

# North Side Elementary School

302 E. Harding Street, Kendallville, Indiana 46755

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[www.eastnoble.net](http://www.eastnoble.net)

## ***Student-Parent Handbook 2022- 2023***



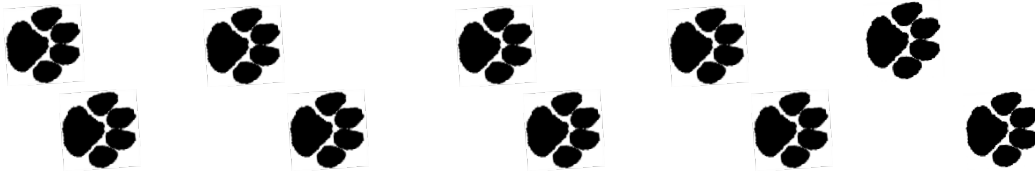
Stephanie Leasure – Principal  
Jamie Perlich – Dean of Students  
Cory Headley – School Social Worker  
Jane Hilterbrand – Administrative Assistant  
Julie Page – Office Assistant

# Mission Statement

*Inspire, Engage, Empower!*

## **East Noble School Corporation Vision Statement**

*East Noble School Corporation students will be inspired as life-long learners, engaged by a rigorous and innovative curriculum, and empowered through collaboration and inclusion to become valuable, contributing members of a global society.*



The East Noble School Corporation does not discriminate on a basis of sex, race, creed, color or handicap in the operations of education programs or activities employment and other personnel policies and procedures.

Dear Parents,

This Parent Handbook is your way to know about how our school operates. Please keep it handy. Many frequently asked questions are answered here.

North Side Elementary School looks almost as new as the day it opened. That's a result of the pride felt by students, parents, staff and community. We hope you actively join us at P.T.O. meetings and evening functions. We often need parent volunteers for special events throughout the year, too. We will make sure that you can be as involved in your child's education as you like!

We will be sending a monthly school newsletter via email and text. Visit the website often for updates and follow us on Facebook and Twitter! Join Seesaw for easy communication with teachers and to view a digital portfolio of what your child is doing daily in class! 5<sup>th</sup> grade parents, please provide your e-mail for easy teacher communication.

Every parent is invited to participate with other parents in our PTO, as they work to make each year a lively one for their children at school. We also invite parents to visit the school. To begin the process of getting your background check on file, you may visit the main office at any time. Please decide with your child's teacher ahead of time for volunteering and visits to make sure we can best utilize your efforts to support our students' instructional day.

We look forward to another great year!

Sincerely,

Stephanie Leasure

Principal

[sleasure@eastnoble.net](mailto:sleasure@eastnoble.net)

260-347-1354

## **ADULT BEHAVIOR**

We prioritize the safety of the children we serve here at North Side. For this reason, all adult visitors inside the school must first visit the school office to check in. Adults are invited to eat lunch with your child any day (per our policy outlined later in the handbook), but we do prohibit playground visits for safety purposes. As a staff, we strive to be good models of behavior and conduct for children. Likewise, we strongly urge every parent or visitor to set a good example of adult maturity and self-control when visiting the school or a school function. Clothing with lewd or suggestive messages, either in words or pictures is not permitted for adults or students.

## **STUDENT EXPECTATIONS**

North Side is part of the East Noble School Corporation initiative to strengthen character development in our schools and our communities. We use the PBIS behavior system (Positive Behavior Interventions and Supports). Students will learn about and be expected to follow our school-wide expectations: **We are Respectful, We are Responsible, and We are Safe.** These expectations will help students become actively involved, concerned and capable citizens.

The PBIS expected procedures will be taught and practiced with students to ensure their understanding of conduct expectations. Should a student choose not to follow school rules or procedures, consequences may be given. Violation of rules may result in a warning or penalties such as loss of a special privilege, office time out or something beyond that.

We hope that students will arrive at school with a positive attitude every day. We understand that children aren't always in their best frame of mind. *However, we expect that children will respond to others with friendliness and courtesy.* Nobody at NSES---adults or children---should be subject to ridicule, disrespect, nasty remarks, gossip, being pushed aside, bullying or treated rudely. This is a place of mutual respect, using good manners.

Behavior problems arising on the way to school, and on the way home, are subject to school investigation. Some students feel like once they get off the school property, anything goes. Remind your children that the respect and consideration expected at school is good behavior anywhere. Furthermore, "being off the school property" is no excuse. We make every effort to assure a safe and pleasant trip for all children, all the way to school and back home.

Children make mistakes—there are lots of little behavior problems each week that aren't big enough to notify parents. But if serious problems arise, either the teacher or principal will call the parents so we can work together to find a lasting solution. Parents must not tolerate misbehavior by their children in school; their misbehavior slows their own growth, as well as the growth of other boys and girls who wish to learn. Always follow up school problems with a serious talk at home. Sometimes you may need to add consequences at home because of school behavior.

Rule violations may result in a warning or something beyond that, such as a time out, alternative recess, lunch without peers, or a removal from class. Both parents and children must know that repeated rule violations will cause more serious penalties. In situations where students frequently disrupt the teacher or the class, when others are threatened or hurt, or when rules are routinely disregarded, severe consequences, such as in-school or out-of-school suspension, may be given.

This NSES discipline policy is derived from and consistent with the *East Noble Student Code of Conduct*, and the consequences for severe offenses are outlined therein. Please review a list of infractions at the end of this booklet, describing typical and rare offenses that call for specific consequences.

### **RESPECT PROPERTY AND OTHERS**

1. Students should be proud of their school; in order to help to keep its appearance pleasing to all, do not deface property in any way.
2. Each day students should strive to work to the best of their ability.
3. Respect the property and rights of others both inside the school and outside of school.
4. Students should present any criticism and suggestions in a proper and courteous manner to the teachers and administrators.

### **WEBSITES**

To access the East Noble School Corporation Website, use the following address:

[www.eastnoble.net](http://www.eastnoble.net). From this home page you can select the school and teacher you wish to view. You can locate North Side elementary at <http://ns.eastnoble.net/>. Please visit North Side's Facebook page at <https://www.facebook.com/NSElementary/> or find us on Twitter, @NorthSideElem.

East Noble now has an app, download the app and have East Noble in your pocket!

### **SCHOOL DAY**

1. Mondays ONLY – Doors will open at 8:15 a.m.; Breakfast will be served starting at 8:15 a.m.
2. Tuesday – Friday - Doors will be opened at 7:30 a.m.; Breakfast will start at 7:30 a.m.
3. On ALL Two-Hour Delays, school will start at 10 a.m. (Monday included). No breakfast is served.
4. Classes/announcements begin at 8:00 A.M. sharp; (8:45 a.m. on Mondays)
5. Students are expected to be in their seats at the starting time of school each day.
6. School is dismissed at 2:40 P.M. starting with car riders and bus riders.
7. The playground equipment is not to be used by students prior to the start of the school day or immediately after school, as this area is not supervised during this time period.

### **BREAKFAST**

Our breakfast program starts at 7:30 a.m. except on Mondays. It begins at 8:15 a.m. on Mondays only! Breakfast is provided to any students who wish to eat at the school. We ask that you try to make sure your child is to school no later than 7:40a.m. if they are eating breakfast at school. This will ensure they have plenty of time to eat and be on time to class.

**NOTE: There is no breakfast on two-hour weather delay days!**

### **SCHOOL LUNCH PROGRAM**

Please sign up for e~funds to deposit money into your child(ren)s lunch account. You may deposit money online or send cash into school for lunch accounts.

## Meal Charge Policy:

### Grades K- 5

Students are allowed to charge two meals. If charges have not been repaid then the student will not be allowed any more charges and will be given a cheese sandwich on whole grain bread, a vegetable and a carton of milk for lunch.

The last week of the school year no student will be allowed to charge meals so that money can be collected before school ends for the summer break. If students do not have money for lunch they will be given a cheese sandwich on whole grain bread and milk.

## **CAFETERIA PROCEDURES**

1. All PBIS behavior expectations for the cafeteria will be followed.
2. Students are to walk in the cafeteria at all times.
3. Students are not allowed to leave the cafeteria or building during their lunch period. All students use the restroom before lunch with their class. Restroom is for emergencies ONLY!
4. No food throwing or taking food from others. Students are asked to pick up after themselves.
5. Students will remain in their seats. Trash bins and carts will be brought around to dump trays.
6. SEATS WILL BE ASSIGNED.

## **BICYCLES**

Elementary students are invited to ride bicycles to school. They must park them in the bike rack immediately after arriving. Students may not ride around the school or in the playground area before or right after school. Loose bikes are occasionally stolen, so bike locks are recommended for all bikes at North Side. Parents should carefully consider if their children possess the skill and judgment to ride alongside cars on the streets. We also encourage the use of a bike helmet.

## **DEPARTING FROM SCHOOL**

1. If your child is to go home any other way than the usual routine, he/she is to bring a written note from home stating this information. Without a note, the student will follow his/her normal routine. **ALL CHANGES MUST BE CALLED IN TO THE OFFICE BY 1:30 P.M. THAT DAY! NO EXCEPTIONS!!**
2. ALL Car riders must be dropped off and picked up in the parking lot at Door #3.
  - Please pull up to the cone near the flag.
  - If at all possible, PLEASE have your child exit out of the right side of your vehicle.
  - If your child MUST exit on the left side of your vehicle, you are REQUIRED to exit your vehicle and walk your child around the back side of your vehicle to the sidewalk. This is for your child's safety!
  - All cars will exit onto Oak St.
3. Parents of car riders will be given a pick-up car tag by the school to be displayed in an easily viewed location of their vehicle. **PLEASE HAVE YOUR CAR TAG EVERY DAY FOR VERIFICATION PURPOSES!**
  - When parents need to bring students to school late or pick up early, parents will enter the building through Door #1. Please make sure you park and walk students

across the driveway. You MAY NOT cross the bus lot in between buses if they are present.

4. Students should **never** cross traffic lanes without an adult accompanying them.
5. All students must walk on sidewalks. The staff entrance off Wayne St. is for vehicles only. Pedestrians are not to walk in this driveway.
6. Please do not cut through the Atz parking lot.
7. All car riders will remain inside the building until their name is called to help with safety issues for all students.
8. Walkers will exit Door #1 to walk towards Oak St. or to the crossing guard at Riley St. All students crossing Riley St. or Harding St. MUST use the crossing guard for safety reasons.

### **DELAY OR CANCELLATION PROCEDURES**

If it is necessary to delay school, dismiss school early, or cancel school because of bad weather, parents and students will be informed by school messenger and/or the following radio and television stations:

WAWK - 1140 AM	WHWD - AM 1380	WBTU - 93.3 FM	WOWO - 1190 AM
WMEE - 97.3 FM	Channel 15	WLNB - 102.7 FM	Channel 21
WBCL - 90.3FM	Channel 33	WIFF - 1570AM	Channel 55
WAJI - 95.1 FM	PowerSchool Messenger		

Parents and students should listen to these stations. Do not phone the stations or the school as this ties up already busy phone lines. Make sure your child knows what to do, or where to go, if school is dismissed early. If you are not currently signed up with school messenger please log into the Parent Portal and sign-up for these notices. Remember it is important to keep your numbers and information current so that the system can notify you of delays and cancellations.

### **EMERGENCY INFORMATION**

It is imperative that we have complete and accurate information in our student records. If a home phone number, work number, address or other emergency information changes, the school office must be informed of these changes right away. This is for the safety of your child. It is also important for the school office to be alerted to any medical conditions that your child may have. Please call (260) 347-1354 or e-mail [jhilterbrand@eastnoble.net](mailto:jhilterbrand@eastnoble.net) or [sleasure@eastnoble.net](mailto:sleasure@eastnoble.net) to alert us of these changes.

### **VISITING AT THE SCHOOL**

All visitors must have a completed background check with ENSC. Please see the Appendix for further information. ALL VISITORS MUST REPORT TO THE NORTH SIDE OFFICE to receive proper name tags.

### **VOLUNTEERS/BACKGROUND CHECK**

We encourage you to become an active participant in your child's education by joining them in school sponsored trips and activities or volunteer to help within the school day. To more adequately safeguard students the East Noble School Board requires an inquiry into the background of each individual which will be accompanying our students. A limited criminal history check, as defined in IC 5-2-5-1 (1) which is no more than three months old should be completed in the school office. A copy of your driver's license along with the above mentioned

application will be required for this process.

### **CELEBRATIONS/TREATS**

All treats provided for students must be store bought and prepackaged items. Invitations to celebrations are not permitted. Home baked items are NOT permitted.

### **GUM/CANDY/POP/OTHER LIQUIDS**

Students may bring water ONLY to school if it has a seal tight cap. Please keep flavored water, Gatorade, pop, etc... at home as well as gum and assorted candies. This policy is for the protection of technology equipment that students utilize throughout the school day. Students are only permitted to have these types of things if they are provided by the North Side staff, where technology precautions will then be taken appropriately.

### **EAST NOBLE ATTENDANCE POLICY/TARDIES TO SCHOOL AND CLASS**

#### **I.C. 20-33-2-3.2 Compulsory Attendance; parent's responsibility**

Sec. 33 Compulsory Attendance; Parent's Responsibility. (a) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter. See the Appendix for detailed Attendance/Tardy Policies and Procedures for East Noble School Corporation.

### **ASSIGNMENT REQUESTS**

Requests for assignments are needed by 9:00 a.m. so they can be ready by the end of the school day. If absences are for a vacation, teachers are not required to provide schoolwork until after the student returns to school.

### **TEXTBOOKS/IPADS/LAPTOPS**

Textbooks, IPAD's and laptops issued to students are the property of the East Noble School Corporation. They should be used with care and returned in good condition. Students are responsible for books and devices that are lost, stolen, or damaged. Devices must be charged prior to coming to school. Please refer to Technology, beginning on page 11.

### **BOOK RENTAL POLICY**

Parents/guardians are encouraged to pay for their student(s) book rental and associated fees by the first day of school. If these fees are not paid in full by this time, parents/guardians may enter into a contract setting up payment or fill out a state free textbook application. The payment schedule will be as follows:

- 1/4 amount due by August 15
- 1/4 amount due by October 15
- 1/4 amount due by December 15
- 1/4 amount due by February 15

Parents/guardians who fail to pay the book rental and fees will be notified on March 1<sup>st</sup> and will be given until April 1<sup>st</sup> to make payments in full or be processed through a collection procedure.

### **PAYMENT OF FEES**

Checks made out to the school must be written for the exact amount of each fee. Also, separate



checks will need to be written for lunches and book rental. It is not necessary to write separate checks for each of your children. For example, if you have three students at North Side, one check may be written for all three students' lunches or all three students' book rental fees.

### **NEWSLETTER**

The *North Side Family Flyer*, our school newsletter, is filled with information about school happenings. Please make sure you are signed up for East Noble Messenger through Power School or Seesaw through your child(ren)'s classroom to receive these electronic newsletters.

### **TELEPHONES**

**Phone calls from school will be as limited as possible.** Each classroom is equipped with a telephone, so it will be at the discretion of the teacher to use the phone. In the event that something is cancelled and students must notify parents of alternate after school arrangements, North Side School will make every effort to allow those students access to phones. Phone calls home to receive permission to go home with friends will not be allowed. A written note from the parents **MUST** be provided.

### **SCHOOL IMMUNIZATIONS**

Whenever a child enrolls in the East Noble School Corporation, the parents are required to furnish the school corporation with a written statement of the child's immunizations, accompanied by the physician's certificates or other documentation. All students shall be immunized against; Diphtheria, whooping cough, Tetanus, Measles, Rubella, Poliomyelitis, Hepatitis A, Hepatitis B, Varicella (or documented History of Chicken pox disease) and other diseases as determined by the Indiana State Board of Health.

The Law does provide for exemption from immunization for those children who show a physician statement indicating the child cannot receive the immunization because of health reasons and for those children whose parents present the school with a written statement objecting to the immunizations for religious reasons. Documentation of this must be on file annually.

### **ADMINISTRATION OF MEDICATION**

While acting within the scope of his/her duties, no employee, volunteer, or any other member of the East Noble School Corporation is permitted to prescribe or recommend any type of medication, drugs, or any substance of a medical nature for internal consumption of any individual. A school administrator, teacher or other school employee designated by the school administrator, who in good faith administers medications sent in by you to a pupil, is not liable for civic damages as a result of the administration except for an act of omission amounting to gross negligence or willful and wanton misconduct.

School personnel may cooperate with parents and physicians for the health and welfare of children under the following procedures, as approved by the Superintendent, building principal, or his/her designee:

1. All medications to be given during school hours need:
  - a) Written Parental consent. A medication authorization form is available at your school.
  - b) A written physician's statement or **current** prescription label for all prescribed medications indicating that the medication is to be taken. The label must include student's name,

doctor's name, and directions. We will only be able to follow the directions on the label. (If your physician gives you a sample medication that has no pharmacy label, we will need a physician's script to accompany the medication)

- c) To be sent in the ORIGINAL CONTAINER with directions. (Medications in baggies will not be given). Medication will only be dispensed as the directions on the manufacturers label unless accompanied by a physician's note stating otherwise. Please check your label to make sure what you send in is appropriate for your child's age and/or weight.
  - d) To be kept in a locked location designated by the school principal and taken by the student in the designated place.
2. The nurse must be notified of all medication brought into the school. No medication should be sent to school unless it is really necessary. Please arrange, as much as possible, that medication be given at home. Medication that is needed **three or fewer** times a day can usually be given before school, after school, and at bedtime, unless otherwise specified by a Physician written statement. (Please only send in the amount of medication needed at school in the original container and keep any additional doses of medication at home).  
It is the student's responsibility to come to the location where the medication is kept to receive the medication.
- A. School personnel cannot be expected to administer medication that requires skill beyond their qualifications.
  - B. Parents who do not wish to comply with the above procedures may come to the school and administer the medication.
  - C. The release of medication that was possessed by a school for administration during school hours or at a school function for a student may be released to:
    - a. A student's parent
    - b. An individual who is 18 years of age and has written consent from the parent to receive the medication
    - c. At the discretion of school administration, medication can be released to a student with written parental permission
  - D. Students that need to carry medication on them for emergency reasons should have the form *Student Authorization to Possess and Self-administer medication* on file in their school building annually. This form includes the parent authorization and a physician statement that confirms that the student has a medical condition that the physician prescribed the medication for, has been instructed on how to self-administer medication, and the nature of the medical condition warrants emergency administration of medication.

Students, who may need emergency medication for a recurring health problem, should have a doctor's statement on file outlining particulars of the case. If the doctor's statement indicated a continuing need to have emergency medication available, the location of such medication should be approved by the principal and nurse in the building.

### **LICE, AND WHAT TO DO**

As you may know, a child with pink eye, scabies, and other skin conditions require medical treatment to return to school. **Head lice at school is not uncommon.** Protect your family by

looking for the nits (eggs) in hair. The eggs stick to the hair shaft near the scalp, and they are hard to pull off, unlike dandruff. If you are unsure if your children have lice, we would be glad to examine them. Take quick action with special shampoos and combs available through your pharmacy.

Sometimes, students with contagious conditions must be sent home from school immediately. If we call you at work, please come—to treat your own child, and to protect other children.

### **RECESS POLICY**

Decisions to have outside recess during the cold weather season will depend on the temperature and the wind chill. If the temperature or windchill is ten degrees or higher, it is likely that students will go outside for recess. Students should have appropriate clothing during the colder months. Inside recess in the gym or classroom, if available, will be offered when students cannot go outside for weather reasons. Students will be allowed to stay in from recess, due to illness, with a physician note only.

### **PLAYGROUND RULES**

1. Play safely and fairly at all times, following the PBIS behavior expectations.
2. No throwing of any object other than footballs, kick balls, etc. No hard baseballs allowed.
3. No rough-housing-This means wrestling, karate, play fighting, or tackle football.
4. No jumping from any of the equipment.
5. No toys or electronic devices are allowed on the playground at any time.
6. Students may not leave the playground without permission from an adult in charge.

### **HALLWAY RULES**

1. All students are asked to WALK on the RIGHT side of the hallway and behave in an acceptable manner at all times according to the PBIS behavior expectations.
2. Students will not make excessive noise in the hall. There should be no talking, whistling, and/or yelling.

### **LOCKERS AND VALUABLES**

1. Do not leave money or valuables in lockers or desks. Objects that are too large for lockers may be left in the office when they are permitted at school. There will be locker inspections to check for cleanliness etc. Do not tamper with another locker.
2. No tape or glue may be used in lockers or on painted surfaces.
3. All trash should be thrown out and not kept in the locker, this could attract bugs.

### **BOOK BAGS AND PURSES**

Book bags, backpacks, extra-large purses, and/or any bag/purse that is large enough to carry a textbook are not to be taken to any classes. Book bags are to be put in the student's locker upon arrival to school and kept in the locker throughout the school day. Only 5<sup>th</sup> grade school approved laptop cases will be permitted for students to carry to and from class.

### **NUISANCE DEVICES**

Cell phones, Smart Watches, Tablets from home, handheld games, digital cameras, or any other device found to be a nuisance may not be used during the school day. They MUST be turned off

and put away in lockers during school hours, NO EXCEPTIONS! They will be taken if they are out of the locker during the school day!

### **STUDENT SEARCHES**

A student may be searched by the Principal or his/her designee when there is reason to believe that the student possesses any illegal item that will cause harm to the student or another person or an item that could disrupt the educational process. All personal property brought upon the school property is subject to search. The administration shall conduct general inspection of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

### **SCHOOL BUS VIOLATIONS AND CONSEQUENCES**

A. The school bus is considered like a classroom and all problems occurring on the bus will be governed by this Code of Discipline. It is the responsibility of the student to follow all posted rules while riding the bus. School authorities may deny the privilege of riding the bus.

B. All bus incidents will be reviewed separately. The following consequences may be implemented by the administration when bus violations occur:

1<sup>st</sup> Offense-Warning

2<sup>nd</sup> Offense-Loss of school privileges and parent contact

3<sup>rd</sup> Offense-1-5 days suspension from the bus

4<sup>th</sup> Offense-5-10 days suspension from the bus

5<sup>th</sup> Offense-Loss of bus privileges for remainder of school year

To allow the driver to fully focus on safely transporting students, East Noble Schools expects all bus riders to behave in the following manner:

1. All students will remain seated, at all times, while bus is in motion. Students will sit in their assigned seat.
2. All students will refrain from excessive noise and foul or inappropriate language.
3. All students will keep hands, feet, and other objects to themselves, and inside the bus and out of the aisle.
4. Laptops and IPAD's are permitted for appropriate use only while riding the bus. Students MAY NOT videorecord or take pictures while on the bus.
5. All students will follow any rules set forth by the driver.

### **SCHOOL BUS PROCEDURES**

1. To ride home with someone on a bus, students' **must** have permission through the EN Transportation Department.
2. Students will not be allowed to call home during the school day to make special arrangements.
3. Appropriate behavior is also expected on busses while riding to and from the school.
4. Busses depart from the school as soon as busses are loaded, usually 5 minutes after school is dismissed.
5. When bus pick-up or drop off locations need changed, parents **MUST** go to the East Noble website, under families, then transportation and click on the "Transportation Request Form" to request those changes.

## **EAST NOBLE SCHOOL CORPORATION** **STUDENT TECHNOLOGY RESPONSIBLE USE POLICY**

All use of the Internet shall be consistent with East Noble School Corporation's goal of maximizing the potential of every person every day by facilitating resource sharing, innovation, and communication. Guidance and instruction will be provided and required for each individual granted Internet access through the school. The policy does not attempt to state all required and/or unacceptable behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Responsible Use Policy for Internet Access will result in the loss of privileges, disciplinary action and/or appropriate legal action. The signature(s) on the Permissions/Approval form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **Internet - Terms and Conditions**

1) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of East Noble School Corporation.

2) **Privileges** - The use of the East Noble telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The technology director and the superintendent will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of East Noble School

Corporation may request the technology director and/or the system administrators to deny, revoke, or suspend specific user accounts.

3) **Unacceptable Use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any materials in violation of any U.S. or state regulation
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Downloading copyrighted material for other than personal use.
- Using the network for private or commercial gain and/or using the network for commercial or private advertising.
- Users may not post chain letters or engage in spamming.
- Do not reveal the addresses or telephone numbers of students or colleagues.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting material authored or created by another without his/her consent or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.

3) **Exclusive Use of Access** - Network users are solely responsible for the use of their logins, passwords, and access privileges. Any problems that arise from the use of a registered user's login are the user's responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges. Network resources can only be accessed with school owned computers, laptops, and similar devices. Student or staff owned computers, laptops, tablets, and other internet devices may not access ENSC network resources either wirelessly or connected directly to the network. The use of cell phones is

defined by each building, and users should understand and follow those guidelines provided elsewhere. Students are encouraged to use personal thumb drives to back-up, store and transport personal files between classrooms, home, and school.

4) **Network Etiquette** – You are expected to abide by the accepted rules of network and safety etiquette. These include but are not limited to the following:

- Be polite
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the addresses or telephone numbers of student or colleagues.
- Posting anonymous messages is not allowed.
- Do not use the network to disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be the property of East Noble School Corporation.

5) **Personal Safety** – For your own benefit, observe the following precautions:

- **Do not post personal contact information about yourself or other people.** This information includes, but is not limited to your address, telephone number, work address, etc.
- **Do not agree to meet with someone you have met online**
- Disclose to your teacher, tech teacher, or classroom supervisor any message you receive that is inappropriate or makes you feel uncomfortable.

6) **Search and Seizure/Due Process** - Your network accounts are not private. Routine maintenance and monitoring of email, student laptops, or file servers may lead to the discovery that you have violated this policy or the law. The technology director and/or systems administrators will conduct searches if there is reasonable suspicion that you have violated this policy or the law, or if requested by local, state, or federal law enforcement officials. East Noble will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on network resources owned by East Noble School Corporation.

7) **Security** - Security on any computer system is of the highest priority, especially when the system involves many users. If you identify a security problem on technology resources, you must notify the technology director. Users should not demonstrate the problem to other users. Users should not use another individual's logins. Attempts to log on to the network with a stolen identity or as a system administrator will result in cancellation of user privileges and possible expulsion. If a user is identified as a security risk or has a history of problems with other computer systems, East Noble Schools may deny access to technology resources.

8) **Vandalism/Bullying** – Vandalism and/or bullying will result in the cancellation of privileges, and disciplinary action will be taken. Vandalism is defined as any malicious and/or intentional attempt to harm, steal, or destroy data of another user, school networks, or technology hardware. This includes but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security. Online communications transmitted with the intent to harass, ridicule, humiliate, intimidate another student or adult are prohibited, and repeated instances may cause a student to be identified as a bully. (IC 20-33-08-0.2) Interference with another's work is similarly prohibited, and may represent destruction or theft of an intellectual property.

9) East Noble School Corporation reserves the right to amend this policy as needed.

- 10) The student and parent(s)/guardian(s) need to sign the Responsible Use Policy each year while at East Noble School Corporation.

### **SPECIAL SERVICES**

In addition to regular classroom experiences, North Side School students will have available when appropriate, the following special services:

Speech Therapy	Music Classes	Reading Intervention	Art Classes
Library Classes	Tech Classes	Physical Education	Student Services
School Nurse	Psychological Evaluation		

### **HEALTH AND COUNSELING**

1. The school nurse, Mrs. Aumsbaugh will be in the building every morning if you are in need of health services.
2. The school's counselor is someone to talk to about home, school, or personal problems. Stop by and set up an appointment with Ms. Headley if you would like.

### **GRADE PLACEMENT**

The decision to advance students to the next grade is based on student data as well as parental, teacher, and principal input. The school retains the right to make the final decision.

### **TOBACCO POLICY**

All East Noble school facilities are tobacco free. Board policy prohibits the use of tobacco in school buildings, in school vehicles, on school grounds, or at any school-related events. Tobacco may not be used on school grounds by students or adults at any time.

### **STUDENT ACTIVITIES**

Students at North Side can participate in various activities. These activities include:

Elem. National Honor Society – Grades 4-5

Student Council - 4-5

Star Club – 4-5

Spell Bowl – 4-5

Math Bowl – 4-5

Robotics – 4-5

Student Safety Team – 4-5

Art Club – 3-4-5

Music Club – 3-4-5

### **PARENT/TEACHER ORGANIZATION**

The North Side Parent Teacher Organization will meet every month. Meeting dates/times will be determined. The North Side PTO sponsors many activities for students and their families. Please consider joining the PTO!

### **SCHOOL SUPPLIES**

Parents are responsible for seeing to it that their children have all necessary school supplies throughout the school year. Teachers will provide a list of necessary supplies to start the year. Please check with your child periodically to see if he/she is in need of additional supplies. The

school supply list will be available on the North Side website. If you need assistance with school supplies, please call the North Side office.

## **Appendix of East Noble Elementary Schools' District Policies**

### **Discipline**

Classroom and school-wide procedures have been established. These are inclusive of while on school property, traveling to, attending, and going from the academic day or an extracurricular activity is prohibited.

Procedures will be reviewed with the students to ensure their understanding of conduct expectations. Should a student choose not to follow school rules or procedures, consequences will be given. Violation of rules may result in a warning or penalties such as loss of a special privilege (recess, convocation, field trip, etc.) or after school detention. Repeated rule violations or more serious infractions may result in removal from class, out-of-school suspension, restitution, or expulsion from school.

Students who behave inappropriately or choose not to follow school rules may be issued a referral. These are notices which teachers and staff will fill out to keep parents informed of student misbehavior. The completed reports will be filed with the classroom teacher and/or Principal and Dean, and a copy may be sent home. Parents may also be informed of student misbehavior through phone calls, email, or notes sent home. Should an after-school detention become necessary, the parent will be notified prior to the detention date to facilitate transportation.

The listed procedures are meant to serve as a general guideline for implementation of disciplinary action and will be used at the discretion of the Principal and Dean of Students. Student age, behavior history, and seriousness of the behavior will also be considered when working with students in becoming good school citizens.

### **Discipline Procedures for Student Misconduct**

\*Legal Authorities may also be notified if warranted.

#### **\*1. ILLEGAL DRUGS OR SUBSTANCES PROHIBITED BY SCHOOL POLICY OR**

**ANY SUBSTANCE PRESENTED TO BE AN ILLEGAL DRUG:** While on school property, possession, use, under the influence and/or sale of illegal narcotics and/or drugs such as but not limited to steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants or any substance that is represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use or impairment of over the counter medications or other substances which may be purchased legally and are used, or believed to, or represented to produce an effect similar to a drug (such as cause impairment).

- Up to 10 days out of school suspension and potential recommendation for expulsion from school.

**\*2. ALCOHOL:** Use, possession of, or under the influence of, sale, or distribution of, while on school property, traveling to, attending, and going from the academic day or an extracurricular



activity is prohibited.

- Up to 10 days out of school suspension and potential recommendation for expulsion from school.

\*3. TOBACCO: There is to be no use or possession of tobacco or tobacco products by students in the building, on school grounds, during the school day or at school functions. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, chewing tobacco, or any other matter or substance containing tobacco as well as electronic, "vapor," or other substitute forms of tobacco or cigarettes.

- 1st Offense 5 days out of school suspension and parent conference.
- Subsequent Offenses up to 10 days out of school suspension and recommendation for expulsion.

\*4. MAJOR DISRUPTION OF THE SCHOOL DAY AND SERIOUS VIOLATIONS OF THE SCHOOL RULES:

Serious violations of school rules will result in the following at the discretion of the school administrator or designee:

- Detention, loss of school privileges, removal from class, and/or up to 10 days out of school suspension and possible recommendation for expulsion.

\*5. FIREARMS: No student shall possess, handle, or transmit any firearm on school property or at school functions.

- 10 days out of school suspension and expulsion from school for one calendar year.

\*6. DANGEROUS WEAPONS: Possession on person or in locker of a dangerous weapon and /or ammunition (other than those depicted in #5 above) on school premises or at any school function activity may result in:

- Suspension from school for up to 10 days with a parent conference and possible recommendation for expulsion for up to one calendar year.

\*7. HARMFUL DEVICES: Any device that could cause bodily harm, or is used to cause bodily harm, is prohibited at school or during a school activity. These devices could include, but are not limited to: pepper spray, laser lights, lighters/matches, items that shock, etc. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention and parent contact
- Removal from class 1-3 days and parent conference
- Up to 10 days out of school suspension and parent conference
- Up to 10 days out of school suspension and recommendation for expulsion.

\*8. TRUANCY: Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent when there is an attempt to evade the School Attendance Law.

- 1st Offense: Detention or removal from class and parent contact.
- Subsequence Offenses: Detention or removal from class and parent conference.
- A report will also be filed with the appropriate legal authorities.

\*9. VANDALISM, DESTRUCTION OF PROPERTY, OR STEALING: Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to

correct the situation: The student may be required to make restitution and:

- Warning
- Detention or loss of school privileges and parent contact
- Removal from class 1-3 days and parent conference.
- Up to 10 days out of school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

\*10. **INSUBORDINATION:** Willfully disobeying staff members or the use of profane, obscene, or degrading language or gestures to any staff member. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning.
- Detention or loss of school privileges, and parent contact.
- Removal from class 1- 3 days and parent conference.
- Up to 10 days out of school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

\*11. **THREATENING, HARASSING, AND ABUSIVE BEHAVIOR:** Students are expected to be respectful of other members of the school community at all times. Threatening, harassing, or abusive behavior is defined as picking on, making verbal or physical threats against, or excessively teasing another individual with the intent of bullying, (as per Indiana Code 20-33-8-0.2) embarrassing, intimidating, or disrupting his/her school activities. This includes any form of sexual harassment. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges, and parent contact.
- Removal from class 1-3 days and parent conference.
- Up to 10 days out of school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

\*12. **FIGHTING/CAUSING PHYSICAL INJURY:** If overt aggression is identified with one student, the discipline policy may affect only one student. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges, and parent contact.
- Removal from class 1-3 days and parent conference.
- Up to 10 days out of school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

\*13. **DISRUPTIVE CONDUCT, VULGARITY AND PROFANITY:** The faculty/staff will handle the above items until unable to solve the problems. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges and parent contact.
- Removal from class 1-3 days and parent conference.
- Up to 10 days out of school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

\*14. **GANG RELATED ACTIVITY:** In an effort to enhance a safe, secure learning environment and

to help foster an attitude of respect for the rights of others, the following gang activity policy will be enforced at school, during school related functions or on any school district property. Gang activity and/or involvement are defined as:

- Wearing, possessing, using, distributing, displaying, or selling any clothing jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliation with a gang.
- Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation with a gang.
- Using any speech or committing any act to further the interest of any gang or gang activity, including but not limited to:
  - o Soliciting and/or initiating others for membership in any gang.
  - o Requesting any person to pay for protection or otherwise intimidating or threatening any person.
  - o Committing any illegal acts or violating any school district policy.
  - o Inciting other students to act with physical violence upon other person.
  - o Engaging with others in intimidating, fighting, assaulting or threatening to assault others.
  - o Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation: detention, removal from class, suspension, or expulsion and parent contact.

\*15. ACCEPTABLE USE OF TECHNOLOGY: The rules and regulations of the ENSC Technology Responsible Use Policy will be enforced. Failure to abide by this policy will result in disciplinary action. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges, and parent contact
- Loss of access to technology and parent conference.
- Up to 10 days out of school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

\*16. HABITUAL OFFENSES: Any repeat violations of the aforementioned school rules or any combination of violations thereof may result in the following disciplinary actions.

- Removal from class 1-3 days and parent conference.
- Up to 10 days out of school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

\*17. BUS OFFENSES: The principal, his/her designee, or the transportation director reserve the right to exclude individual students from bus transportation for violations of bus rules. This provision also affirms that bus assignments, bus equipment, seating, pick-up and drop-off points, and schedules, may also be adjusted for individuals or groups, as needed, to assure a safe, efficient, and peaceful bus ride for all.

- Warning
- Loss of school privileges, and parent contact.
- Loss of bus privileges from 1-5 days.
- Loss of bus privileges from 5-10 days.
- Loss of bus privileges for the remainder of the school year.

**OTHER DISCIPLINARY PROBLEMS** will be reviewed on their own merit and action taken could include restitution, community service, detention, removal from class, suspension, or expulsion with teacher and parent conference depending on the offense.

#### Suspensions and Expulsions

- Students who have been removed from class, suspended, or expelled from the regular school setting will not be permitted to attend or participate in any extracurricular activity during the time of punishment. Students may be placed on social probation and suspended from attending extracurricular activities for a period of time.
- After a student has received any 2 suspensions, any subsequent violation may result in expulsion from school.
- A suspended student may not return until his/her parents contact the school office.
- The student will be given the opportunity to make up any missing work while removed from class or serving an out-of-school suspension.

#### Appendix of East Noble Elementary Schools' District Policies

To ensure that parents are well informed of their child's attendance pattern, the following will occur:

#### **East Noble Attendance Policy/Tardies to School and Class**

To support and comply with the Indiana School Attendance Law, East Noble Schools monitor the attendance of each enrolled student. A parent or guardian is required to contact the school prior to 10:00 a.m. each day of absence. This policy also encompasses the eLearning guidelines.

#### **Definitions:**

**Verified** A verified absence is one which has been confirmed by the parent or guardian with a telephone call to the school office or a note sent with the student and brought to the office.

**Unverified** A student absence in which notification by telephone call or written note by the parent has not been submitted to document the absence.

**Absence of Concern** Absences for activities such as family errands, missing the bus, vacation, recreation, or instances when a parent contact with the school has not occurred could be designated an absence of concern. In many cases, an absence of concern would violate the Indiana Compulsory School Attendance law.

**Truant-** An absence without the knowledge or consent of the parent or school or absent with intent to evade the compulsory attendance law.

**To ensure that parents are well informed of their child's attendance pattern, the following will occur:**

**Third Absence-** A letter will be sent to parent/guardian. A copy of the policy will be included.

**Fourth Absence-** Phone contact will be made with the parent/guardian.

**Fifth Absence-** A letter will be sent to parent/guardian. A copy of the policy will be included. If a child is on a transfer request, an attendance contract will be put in place.

**Seventh Absence-** A letter will be sent to parent/guardian. A copy of the policy will be included. An agreement will be put in place as a way to reinforce the attendance expectations. A letter from the county prosecutor will accompany the attendance agreement. A warning about a 24 hour notice being discussed and will be served on the 10<sup>th</sup> absence.

**Eighth Absence-** Phone contact will be made with the parent/guardian. Another warning about a 24 hour notice will be discussed and will be served on the 10<sup>th</sup> absence.

**Ninth Absence-** Home visit by ENSC Personnel. Parent/guardian may be referred to the legal authorities at this time.

**Tenth Absence-** 24-hour notice may be served after ENSC Personnel has had a chance to visit.

**The total number of absences will be posted on each progress report and report card.**

Absences and tardies will be reported on the grade reports. School officials may communicate with parents intermittently to confirm the whereabouts of absent children. School officials may advance complaints and communicate attendance records to legal authorities when excessive absences accumulate.

### **Tardy Policy Grades K-6:**

Definitions:

**Tardy-**Arriving in the classroom after the school's announced starting, and prior to 10:00 a.m., or early departure from school, after 1:00 p.m.

Absent for the morning-arriving at or after 10:00 a.m.

Absent for the afternoon-departing the school at or prior to 1:00 p.m.

**Verified Tardy-** Tardy because of medical reasons, or appointment authenticated by a doctor's note; or a required court appearance for the child authenticated by the clerk; or due to extenuating circumstances primarily attributed to person or persons other than the student, and verified by parent or guardian in writing at the time of signing the student in at the office upon arrival.

**Unverified Tardy-** Tardy for reasons primarily attributed to the child, or for which no reason or documentation is provided by the parent/guardian at the time the student is signed in at school. Please note, students arriving late to school must be accompanied into the building and signed in by a parent/guardian upon arrival.

Lengthy and repeated tardies for any reason may result in the tardies being considered truancy in accordance with Indiana's Compulsory Attendance Law.

- All children arriving late or departing early will be signed-in/out by their accompanying adult at the office, indicating date, time, and reason. A parent/guardian is expected to accompany the child in/out of the office upon a late arrival or early dismissal.
- Every tardy will be classified as verified or unverified by the building administration.
- Parents/guardians may be contacted after three instances of unverified tardiness to review the record and the policy and to explore remedies.
- Repeated instances of unverified tardies may result in the following consequences:

- o Warning Issued
- o Detention

#### Absences/Tardy to School/Assignments:

- Appointments scheduled during the school day require a note from parents/guardians. Parents or guardians must sign the student out at the office and sign him/her in upon their return.
- Parents/guardians shall accompany tardy students to sign in the child, or provide a written explanation.
- The student is responsible for all assignments missed due to absence. The student will have the number of school days to make up work equal to the number of days absent.
- When an absence is anticipated, the parents/guardians should contact the office in advance of the absence. Plans can then be completed so that work can be made up. Parents are strongly urged to avoid vacationing on school days. Vacation absences are classified as unverified.
- When a student is absent from school, they are not allowed to attend extracurricular events on the date of the absence.

### **Bullying**

In accordance with state law IC-20-33-8-13.5 – “bullying” is prohibited in the East Noble School Corporation. Bullying is defined as any repeated acts of threatening or intimidating behaviors with the intent to harass, ridicule, humiliate, intimidate, or harm another student. This includes engaging in the act of bullying while using school provided equipment or property. The act of “bullying” means overt, repeated acts or gestures that could be verbal, written communications, digitally sent, or physical acts or any other behavior that fits this definition above.

The schools in the East Noble School Corporation are encouraged to engage students, staff, and parents/guardians in meaningful discussions about the negative aspects of bullying. Parent/guardian involvement may be through the school’s parent organization that is already in place at each school. Parents/guardians or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or that school’s designee. The report must contain the name of the alleged violator as well as the complainant. Upon receiving the report, the principal/designee will investigate the matter at the building level and school consequences will be assessed, as appropriate, according to the East Noble School Corporation disciplinary code for elementary schools.

Engaging in conduct that disrupts or interferes with school purpose: for example the use of violence, force, noise coercion, threat, intimidation, fear, passive resistance, or other comparable conduct.

False Reporting: A person who knowingly makes a false complaint of a violation of this policy is subject to disciplinary action.

### **Criminal Gangs and Criminal Gang Activity**

It is the policy of East Noble School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property including school buses and/or at school-sponsored functions.

It is the policy of East Noble School Corporation 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.

East Noble School Corporation defines “criminal gang” and “criminal gang activity” as:

- “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) require 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.

#### **Procedures for investigating suspected gang activity**

- Per IC 20-33-9-10.5, a school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the code of student conduct. Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report 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 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 for the administrator’s safety. 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.
- The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.
- The principal shall provide the parents/guardians 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/guardians 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 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 (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent/guardian cooperation and involvement or take other appropriate action). The principal shall inform the parents/guardians of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

### **Notification of gang-related policy**

- The superintendent of the school corporation shall annually disseminate this policy to all parents/guardians who have children enrolled in a school within the school corporation (Handbooks). 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.

### **Reporting of gang-related incidents**

- 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 2 of each year. The School Safety Specialist will be responsible for these reports.

### **Dress Code**

East Noble School Corporation wishes to impart worthwhile values of health, safety, decency, and good taste. Proper dress and grooming are the responsibilities of every pupil attending our school. The administrators are charged with the responsibility of establishing and enforcing standards of dress and grooming necessary for orderly operation of the school.

The following is not acceptable in the school setting:

- Tank tops or other garments which expose bare midriff, undergarments, or too much skin; or garments that are so tight as to be otherwise revealing.
- Clothing which could present a safety issue.
- Clothing or display imprinted with profanity, questionable suggestions, or slogans.
- Hoods, hats and sunglasses are not to be worn in the building.
- Any display advertising alcohol, tobacco, drugs, drug paraphernalia, violence, or weapons.
- Any display containing lewd, rude, vulgar, offensive, or obscene material as determined by the building principal.

The following also apply:

- An undershirt should be worn underneath baggy shirts that hang low at the neck and under the arms.
- All dresses, shorts, and shirts must be appropriate in length and neckline as determined by the building level administrator.
- When the weather necessitates wearing a coat or jacket, the garment will remain in the student's locker until they are dismissed for the day. They are not to take these items to class.
- Pants, shorts, skirts, etc., must be worn at the student's waist (no sagging).



- For health and safety considerations, appropriate footwear should be worn at all times.
- Any item of clothing or accessory (chains, dangling jewelry, etc.), deemed dangerous or unacceptable by the building level administrator may not be worn to school.

### **Grading Practices:**

Elementary students will receive report cards every twelve weeks. Mid-term progress reports will be sent to every parent at the six-week mid-term point. Children in kindergarten through second grade receive marks that indicate how they are coming along with specific skills. In grades 3-5, grades will be listed for each subject, in an A-B-C-D-F format, along with a continuum of standards mastery indicators and additional comments. The following grade scale is used for the East Noble School District.

A	93 - 100	B	86 - 83	C	76 - 73	D	66 -63
A -	92 - 90	B-	82 - 80	C-	72 - 70	D-	62 - 60
B+	89 - 87	C+	79 - 77	D+	69 - 67	F	59 - 0

### **Grade Placement**

The school has final authority in the appropriate placement of a student in the grades. While it is often desirable to keep students with same-age peers, other options may be appropriate too. Students who move into an elementary building within East Noble's District typically will be placed in a grade upon recommendation from the previous school. Children received from non-accredited settings will be placed in a grade after an assessment of their academic progress to date, using appropriate measures determined by the principal. The decision to promote or retain to the next grade is based on student data as well as parent/guardian, teacher, and principal input.

### **9150 - SCHOOL VISITORS**

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

If the Board member believes the situation or condition serious enough, s/he may wish to also inform the Superintendent.

I.C. 20-26-5-4

### **8120 - VOLUNTEERS**

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not compatible with School Corporation needs. Each volunteer who is in direct contact with students will be required to submit a Limited Criminal History Record Check.

The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;
- B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. will be asked to sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. will be required to report any arrests, the filing of criminal charges against him/her, or convictions for a crime while serving as a volunteer;

- E. will be required to report any substantiated report of child abuse or neglect of which s/he is the subject.

The Superintendent also shall ensure that each volunteer is properly informed of the Corporation's appreciation for his/her time and efforts in assisting the operation of the schools.

I.C. 5-2-22

I.C. 10-13-3

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

I.C. 20-26-5-10, -11 and -11.5

### **Lunch Visits**

In our ongoing efforts to provide a safe environment for ALL students, the following steps **MUST** be taken if you plan to eat lunch with your child during the school day.

1. Any adult who wishes to eat with their child must obtain a criminal history check. This process is free of charge and can be completed in the office of any building. You will be required to complete a form and provide a driver's license, or other suitable picture ID. **PLEASE ALLOW TWO WEEKS FOR THIS PROCESS TO OCCUR.**
2. You will be asked to contact the school a minimum of 48 hours in advance to make a request to eat lunch with your child.
  1. Please call 260-347-1354
  2. A separate table will be available to eat with your student to help maximize your special time with them.

### **Reporting Suspected Child Abuse and/or Neglect**

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. If a staff member has reason to believe a child is a victim of abuse or neglect, s/he shall immediately make a report to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 or the local law enforcement agency.

Information concerning alleged abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration, DCS, the local prosecutor, or the local law enforcement agency. Unless the parent is the subject of the investigation, the school administrator shall notify the parents that a report was made.

### **Vehicle Idling Policy**

Idling school busses and other idling vehicles on school property:

Signs are posted in areas where idling is prohibited. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes.







