaviors provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses.

The rules do not attempt to describe every possible prohibited activity. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property. Students also must comply with all specific instructions from school staff. To that end, guidelines and behaviors within this RUP include:

- The G-C CSC network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA) and confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, G-C Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert school corporation staff immediately of any concerns for safety or security.

Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator.

### **Technologies Covered**

This Responsible Use Policy applies to both school-owned technology equipment utilizing the G-C CSC network, the G-C CSC internet connection, and/or private networks/internet connections accessed from school-owned devices at any time. This Responsible Use Policy also applies to privately-owned devices accessing the G-C CSC network, the G-C CSC internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, G-C CSC will seek to provide access to them. The policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

### **Usage Policies**

All technologies provided by the district are intended for education purposes. Staff members on leave may be asked to leave computer equipment for their substitute. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they don't know.

### **Web Access**

G-C CSC provides its users the privilege of access to the internet, including websites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the G-C CSC Technology Help Desk Service Ticket or restricted access screen.

Email and other Education Accounts including Social/Web 2.0/Collaborative Content Users, including Students, may be issued a school email address and other education accounts to improve staff/student communication and collaboration on school projects. All accounts shall be used only for educational purposes that directly relates to a school project or assignment. If users are provided with accounts, the account(s) should be used with care. Users should be careful not to share personally identifying information online; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. In other education accounts, posts, chats, sharing, and messaging may be monitored. Please refer to the Greenfield-Central Community School Corporation Social Media Policy for additional information on social communication.

### **Social Media Policy**

G-C CSC will filter public facing social media for students on any of our networks and/or corporation-issued mobile devices. Students should not attempt to bypass these filter settings. There are social media guidelines in place for staff and students, should users take part in internal educational activities that simulate the collaborative nature of social media (i.e blogs, back-channel chats, newsfeeds, etc). These guidelines are suggested for use of social media outside corporation use as well, to help protect our staff and students while online.

### **Personally Owned Devices Policy**

All users are bound to policies stated in the student handbook regarding electronic devices in their school.

In some cases, a separate network may be provided for personally owned devices. Please remember, this Responsible Use Policy applies to privately owned devices accessing the G-C CSC network, the G-C CSC internet connection, and private networks/internet connections while on school property. Please refer to each building's BYOD Policy (or the G-CHS Cell Phone Policy) for additional details.

### **Mobile Devices Policy**

G-C CSC may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same Responsible Use Policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. See the additional rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff as listed in the Greenfield-Central Community School Corporation Digital Learning Technology Handbook for 1:1 MacBook Air Devices. Use of school-issued mobile devices off the school network may still be monitored.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or mobile device they are using might be infected with a virus, they should alert IT. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the G-C CSC Technology Department.

### **Downloads**

Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from IT staff.

Users may be able to download other file types, such as images or videos. For the security of the network users should download such files only from reputable sites, and only for education purposes.

### **Netiquette**

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or

future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not be mean or send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that online activities may be monitored and retained.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

### **Examples of Responsible Use**

#### **I will:**

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself. For example, staff may post student pictures on district/school/classroom “public” websites as long as information included is public directory information, including a student’s first and last name, grade level, school building, honors or awards, and participation in officially recognized activities or athletics. However, students must obtain permission from a G-C CSC staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups. G-C CSC retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s).
- Help to protect the security of school resources. For example, students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Irresponsible and Prohibited Use**

#### **I will NOT:**

- Use school technologies in a way that could be personally or physically harmful.
- Distribute personally identifying information, about others or myself, including a home address and phone number.
- Use school technologies for non-school related purposes, unless the incidental personal use (use by an

individual for occasional personal communications) does not interfere with the user's responsibilities and performance, does not interfere with the system operations or other system users, or does not violate this policy with its accompanying rules or other Board policy/procedure/rules.

- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online. Plagiarizing content occurs when users use content as their own, without citing the original creator, including words or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.
- Use cameras in any type of electronic device in locker rooms or restrooms.
- Agree to meet in person someone I meet online.
- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Waste system resources, such as but not limited to excessive printing through the tech cadets, online gaming, video/audio streaming not directly related to educational projects as determined by the supervising instructor or building principal.
- Attach unauthorized equipment, including personal mobile devices, to the district's secured network without permission from the G-C CSC Technology Department.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**Disclaimer of Limitation of Liability** – G-C CSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, G-C CSC is not responsible for:

- 1.The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
- 2.Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
- 3.Unauthorized financial obligations resulting from the use of G-C CSC electronic resources.

### **Terms of Use**

G-C CSC reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, such as suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the G-C CSC network, Internet, and electronic resources.

## **IDLING VEHICLES NEAR A SCHOOL BUILDING**

Indiana Code prohibits vehicles from idling within 100 feet of schools. Vehicles are asked to turn the ignition off within 100 feet of our school facility.

## **NOTIFICATION OF CLOSINGS, DELAYS, EMERGENCY EARLY DISMISSALS, CANCELLATIONS AND MAJOR SCHOOL SAFETY ALERTS**

An instant alert system is the primary notification of school closings, delays, emergency early dismissals, cancellations and major school safety alerts. During the registration process, parents will provide the necessary information to determine how instant alert messages will be sent to them. Currently, our system uses phone and email alerts. In the future, message formats may include, but are not limited to, email, phone, text messaging, pager and PDA devices. It is the responsibility of the parent to provide updated information for the instant alert system. If you log into the instant alert information and change contact information, please call the school office and update that same information with our office staff. An annual charge per student for this service will be included in the fees portion of textbook rental & fees.

You may also listen to: WRTV-TV (6), WISH-TV (8), WTHR-TV (13) or the following radio stations: WRGF (89.7) Greenfield-Central School Corporation radio station, WIBC, WFMS. Every effort will be made by school officials to make such decisions before 6:30 A.M., so that the word can be spread to all involved parties. Please do not call the superintendent's office.

## **EMERGENCY EARLY DISMISSAL**

While such dismissals are infrequent, it is important that every child knows what he/she is expected to do in such cases. Arrangements should be made in advance with a friend or neighbor if you work or are frequently away from the home. In case of early dismissal, calling the school for arrangements is strongly discouraged. Having students call home or your workplace in cases of early dismissal is not an option. Please complete the Inclement Weather form at registration and turn it in at registration.

## **PARENT CONCERNS**

If a parent is concerned about an academic or behavior problem, it is very important that they contact the school so the problem may be solved. It is best for the parent to first contact the teacher. No problem can be solved without the combined efforts of the parent and teacher. If a parent still has concerns, the second step would be to contact the school principal.

## **NON-SUFFICIENT FUNDS**

You may make payments to the school from your checking account if you have sufficient funds in your checking account at the time you make each payment. If a payment is returned due to Non-Sufficient Funds "NSF" in your checking account, you will be charged an additional \$20 NSF fee plus the amount of the original check. If more than one NSF check is received, the school may request payments to be made in cash only. Outstanding money owed the school, including NSF charges, may be turned over to a collection agency if not paid in a timely manner.

## **STUDENT DRESS CODE**

How students dress for school has a direct effect on how well they behave and how well they feel about themselves. This influences learning. Students attending elementary school are expected to dress according to weather conditions and according to clothing that properly fits the student without causing interruptions in classroom activities or causing a safety hazard for students or staff. Shorts and skirts are not to be shorter than mid-thigh length. Tops are to be long enough that the midriff area is fully covered at

all times. Loose fitting mesh tops, tank tops, short shorts, biker shorts, or other extreme articles of dress are NOT acceptable school wear. Any clothing advertising drugs, alcohol, or tobacco products will not be allowed to be worn. Rude or suggestive messages on clothing will not be permitted. Hats, caps, or bandanas must be removed inside the school, except for designated school pride days.

An easy way to determine if a student's appearance is appropriate is to remember the 4 Ds:

**D**amaging – you should not wear any clothing or accessories that could damage school property.

**D**angerous – you should not wear any clothing or accessories that could cause a dangerous situation to you or anyone around you.

**D**istracting – your appearance should not distract you or others around you.

**D**rug Related – you should not wear any clothing or accessories that display any kind of alcohol, nicotine product, illegal drug, or anything else that indicates the use of these things.

## **STUDENT INFORMATION (K-3)**

This information is kept online for teacher use and emergencies. It is important that you keep this information up to date. If there is a change in address, phone numbers, place of work, emergency contact, doctor, etc. please contact the office IMMEDIATELY. Our office staff will be happy to quickly update your information.

## **HEALTH POLICIES**

### **MEDICATION AT SCHOOL**

In order to comply with Indiana law IC 20-33-8-13 and IC 34-30-14, and to protect all parties involved, Greenfield-Central Community School Corporation has adopted the following medication policies. NOTE: ALL PRESCRIPTION MEDICATION AND OVER THE COUNTER MEDICATION MUST BE BROUGHT TO SCHOOL AND PICKED UP FROM SCHOOL BY A PARENT, GUARDIAN, OR DESIGNATED ADULT.

#### **Prescription Medicines**

A parent/guardian must bring these medications to school in the original container. Students may not carry medication to school. The container must be labeled by the pharmacy with the student's name, physician's name, name of medication, dosage, route (i.e., by mouth), conditions for storage, prescription date and expiration date. Form 5330 F1 must also accompany this medication, which is to be signed by the prescribing authority and the parent/guardian.

If it is necessary for a student to keep emergency prescription medication with him/her (insulin, inhaler or EpiPen), the appropriate care plan, signed by a physician, must be filed each school year with the clinic.

#### **Over the Counter Medications**

All over the counter medications stored in the clinic require a physician to complete Form 5330 F1b. The parent/guardian must also sign this form and bring the medication to the clinic. Only medication brought to the clinic in a new, sealed, unopened container will be accepted. Over the counter medicines will not be administered if they do not comply with the guidelines.

Medications must be kept in the clinic for dispensing. Students may not carry medication on their person or in their desk. Students are permitted to carry and self-administer throat lozenges without physician documentation. It is the parent's responsibility to provide instruction to the student on the appropriate usage of throat lozenges.

### **Immunizations**

If your child is new to the school, you must provide an immunization record on the day of enrollment. Indiana law states that children shall not be permitted to attend school for the first time in a school corporation unless they have submitted written evidence from a physician that certain school health requirements have been met. You may have the student's host school fax this information to the school your child will be attending.

### **Medical Coverage for Students**

Although we make every effort to keep our playgrounds and buildings safe, occasionally students are injured. The school corporation's insurance policy does not provide medical or accident insurance for students. You may wish to check with your health and accident insurance carrier to assure that your policy includes coverage for injuries to your child that may occur at school.

### **Accident or Illness at School**

If your child is injured or becomes ill while at school, every effort will be made to make the child comfortable and, if necessary, contact a parent or guardian of the child. If a parent or guardian cannot be reached, we will attempt to contact the emergency numbers that you have listed. If this is not possible or if, in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance services will be the responsibility of the parents or guardians.

When a student comes to the clinic during the day with a complaint of illness, their temperature will be checked by clinic personnel. If the student has a fever of 100 degrees or higher, is vomiting, has diarrhea, or other apparent illness, the parent/guardian will be notified. Otherwise, the student will return to class.

### **Fever**

Students who have a temperature above 99.9 degrees will be sent home from school. Students with a fever should be kept at home until such time as the fever has subsided without the use of medication.

### **Head Lice**

If you are contacted by the school's health assistant that your child has lice and nits (eggs), you will need to have your child cleared to attend school. Even if your child has no lice, but nits are visible, your child might not be allowed to attend until cleared. This is most likely to happen if there are several nits close to the scalp.

To be cleared, you will need to bring your child to the school health clinic and if the health assistant or school nurse determines your child to be free of lice and nits, he/she will be readmitted to school. If your child still has evidence of lice and nits, he/she will be sent back home with you at that time. The child may not ride the school bus until it is determined that he/she has no evidence of lice and nits.

Please do not hesitate to ask us or your physician for guidance in treating the problem. The county health nurse can also assist you, and we will be glad to help you arrange an appointment to meet with her.

### **Vision and Hearing**

Each year, students in kindergarten and grade 1 are given a hearing screening. The students in kindergarten and grade 3 are given a vision screening. In the event that the screenings indicate a potential area of concern, parents will be notified.

### **Cell Phone Use**

Due to the confidential nature of the clinic, students are not permitted to use their cell phones while in the clinic.

## **CAFETERIA AND LUNCH**

The school cafeteria serves a Type A lunch every day school is in session. Menus are published monthly. Lunch fees for the week should be paid the first day of the week. For security, we encourage you to make payment by check and enclose it in a sealed envelope labeled with your child's name. Students may charge their lunch for one day. Any additional charges must be made through the school office. Applications for

FREE or REDUCED lunches are available at the school office. Milk is also available for students who bring their lunch. Charges for milk are not allowed. Adult lunches are available for staff, parents, and guests. If you plan to join us for lunch, please contact the office by 9:00 A.M.

### **Free and Reduced Lunches**

Each year during registration of students and anytime during the school year, families may request an application for free and reduced lunches. The application may be secured from any school office and filed with the office of the superintendent.

### **Food Allergies**

In the case of allergies, or any other dietary needs, the cafeteria will need a note from the doctor to alter the lunch tray.

### **Parents Bringing Lunch In To Students**

Occasionally, parents choose to bring food in to their children for lunch. If you choose to do this, you may bring food for your child only. You may not bring food in for other children.

### **Meal Payments**

Meal fees for the week should be paid the first day of the week. For security, we encourage you to make payment by check and enclose it in a sealed envelope labeled with your child's name. Email notifications concerning low or negative balances will be sent twice a week. Refunds are not available for amounts less than \$3.00. A refund of more than \$3.00 may be requested prior to the June 30th after the student leaves or graduates. After June 30th the remaining balance will be used towards unreimbursed meals. No change will be given at the register; the money will be placed in the student's account. Parents may pay online using EZ School Pay - sign up is available through the Corporate website under the Parent pulldown menu.

### **2018-2019 Prices Elementary**

Elementary (Lunch /Breakfast)	\$2.65 / \$1.75	\$13.25 / \$8.75 weekly
Adults (Lunch / Breakfast)	\$3.25 / \$2.25	\$16.25 / 11.25 weekly
Reduced Meals (Lunch /Breakfast)	\$.40 / \$.30	\$2.00 / \$1.50 weekly
Extra Milk	\$.50	\$2.50 weekly

### **Board Policy #8520 – Food Service Meal**

Charging Schools are not required to provide meals to non-paying full priced or reduced price students; although, it is the school meal program's primary purpose to feed students. It is a local decision whether to allow meal charges. Greenfield-Central emphasizes that students should not undergo hardship at school as a result of parents/guardians failing to pay for their meals. In setting policy the program requirements prohibit schools from denying meals for disciplinary reasons, if the child has money in hand, and for any designated free student. If there is a situation that prevents parents/guardians from paying for food, they should contact the principal of their building. We strongly discourage meal charges as this affects the Food Service Program and the child. Parents are encouraged to prepay for meals and allow receipt of any change due at the register into the student's account.

### **The district policy is as follows:**

- Elementary (K-6) may charge. Notification will be sent to parents/guardians concerning the status of their child's accounts.
- Secondary (7-12) may not charge. • Adults may not charge.
- A la carte items may not be charged. • Staff should not provide money to students.
- Balances, positive or negative, will transfer to the new school year. 12

- All charges must be paid within 20 school days; after that time the parent/guardian may be assigned to collections. Any arrears in excess of \$50 will be assigned to collections on a monthly basis. Any costs associated with collections will be passed on to the parent.

*This institution is an equal opportunity employer*

## **ATTENDANCE**

We believe that good school attendance is an important ingredient in achieving success in school. We expect each child to be in school every day unless they are sick. Each day lost can really never be regained, even though all assignments are made up. Students achieving PERFECT ATTENDANCE will be recognized with a special award to honor their achievement.

We do recognize that absences are unavoidable in certain instances. The only excused absences recognized are:

- Personal Illness
- Quarantine of the home
- Observance of religious holiday
- Required court appearance or probation appointment
- An emergency or set of circumstances as approved by the principal
- Illness in the family
- Death of a relative
- Attendance at 4H related activities at the Indiana State Fair as approved by the principal.

All other absences not listed above will be considered unexcused. This includes family vacations while school is in session. Please contact the school when your child will be absent. You may report the absence to the office or leave a message in the General Voice Mailbox. Please make this phone call before 9:00 AM. If a telephone call is not feasible, please send a note with your youngster when they return to school. Your child will be marked Absent Unverified if we have not confirmed the reason for the absence within 24 hours.

### **Classroom teachers are not responsible for providing make up work prior to an unexcused absence.**

Class participation is an integral part of teaching and learning. It is consequently, an element in the determination of a student's grade. The participation element of a student's grade for class time lost during an excused absence will be waived.

Keeping up with schoolwork is important. If a child is absent two or more days, parents are encouraged to pick up homework. You may call the school office to make arrangements to pick up assignments at the end of the day. Students will be given one day for each day absent to make up assignments missed due to absences. It is the student's responsibility to turn in the make-up work.

While medical and dental appointments during the school day are sometimes unavoidable, we do ask they be scheduled after school hours or toward the beginning or end of the school day to minimize the school time missed. We also ask that vacations and other special days be scheduled when school is not in session.

EXCESSIVE ABSENTEEISM IS CONSIDERED TO BE ANYTHING OVER TEN DAYS PER SCHOOL YEAR. EXCESSIVE TARDINESS TO SCHOOL IS CONSIDERED TO BE THREE (3) OR MORE TARDY DAYS PER SEMESTER.

Regarding PERFECT ATTENDANCE, having Perfect Attendance means that a student is at school all day, every day for the entire school year. This means that a student has no tardies, early sign-outs, or full or partial absences (excused or otherwise) on their record. We encourage all of our students to attend school whenever they are well enough to do so. While we understand that children get sick, family emergencies (i.e. funerals) occur, and some appointments cannot be made outside of school hours, these are not exceptions to the Perfect Attendance qualifications. We understand that this is an important achievement for many students, but nothing is more important than your student's health, so do not send them to school if they are ill simply so that they can receive this award at the end of the year.

## **ATTENDANCE PROCEDURES**

### **Recorded tardy**

A student will be marked tardy if entering building after 7:40 AM.

### **Recorded absence (Full day)**

A student shall be recorded absent if out for a full day.

### **Recorded absence (Half day A.M.)**

A student shall be recorded absent in the A.M. if they arrive after 10:50 AM.

### **Recorded absence (Half day P.M.)**

A student shall be recorded absent in the P.M. if leaving school prior to 10:50 AM.

If your student has an appointment, please be sure to submit documentation so that we may excuse the absence medically. When picking up your child, please come to the office to sign out your child.

## **TARDINESS**

Prompt attendance is essential for success in the elementary school. Tardiness is discouraged. Being on time is part of learning a sense of responsibility. Regular attendance and punctuality are very important qualities all individuals should develop early in life. Tardiness embarrasses a child and interrupts the class. School Corporation policy states that three tardies per semester are excessive, and may warrant an attendance contract.

## **HANCOCK COUNTY ATTENDANCE PROTOCOL**

Greenfield-Central Schools participates in the Hancock County attendance initiative. This new initiative unites the schools of Hancock County in their efforts to improve school attendance. At designated intervals throughout the school year, parents/guardians of students with accumulated absences not due to medical reasons will receive:

- Phone calls from the student's home school
- Attendance violation letters from the student's home school
- Notice of a Student Attendance Contract
- Invitation to attend required meetings between principal (or designee) and parents/guardians
- Attendance violation letter from the Hancock County Prosecutor's Office
- Formal referral to the Hancock County Prosecutor's Office

Parents/guardians may be required to submit a Certificate of Incapacity signed by a licensed physician under Indiana Code 20-33-2-18 at request for continued absences.

# HANCOCK COUNTY PROSECUTING ATTORNEY

27 AMERICAN LEGION PLACE  
GREENFIELD, INDIANA 46140  
MAIN TELEPHONE: (317) 477-1139



CHILD SUPPORT TELEPHONE:  
(317) 477-1713  
FACSIMILE: (317) 477-1180

Dear Parents and Guardians,  
Hancock County is committed to encouraging the happiness and potential of our youth. Safeguarding their positive future requires your cooperation to ensure consistent school attendance, which is a vital step in helping students to master the academic skills necessary to succeed in life. Truancy can result in damaging and far-reaching consequences and can harmfully impact our young people in ways they may not yet fully comprehend. Students who do not attend school regularly are at much greater risk of developing substance abuse problems and engaging in criminal activity. The State of Indiana has several laws related to school attendance with which you should become familiar. Please be aware that failing to enforce your child's attendance at school is a crime and may lead to criminal prosecution. The relevant Indiana Laws are as follows:

1) IC 20-33-2-28

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 the public schools.

A violation of this law is class B misdemeanor and is punishable by up to 180 days in jail and a fine of up to \$1,000.

2) IC 35-46-1-4(a)(4)

A person having the care of a dependent...who knowingly or intentionally:  
(4) deprives the dependent of education as required by law; commits neglect of a dependent.

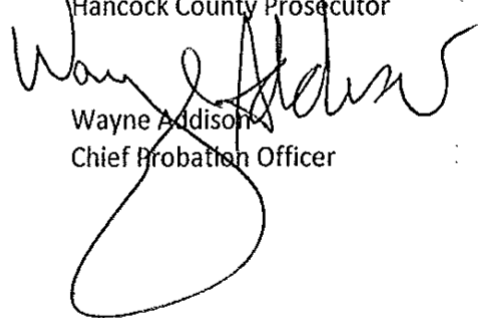
A violation of this law is a Level 6 Felony and is punishable by up to 2 ½ years in jail and a fine of up to \$10,000.

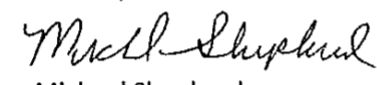
3) IC 31-37-2-3

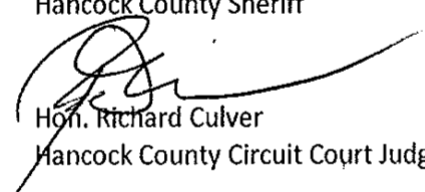
A child commits a delinquent act if, before the age of 18, the child violates 20-33-2 concerning compulsory school attendance.

Hancock County takes the future of its youth seriously. Please give your child the best opportunity to succeed by ensuring lawful school attendance.

  
Brent E. Eaton  
Hancock County Prosecutor

  
Wayne Addison  
Chief Probation Officer

  
Michael Shepherd  
Hancock County Sheriff

  
Hon. Richard Culver  
Hancock County Circuit Court Judge

# **TRANSPORTATION**

## **Walking to/from School**

1. School rules are in effect.
2. An adult crossing guard is located at the crosswalk on Blue Road. The crossing guard is under the direct supervision of the Greenfield Police Department and is on duty at 7:10 a.m. and 2:00 p.m. daily.
4. Walk directly home.

## **Drop off/Pick up Area:**

1. Students are to be dropped off along the curb on the west side of the school. This is a no parking zone! If you wish to park, use the visitor lot (Northwest corner).
2. An adult must accompany their child to the cross walks in front of the school.
3. If students arrive between 7:20 a.m. and 7:30 a.m., they are to report to the cafeteria.
4. If students arrive after 7:30 a.m., they may enter the building through the front doors.
5. School staff members are on duty before and after school to ensure student safety and to enforce safety rules. Students are to follow their directions.
6. Please do not ask your child to cross in front of other cars. It is not safe; s/he will need to wait until your car is along the curb.
7. Children are to exit and enter the car from the curb.
8. Cars waiting to pick up students after school should form a line along the west side of the school. Do not double-park.
9. After your student enters the car, please proceed carefully.
10. Please do not park in Handicapped Areas at any time unless properly tagged.

# **TRANSPORTATION RULES FOR BUS SAFETY**

The Greenfield-Central Community School Corporation bus drivers are responsible for and have control of their assigned buses at all times. The driver shall keep order, maintain discipline, treat all individuals in a civil manner, see that no one is imposed upon or mistreated while on the bus and ensure the safety of everyone on the bus.

1. When school children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation. The school bus driver shall keep order and maintain discipline among the children while in the school bus or along the route, being firm but polite, impartial and fair and shall use every care for the safety of the children.
2. A student shall be located immediately upon entering the bus in the place assigned by the driver as deemed necessary.
3. Students shall not stand or move from place to place during the trip. If students are assigned seats, they will remain seated throughout the trip on the bus.
4. Loud, boisterous, or profane language, or indecent conduct will not be tolerated.

4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
6. Windows and doors will not be opened or closed except by permission of the bus driver. There is a safety line on all side window posts and windows must not be lowered past that line. All body parts must be inside the bus at all times. No objects are to be thrown out the window.
7. Students shall not enter or exit the bus until it has come to a full stop and the door has been opened by the bus driver.
8. Students shall be waiting at their designated bus stop area five (5) minutes prior to the expected bus arrival time. The bus driver will not be required to wait longer than any other stop. If there is no signal from the parent, the driver may leave.
9. If a student does not ride for three (3) consecutive days without prior notification from the parent or guardian, the driver is not required to stop. Bus service will resume after the parent or guardian contacts the Transportation Department.
10. Students should stay at least ten (10) feet back from the spot where the school bus stops for pickups. Students should not crowd to be first on bus. They should wait until the bus has come to a complete stop.

## **STUDENT DISCIPLINARY PROCEDURE FOR BUS TRANSPORTATION VIOLATIONS**

Any student behaving in such a manner that prevents a school bus driver from performing his/her responsibilities may be dismissed from the bus and possibly lose his/her riding privileges after recommendation of the Driver and approval of the Principal and Director of Transportation. The parent(s) shall be notified at each step.

Under normal conditions, the school bus driver shall first discuss the problem with the student. If the problem continues, the following steps will be used:

Step 1. First Documented Violation: Student Issued a Written Warning

Step 2. Second Documented Violation: Student Denied Bus Transportation for One (1) Day

Step 3. Third Documented Violation: Student Denied Bus Transportation for Three (3) Consecutive Days

Step 4. Fourth Documented Violation: Student Denied Bus Transportation for Five (5) Consecutive Days

Step 5. Fifth Documented Violation: Student Denied Bus Transportation for (20) Consecutive Days

Step 6. Sixth Documented Violation: Student Denied Bus Transportation for the Balance of the School Year.

Each step shall be documented by the bus driver using the corporation's Bus Conduct Report Form and given to the building principal within one (1) working day. The bus driver shall contact the student's parent/guardian prior to turning in the Bus Conduct Report Form to the principal and this contact shall be noted on the form. The principal shall sign the form, respond as needed and forward a copy of the form to the parent/guardian and Director of Transportation.

If, in the opinion of the school bus driver, circumstances warrant immediate discipline, the driver shall have the authority to deny a student bus privileges for one day per occurrence. The parents and principal shall be notified before implementation.

### **Bus Rules for Pupil Safety**

The safety of your child is one of the most important factors involved on and off the school bus. It is most critical that your child stays back from the edge of the bus pick-up area until the bus has come to a complete stop and the stop arm is out. Then, after your child has checked that traffic has stopped in both directions, she/he should proceed onto the bus.

Transportation is provided for students in the morning and afternoon. School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and the return trip. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children in his/her charge.

## **AFTER SCHOOL TRANSPORTATION CHANGES**

If there is a change in your child's school transportation routine (baby-sitter, going home with friends, riding home with parents instead of on the bus), a note must be provided to the school stating where, when, and how often this is to occur. Please date and sign the notes to both the bus driver and office. **CHILDREN WILL NOT BE ALLOWED TO CHANGE THEIR USUAL TRANSPORTATION ROUTINE WITHOUT SUCH A NOTE.** We also ask that such arrangements not be made over the telephone. In an emergency, phone 19 call messages will be accepted, but we cannot guarantee messages after 1:00 PM will be delivered. **A Special Transportation Request form may also be required for long-term changes.**

## **RELEASE OF STUDENTS**

Children will not be released from the classroom. They must be released at the school office. Children will not be released to anyone other than a parent or guardian, unless prior arrangements have been made at the office by the parent or guardian. Students must be signed out of the office and signed back in. In the interest of safety, please do not stand near the bus pick-up area to "catch" your children as they leave the building. Please come early enough to sign them out in the office prior to dismissal.

## **FIELD TRIPS**

Field trips of an educational value are a lasting learning experience for children. Sometimes during the year, an occasion arises when a class or classes plan to take a field trip. It is necessary that permission slips be signed for each activity. Your cooperation in signing those slips and returning them to your child's teacher will be appreciated. Field trips will be planned to correlate with the curriculum for that classroom.

**Students without properly signed permission slips will not be allowed to attend the trip.**

Responsibility for returning permission slips lies with the student. Students may be denied attending a field trip due to previous discipline problems, excessive tardiness, or excessive absences.

## **HOMEWORK**

Parents must be the major force in providing the students with a well-organized routine in completing homework assignments. The following recommendations are for students and their parents:

### **Role of the student**

Each student has the responsibility to develop good work and study habits. The student, in preparing an assignment should:

1. Make sure he/she understands the assignment - its purpose, when it is due, and how it should be done.
2. Learn to budget his/her time so that there is time to do homework. When study time is provided during the school day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once.
3. Analyze his/her study habits and take advantage of available study helps. Although research shows that there is no best way to study, all students do need effective study skills.

### **Role of the parent**

Cooperation by parents is a necessary factor in a meaningful homework experience. Parents can encourage their children by showing interest and setting up helpful attitudes toward homework. They should:

1. Provide an environment conducive to study: a quiet well-lighted place, ample workspace and necessary basic materials.
2. Help in development of a satisfactory study schedule.
3. Motivate toward best work and completion of assignments.
4. Make suggestions toward growth and independence.
5. Point out principles involved, giving illustrations.

## **STUDENT RECOGNITION**

Outstanding achievement and good behavior will be recognized throughout the school year. Each school has developed its own specific recognition program to meet the individual needs of its student body. *(Please see privacy statement on last page of handbook.)*

Perfect Attendance will be recognized as well as other academic awards.

## **INVITATIONS**

Students who would like to bring and pass out personal invitations for a special event may do so only if there is an invitation for each student in the class.

## **STANDARDS BASED REPORT CARD**

Greenfield-Central Community School Corporation uses a Standards-Based Report Card (SBRC) at the Tier 1 elementary level. This is an exciting step for our schools as we work towards ensuring that all students are successful at meeting grade-level standards.

Standards describe what a student should know and be able to do at each grade level in all subjects, and this report card is designed to give parents more and better information about how their children are progressing.

On the report card, parents will learn whether or not their child is *Proficient*—meaning that the child has met grade-level standards, *Developing*—meaning that the child is approaching the standards, *Below Grade Level*—meaning that the child has not met the standards, or *Exemplary*—meaning that the child has exceeded the standards. The report card will also provide information on student work habits.

This report card is helpful in multiple ways. First, it will ensure that there is more consistency of expectations from teacher to teacher. Second, it will help teachers and students focus on the standards from the very beginning of the year, giving students a chance to get help sooner if they are not making adequate progress. Finally, and perhaps most importantly, parents will learn exactly how their students are doing based on the standards—they'll learn which big ideas and concepts their children have learned and what they need to work on to ensure they are ready for the next grade level.

## **PARENT VISITATION AND CONFERENCES**

Parent visitation to their child's classroom is encouraged. We feel it is important to your child's education for parents to show interest and visit the classroom. It is recommended that visitations be arranged in advance. The safety of our students and security of our school remain paramount concerns at Greenfield-Central. ALL visitors will be required to submit to the receptionist a state ID. The ID will be scanned and checked across offender databases to ensure that we do not admit into our school individuals who might present a danger to the safety of our students. Individuals who are admitted into the building will be required to clearly display an adhesive visitor ID at all times. This allows others in the building to know that you have been to the office. We do this for the safety of all children in the building.

Parent-Teacher Conferences can be arranged by contacting the office or teacher. These conferences can be arranged by contacting the teacher by telephone or note. Such conferences will be set at a time convenient for both parent and teacher. *IT IS IMPORTANT THAT THESE CONFERENCES BE ARRANGED IN ADVANCE TO AVOID INTERRUPTION OF VALUABLE CLASS TIME.* If an urgent problem arises and you need to see the teacher, please stop by the office to make arrangements.

## **VOLUNTEERS**

Corporation Policy requires **ALL** volunteers to annually complete and have on file an approved Volunteer Profile Form. Permission for a Criminal History Check is a component of this form. If you plan on volunteering in the classroom or chaperoning a field trip, then this form must be completed and cleared prior to your activity.

## **LIBRARY/ MEDIA CENTER**

The school media center contains many interesting educational materials. Your child will have the opportunity to check out and use materials throughout the year. The normal check out period for a book is one week and may be renewed. We urge you to help your child see that all materials are returned promptly and in good shape. You will be asked to pay for any materials not returned.

### **Circulation Policy**

The loan period for K-3 students is one week. Materials can be renewed twice if the item is not currently on hold for other patrons.

### **Overdue Item Policy**

GCSC Libraries do not charge overdue fees for late materials. Students will receive notification of overdue items during the year from the library staff. Students are responsible for returning library materials in a timely manner. Bills for replacement and processing will be sent home at the end of each school year.

## **TELEPHONE**

Parents may leave messages 24 hours a day using the school's voice mail system. To access the voice mail system, call your child's school at 317-462-4491. Each teacher has a voice mailbox where you can leave a message. To access the voice mail system during the school day you may access the system through the office. After hours, listen to the prompts/directions in the voice mail system to access the teacher's mailbox.

The main office telephone is mainly for the use of official school business and emergencies. Parents may feel free to call their child's school. Student use is discouraged. Our school phone number is 317-462-4491.

## **TEXTBOOK RENTAL (Grades K-3)**

Book Rental is due the day of registration for grades K-3. Parents are expected to pay the full amount unless special arrangements are made. The non-payment of these fees jeopardizes the textbook rental fund and activities made available by our schools.

If payment is not made within a reasonable time frame, collection will be turned over to a collection agency by the Greenfield-Central Board of Education. Applications for free textbook assistance are available in the school office. *Students who qualify for free and reduced lunches qualify for textbook assistance.*

## **TEXTBOOKS AND SCHOOL PROPERTY**

The Greenfield-Central Community School Corporation furnishes textbooks to all students. The care of these is the responsibility of each student. If textbooks are damaged or lost, the student is expected to pay the cost of the replacement. Each student is expected to take good care of school property. Any student who damages school property is responsible for payment.

## **BICYCLES/SCOOTERS/SKATEBOARDS/ SKATES**

Some students may find it convenient to ride bicycles to school. This is considered a privilege and may be revoked if students riding bicycles do not obey the safety rules for bicycles. Students are to walk their bicycles on school property and place their bikes in the bicycle racks. Students are expected to obey all traffic rules that pertain to bicycle safety. When crossing the street with the aid of the crossing guard, bicyclists are to walk their bikes across the streets. The school is not responsible for damage to or theft of bicycles while they are at school. Students are not permitted to ride scooters, skateboards or skates at school during regular school hours. Normal looking shoes with wheels in the heels may be worn if the wheels are in the locked up position or the wheels are removed. Wheels may not be used on school property.

## **LOST AND FOUND**

Children often have identical items of clothing. In the event of misplacement, it is very difficult and time consuming to determine the rightful owner. In order to avoid loss and confusion, please put your child's name on all personal belongings such as coats, hats, boots, gloves, umbrellas, and school supplies. "Lost and Found" location is in the cafeteria.

## **SCHOOL CELEBRATIONS**

Celebrations at school have been planned to fit within the curriculum and be a part of the learning experience. The days set aside for celebrations are Thanksgiving, Christmas, and Valentine's Day.

Class time will not be set-aside for birthday parties. However, you may bring in a "take home" treat for your child to share with classmates. These treats need to come to school packaged in such a way as to be easily handed out. These should be store bought items, not homemade. These need to be at school before the end of the day, so they can be distributed just before dismissal.

## **TEACHER REQUESTS/CLASSROOM ASSIGNMENTS**

Upon the recommendations of the current classroom teachers, student assignments are made each spring. Parents certainly have an interest in their child's education and sharing in the classroom assignment is welcomed. In early spring, (by May 1<sup>st</sup>), parents who wish to have a particular assignment must write a letter to the office of the principal requesting at least two choices and stating the reason for their special request. Although requests will be considered, it may not be possible to fulfill them and properly balance classrooms.

Following the creation of a student roster, no students who have been assigned to a teacher will be changed to another class unless enrollment dictates the need to do so.

## **ITEMS FROM HOME**

With the exception of normal school items, no one is to bring items from home unless the item has been previously discussed with the teacher and/or administration. No pets can be brought from home. The school is not responsible for items brought from home.

Indiana Code requires that live animals (with the exception of fish in aquariums) shall be in classrooms for educational purposes only. At no time will animals considered dangerous be brought into the classrooms.

## **CO - CURRICULAR ACTIVITIES**

Along with our regular classroom activities, students will be participating in special programs from time to time. These special programs are often after school hours. If there is a conflict where the student may not be able to participate, please contact the program director as early as possible

## **STUDENT ASSESSMENT PROGRAM**

The Greenfield-Central Community School Corporation provides a formal assessment program to measure a student's aptitude as well as their skill development. The major purpose of this assessment program is to provide teachers and parents information to help students learn. One component of the assessment program is the iLEARN test, which is given to Indiana students in grades 3, 4, 5, 6, 7, & 8. iLEARN test results will be shared with the parents via the Department of Education's website. Parents may receive a paper copy by contacting the school office. Students participate in a variety of other assessments, depending on their grade level. The grade three students will take the IREAD 3 assessment. This assessment determines whether the student will progress to fourth grade or be retained. Other assessments include: CoGAT, NWEA, and SAGES for High Ability. Parents are encouraged to help their youngsters to be prepared for all of these tests by making sure the children receive an opportunity to rest and eat a good breakfast.

## **BEHAVIOR GUIDELINES**

The principal or his/her designee retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he/she considers necessary. Furthermore, the principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process.

Positive self-discipline, self-control, and respect for one another are expected from all students and staff. Each teacher has developed a set of behavior guidelines that will help assure a positive learning environment for all. **Disruptions of the learning process will not be tolerated.**

### **School-Wide Behavior Rules:**

1. All students and staff are responsible for being prepared for class, for turning in completed assignments (representative of their own thoughts and effort), and having all necessary materials.
2. Respect should be demonstrated between all students and staff. This includes demonstrating respect for the personal property of others and school property.
3. Students and staff are expected to assist in maintaining a positive learning environment.
4. Students will show respect for other people, other classes, and their property.
5. Students will listen and follow instructions the first time given.
6. Students will be honest.
7. Students will be considerate of others when in the hallways, playground, and all other school areas.
8. Students will keep hands, feet and objects to themselves.

We believe that the responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community. Positive recognition and reinforcement will be given as self-discipline is achieved.

*Unacceptable behavior must be dealt with to maintain a positive learning environment. Loss of privileges, loss of recess, reprimand, probation, referral to special personnel in the schools, parent conferences, detention, restriction of extra-curricular participation, suspension, and expulsion are methods used in handling school discipline problems.*

### **Playground Guidelines**

The children are expected to be on the playground during normal playground activities - such as recess. Children will not be sent to the playground during inclement weather or when we feel the weather is undesirable. Fresh air is good for children when they are properly clothed. The rule of thumb we use for recess is a wind chill temperature of more than twenty degrees. For more precise information, refer to the Recess Protocols located on the Greenfield-Central website under the Weather button. All children will be expected to go outside unless they have a doctor's statement that they should not go outside for an extended period.

### **Playground Rules**

1. Be responsible and safe!
2. Stay within playground boundaries.
3. Go down slide, forward, in seated position only.
4. Do not stand close to, or on swings. Swing straight only.
5. Line up quickly the first time whistle blows.
6. Voices are off in line, inside and out.
7. No sliding on ice.
8. Do not pick up or throw snow, ice, wood chips, glass, rocks, etc.
9. When wet or muddy, stay on the blacktop
10. No pushing each other on the pole spinner.

### **Hallway Rules**

1. Walk quietly at all times.
2. Keep hands, feet, and belongings to yourself.
3. Help keep the building clean.

### **Cafeteria Rules**

1. Enter and wait quietly in line to be served a lunch tray.
2. Quiet voices are to be used.
3. Lights out means NO talking.
4. Trading food is unhealthy and unacceptable.

## **CORPORATION STUDENT DISCIPLINE POLICY**

The following is the approved student discipline policy for the school corporation.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-33-8 (formerly IC 20-8.1-5.1), administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to (1) school day, if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to five school days. (10 school days if an expulsion request is filed.)

The superintendent (or designee) may continue a suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision if the

- (1) interference with an educational function or school purposes: superintendent (or designee) determines that the student's continued suspension will prevent or substantially reduce the risk of:
  - (2) a physical injury to the student, other students, school employees, or visitors to the school.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

## **GROUND FOR 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 (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- 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 comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to

- engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
  7. Threatening or intimidating any person for any purpose including obtaining money or anything of value from the person.
  8. Threatening (whether specific or general in nature) damage or injury to persons or property regardless of whether there is a present ability to commit the act.
  9. 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.
  10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon.
  11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any 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.
    - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
      1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
      2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
      3. The student has been instructed in how to self-administer the prescribed medication.
      4. If the student is authorized to possess and self-administer the prescribed medication.
  12. 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.
  13. Possessing, using, transmitting, or being affected by caffeine-based

- substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products, including rolling papers and e-cigarettes.  
of any kind or in any form.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing 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 education function.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
  21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
  23. Engaging in pranks that could result in harm to another person.
  24. Use or possession of gunpowder, ammunition, or a flammable substance.
  25. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
    - a. engaging in sexual behavior on school property;
    - b. engaging in sexual harassment of a student or staff member;
    - c. disobedience of administrative authority;
    - d. willful absence or tardiness of students;
    - e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
    - f. violation of the school corporation's acceptable use of technology policy or rules;
    - g. violation of school corporation's administration of medication policy or rules;
    - h. possessing or using a laser pointer or similar device.
  26. Engaging in inappropriate use on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.

27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

## B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined by IC 20-33-8-0.2. 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. Bullying includes activities that
  - a. Place the targeted student in reasonable fear of harm to the targeted student's person or property;
  - b. Have a substantially detrimental effect on the targeted student's physical or mental health;
  - c. Have the effect of substantially interfering with the targeted student's academic performance; or
  - d. Have 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.
3. This rule may be applied regardless of the physical location of the bullying behavior when the bully and targeted student attend a school within the school corporation, and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to a school administrator. A student or parent may also report the conduct to a teacher or counselor, who will be responsible for notifying the school administrator. This report may be made anonymously.
5. The school administrator shall investigate all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct. The parents of the bully and the targeted student(s) shall be within 24 hours of the reported incident of the progress and the findings of the investigation

and of any remedial action that has been taken, with periodic follow-up as necessary.

6. False reporting of bullying conduct as defined in this rule shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions-
7. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
8. Counseling, corrective discipline, and/or referral to law enforcement may be used to change the behavior of the bully. This may include appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

LEGAL REFERENCE: I.C. 20-33-8-0.2  
I.C. 20-33-8-13.5

### Cyberbullying

Greenfield Central will not accept any type of cyberbullying. Our Schools do not support social media entries that are cruel, harmful, threatening or demonstrate a likelihood of causing a disruption to the school day or any school-sponsored event. Prohibited behavior includes fake profiles, embarrassing pictures or videos of students or staff, threatening or harassing texts or other electronic communications that fit these criteria. The administration reserves the right to investigate such entries that might cause a disruption to the school setting. If there is a clear link to a substantial disruption of the school day/event, the administration may take formal action through suspension or expulsion, and/or may report the incident to police. Students may pursue civil remedies for defamation and/or intentional infliction of emotional distress.

### C. Criminal Gangs and Criminal Gang Activity (policy 5840.01)

It is the policy of Greenfield-Central Community School Corporation (GCCSC) to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

It is the policy of GCCSC to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

"Criminal gang" defined (per IC 35-45-9-1)- "criminal gang" means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or (B) participates in; or

(2) requires as a condition of membership or continued membership;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity"- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal or designee and the school safety specialist. The principal or principal designee and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in good faith in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or principal's designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year beginning in 2017.

The principal or principal's designee shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal or principal's designee shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services. The principal or designee shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The school corporation shall establish the following educational programs in its effort to address criminal gang activity:

(1) An evidence based educational criminal gang awareness program for students, school employees, and parents.

(2) A school employee development program to provide the training to school employees in the implementation of the criminal gang policy established under IC 20-26-18.

The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

**D. Possession Of A Firearm Or A Destructive Device**

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under the rules:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - 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.
  - any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - an antique firearm
  - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, destructive device is:
  - An explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
  - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such a reduction.
5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### E. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on School property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - \* a weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or can ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - \* an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days Suspension and expulsion from school for a period of up to one calendar Year.
4. The superintendent shall notify the appropriate law Enforcement agency when a student engages in behavior described in this rule.

#### F. 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.

#### G. 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.

### **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges;
  - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of the suspended students will be notified in writing.

The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

## **EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of their right administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal, (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, and make a recommendation to the superintendent for appropriate action to be taken.
6. The superintendent will make the final determination of the action to be taken, and give notice of this action to be taken to the student and the student's parent/guardian.

## **SPECIAL SCHOOL SERVICES**

### **Data Meeting**

A Data Meeting is convened at the request of a teacher or parent when a student is experiencing difficulties in academic, emotional, behavioral, or social areas. This team is usually made up of the child's classroom teacher(s), social worker, resource teacher, speech/language teacher, and principal. Other individuals may be included as necessary. The Data Meeting Team will review the concerns and attempt to identify the problem(s). Once these problems have been identified, the team will work together to develop a set of interventions that will be implemented. Once the Data Meeting Team has convened, the parents will be informed of and in many cases be involved with the planned interventions. This process uses the skills and experiences of the entire team of educators to address the needs of the student.

### **School Social Worker Services**

School social work services are available to all students at the elementary level. It is recognized that children may experience any number of circumstances that will negatively affect their school performance (i.e. a change in family structure, feelings of inadequacy, grief, family stress, etc.). The school social worker is available to help students with social, emotional, and behavioral needs through individual, small group, and classroom discussions. A child may be referred to a school social worker through a parent, teacher, or school administrator referral. Parental permission is a part of a child's participation in the

program. Parents and school personnel are kept informed of a child's progress during his/her work with the school social worker.

The social worker also has knowledge of community resources that are available for families and is available for family consultation.

### **Special Educational Services**

Students identified as having special learning needs are offered special services. These services include programs for language development, speech and hearing, learning disabilities, and other special needs services. Recommendations and referrals are made by the school or parents.

### **QUEST**

These programs enable students identified as academically talented in the area of language arts and math to participate in enrichment and exploratory activities.

## **CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENT**

The Greenfield-Central Community School Corporation is committed to equal opportunity. All courses, student activities, educational services, programs, instruction, and facilities will not be denied to anyone in the School Corporation on the basis of race, sex, religious beliefs, handicapping condition, or national origin including limited English proficiency.

### **RESTRAINT AND SECLUSION CODE**

As part of the emergency procedures in place in our school, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion. Information obtained from the Commission on Seclusion and Restraint in Schools, 2013.

### **METAL DETECTORS**

Administrators are authorized to use metal detectors to conduct searches when there is reasonable suspicion that a student may be in possession of an item in violation of school rules.

## **FAMILY EDUCATION AND PRIVACY RIGHTS ACT**

The law guarantees your family rights to privacy in school matters. You must notify the principal by September 1, or within fifteen days of enrollment (whichever is later in the school year) if you do not want your child's photo or name to appear in school-sponsored publications. This includes, newsletters, school directories, honor roll or awards lists, promotion rosters, athletic programs, etc.

*The Board of School Trustees of the Greenfield-Central Community School Corporation has approved this Handbook and therefore this Handbook is a component of Board Policy. Should there be a*

*contradiction, Board Policy prevails.*

*All information contained in this handbook was accurate and complete as of its printing. However, additions and changes to this information will likely occur during the school year. Any additions and/or changes that are made will be communicated to students and subsequently students are responsible for all information contained in this handbook and any information that might be added to or changed in this handbook.*

*Please have your child at school...  
every day...  
on time...  
so they can learn best!!      Thank you!!*