

# **PARENT & STUDENT GUIDEBOOK**

## **South Side Elementary School 2022-23**



### **Monday**

Doors Open: 8:30

School Begins: 8:45

### **Tues-Friday**

Doors Open: 7:45

School Begins: 8:00

## **South Side Elementary**

### **Vision:**

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

**Mission: Inspire, Engage, Empower!**

Dear Parents,

This Parent/Student Guidebook is your way to know about how South Side operates. Please keep it handy. Many frequently asked questions can be answered here.

South Side Elementary School was built in 1997. Our school is still in really good shape. That is in large part due to the pride felt by students, parents, staff, and the community. We hope you actively join us at P.T.O. meetings and evening functions. PTO meetings are held on the second Tuesday of every month in the school library at 4:00pm. We want to help you be as involved in your child's education as you would like!

To begin the process of getting your background check on file, you may visit the main office at any time. We would also be happy to send the paperwork home with your student. 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. Background checks take about two weeks to get back, so please plan accordingly.

We will be sending a school newsletter via email, periodically. We encourage you to visit the website often for updates and follow us on Facebook! We encourage you to join SeeSaw for easy communication with teachers and to view a digital portfolio of what your child is doing daily in class!

We look forward to another great year!

Sincerely,

Faith Erexson Principal  
[ferexson@eastnoble.net](mailto:ferexson@eastnoble.net)  
260-349-2200

## **Behavior-Adult:**

We prioritize the safety of the children we serve here at South Side. For this reason, all adult visitors inside the school must first visit the office to check in. Adults are invited to eat lunch with their Trailblazer any day (per our policy outlined 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.

## **Behavior-Student:**

Classroom and school-wide procedures have been established. These 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 or even after school detention.

It is our 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 curtesy. Nobody at SSES-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 penalties. Some students feel like once they get off 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/dean will call the parents so we can work together to find a lasting solution. Rule violations may result in a warning or a real penalty, such as missing recess, lunch with peers, or school-wide celebrations. 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 penalties, such as in-school or out-of-school suspension, may be given.

The SSES 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 document, describing typical and rare offences that call for specific consequences.

## **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 school. Loose bikes are occasionally stolen, so we encourage bike riders to lock up their bicycle. Parents should carefully consider if their children possess the skill and judgement to ride alongside cars on the street. We also encourage the use of a bike helmet.

**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 class. Book Bags are to be put in the student's locker upon arrival to school and kept in the locker throughout the school day.

**Busses:**

Most students will ride busses to school. Students in "walker areas" may ride only with the specific permission of the bus transportation director. Bus riders are expected to ride the bus home every day, unless specific permission is given by the parent in writing, for that day. Changes need to be made to the school office by 1:30 of that day.

Bus riding is a privilege, and the safety of many children depends on the complete concentration of the bus drivers on their work. For that reason, children are expected to faithfully follow the bus rules. Firm consequences will follow violations, particularly when others are harmed or when the driver is distracted. Likewise, your child has every right to a peaceful ride home, unbothered by others. All students are expected to talk quietly, remain seated in one seat, make room for other students, keep their hands to themselves, be considerate to others, keep the bus clean, follow all safety rules, and be civil at the bus stop.

The principal, 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.

**Counselor:**

Often students carry a load of worries around with them. Some are legitimate, and others aren't. Worries can often affect their work and mood. South Side has a school counselor present daily. They counsel with many individual students. They also can help your family find professional counseling outside of the school. Feel free to call our counselor, Mrs. Carden, at 349-2200 if you have concerns about your child's emotional well-being.

**Delays & Cancellations:**

School may be delayed or closed when weather or other emergency conditions exist. The East Noble School Corporation Facebook and Twitter accounts share delay and cancellation information immediately.

Many local radio stations also list school closings and delays. You can also check with the East Noble webpage for updates on delays and cancellations. Perhaps the most convenient way to receive notifications of delays is through School Messenger. This system will automatically call contact numbers you have registered with the school. You may also sign up for text alerts through School Messenger by visiting your Power School Parent Portal account.

## Drop Off/Pick Up

Sometimes parents need to pick up children at school during the school day. For security, parents must stop at the office instead of going to the rooms. We ordinarily do not release a child to see or leave with any adult other than a legal parent without your specific permission with each instance. Early departure from school may result in recording the absent period as a tardy, as would a late arrival. **If you are wanting to change how your child is getting home for the day, a phone call/note must be sent to the front office (cut off time is 1:30).**

If court decisions prohibit certain adults from seeing your children, please contact us (or remind us) as soon as possible **EACH YEAR.**

Each year the school spends hours attempting to locate children who unwisely chose not to go directly home. *Understand that upon dismissal, it is virtually impossible to monitor the whereabouts and departures of our 300+ individual children, so please make certain your child knows what the plan is for going home each day and impress upon them how important it is for children to go there, instead of elsewhere on the spur of the moment, to spare everybody a lot of worry.*

At South Side, our north driveway entrance is one-way for cars and busses, southbound. It's too narrow for traffic to pass in both directions. We strongly encourage parents who are transporting children to enter off Brillheart Ave. In the morning cars should exit at the middle driveway. Parents are asked not to park or idle in the driveway opening in the morning.

***Parents should drop off their children and exit the driveway promptly.*** Parents may stay longer by using the north parking lot. The playground will be open for parking only during special events and will be closed at all other times. Never ask your child to cross the driveway anywhere except at the painted crosswalk, unless you personally escort them.

During afternoon pick up, we ask that you enter from Brillheart Ave. The car rider lane will extend all along the front of the building. If you want to get out of your vehicle, please park and walk up to the building to get your Trailblazer. **If you are wanting to change how your child is getting home for the day, a phone call/note must be sent to the front office (cut off time is 1:30).**

## East Noble 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:

- ¼ of amount due by August 15
- ¼ of amount due by October 15
- ¼ of amount due by December 15
- Full amount due by February 15

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

## **E-Learning:**

E-learning is a procedure by which a day of school is held without having students physically in the building. This is used mostly during inclement weather, but it can also be used for staff professional development. E-learning days are considered normal school days, and the assignments given will need completed within three days of being given. If the work is not completed the student would be counted absent for that e-learning day.

## **Electronics:**

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 confiscated if they are out of the locker during the school day!

## **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.

## **Candy/Celebrations**

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 South Side staff, where technology precautions will then be taken appropriately.

Parents are asked to contact the teacher prior to bringing in birthday treats, which we ask to be prepackaged, not homemade. We also ask that birthday invitations not be passed out at school. Please do not send flowers or balloons to school for your student. We will ask a parent to pick them up and they will not go to the student's classroom.

## **Health**

Each year the school offers a vision screening to all kindergartners, third-graders, new students, and students referred by parents or teachers. Hearing screenings are routinely given to children in first and fourth grades.

If your child needs special provisions from the school because of any kind of handicapping condition, be sure to contact the principal so we can best serve your child. The school is a place for everybody, and we want every child to benefit by full participation. With some simple changes in procedure, we can assure that every child gets an equal chance, despite handicap that is not covered under the special education law.

## **Health-Immunizations Records**

Your child is required to have an adequate certification of immunizations on file in the school office. Please keep your child's record up-to-date or allow them to be kept for you through the CHIRP program. Failure to provide evidence of immunization may lead to suspension or expulsion from school as required by Indiana Code. If your child needs special medical attention in emergencies, be sure to tell us about that.

## **Health-Lice**

As you may know, a child with pink eye, scabies, and other skin conditions requires 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.

## **Health- Medications**

If a student must bring medication to school, the following requirements must be met:

### **Prescription Medicine:**

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must have a prescription label with the child's name, drug identity, dosage instructions, and doctor's name.
4. A dated and signed form (available in the office) must accompany the medication with all pertinent instructions.
5. Medication will be given by school personnel, recorded, and will be stored in the school office.

### **Non-Prescription Medication:**

1. Must be in the original container.
2. A signed note must accompany the medicine, along with specific instructions.

State law prohibits students from taking medications home with them. The medication must be picked up by a parent/guardian.

## **Health-Child Safety**

The school assumes a lot of responsibility when your children are with us all day long. While we all hope for a zero-injury safety record, accidents continue to happen whenever hundreds of children gather daily at schools. For that reason, it is critically important for your child, for you and for us, to have completely up-to-date information about the child's residential address—that is, where does the child sleep at night. We need current phone numbers all the time for parents and emergency contact people. Also, if your child's medical condition changes, we need to know that, too, if it would affect anything about their school program. We need to know which parents the child lives with.

## **Health- School Nurse**

Our school nurse visits South Side daily for approximately half of the day, generally. Our nurse is more than happy to discuss health concerns with parents but should not be considered an option in place of visiting a family doctor if you have any medical questions regarding your child's health.

## **Health- Sick Children**

Illness is the best reason to miss school. If your children are sick with a fever or vomiting and/or diarrhea, keep them at home. Please call the school office on the morning of any absence so we know that your child is accounted for, as we expect them at school daily.

## **Information from the School**

South Side's monthly newsletter to parents will be sent to email addresses that you enter during school registration. Teachers often send weekly or monthly notes about classroom activities. The East Noble School Corporation issues weekly notes that describe what's going on around the district. South Side would love for you to follow our principal's Facebook page (South Side Trailblazers) and the district pages for updates and pictures of happenings in our building and district. The district also has a website at [www.eastnoble.net](http://www.eastnoble.net), where you can also find all EN school website links.

## **Learning Challenges**

Some students have difficulty learning, so the school has special services for them. Children enter special education programs for several reasons. A learning disability, a mental or emotional disability, or a speech or hearing difficulty are all common reasons for special help. If you have reason to believe your child is having a hard time with school, please contact the teacher, principal, or guidance counselor. Students who qualify with one of the disabilities listed above can be served at East Noble, most often at SSES.

## **Lunch**

Both breakfast and lunch are available in the cafeteria daily. Please note that during a two hour delay we do not serve breakfast. In the lunchroom, students may choose from a variety of main and side dishes. Students may choose from a modest selection of alternatives. To assure a substantial meal, three items are required on the plate, but not more than five, of the following categories: main dish or alternate, fruit, vegetable, and milk. Some sandwiches count as one, some as two. Only one main dish is permitted per meal. Cafeteria staff may make firm suggestions and enforce guidelines for wise eating as students go through the food line.

Students are expected to behave with special attention to manners in the school cafeteria. School menus here and across the country must meet federal guidelines in terms of their nutritional balance and portion sizes. For a variety of good reasons, some families choose to send a sack lunch from home.

Each day, the cafeteria serves over 350 lunches and over 100 breakfasts. Over sixty percent of our children are receiving partial or full taxpayer support for their meals; in fact, the full cost of every meal is shared by the taxpaying public. Poor health is costly. The school urges every child to eat a healthy lunch. At South Side, we feel it's important for every student to understand the lifegiving value of good nutrition. Children have choices of what they wish to have on the plate, as long as they take the minimum amount required by

federal regulations. The school staff urges every child to eat at least half of the portion they serve themselves (older children), or which they are served (younger children).

Flexibility exists for individual health conditions; parents whose children must observe certain dietary guidelines are urged to contact the school, and specific allowances can be made. We urge every family to examine the monthly menus sent home with students or posted on the East Noble website. That way, home prepared meals can be substituted for menu items that don't seem appealing to your children. These expectations are not applied to children who carry their lunches from home. Because so many children dine here in the lunch hour, **the school does not offer students the use of refrigeration or reheating** for their packed lunches. Please keep that in mind when packing your student's lunch.

## **Lunch Money**

Lunch prices are announced at registration each August. The best time to pay for lunches is the first day of each week or month. Free and reduced rates are available to families that qualify, at any time during the school year if your financial picture changes. Our free/reduced lunch application is available online. You are welcome to visit the school office to use a school computer to fill out the application at any time as well.

- Students can charge two lunches
- After two meal charges, a cheese sandwich with milk will be served until the charges are paid.
- If a child has two charges for lunch, he/she will not be allowed to eat breakfast at school.
- Students will not be permitted to charge lunches the last two weeks of school so that debts can be collected prior to the end of the school year.

## **Parent Teacher Conferences**

Annual parent-teacher conferences will be held in the fall and spring. Also, teachers will communicate with parents by note, phone or through classroom apps as the need arises. Teachers are always ready to meet personally with parents. Please call to arrange an appointment time if you have a question or concern

## **Parking and Traffic**

If you are picking up your child at school, any time during or after school, please park in the parking areas or the curb in front of the school. If you plan to pick up your child at the end of the day on a regular basis, you will need a pick-up number that is to be displayed clearly on your windshield or front side passenger window. New passes are handed out during the first week of school and are available in the office any time. Please avoid the playground for parking during school hours because of recess and bus traffic. **Please never ask your child to cross the driveway alone!**

## **Personal Best**

There are no better lessons to learn than to give your best effort, and to persist through difficult times. Parents want to instill those qualities in their children, and we do, too. In fact, if all children gave their best efforts all the time, all children would learn much more. Doing one's personal best is so important for school success. It's one thing to talk about it, and another to successfully teach it. We want children's best, and so do you. We will ask for their best effort—repeatedly. It may mean that your child must occasionally repeat work...or spend a lot of time on it.

There are at least three parts to giving one's personal best. They are 1) the child's energy, 2) the child's self-discipline, and 3) a motivating environment. To help students do their personal best, here are some goals we've set for ourselves, as teachers:

- What we assign will be worth doing. If it's not worth doing, we can't expect their best. We will give the class sufficient time to do outstanding work, because one piece of outstanding work is more worthwhile than five pieces of careless work.
- Each child's work will receive a prompt response-not always a grade, but corrections, or some kind of response that will encourage a better performance or commend their work. Within reason, we will insist on better work, rewritten or corrected, if the child is clearly capable of greater effort. Different children are capable of different things we'll consider that.
- We will take grades only after the child has had sufficient practice. We will often permit correction of work for a better grade. Grading is not our primary focus: instead, teaching effectively is the important part of our job.

### **Here's your role, as the parent:**

- You have more time to give your individual child than we do, under normal circumstances. So, encourage better performance, if you know your child is capable.
- Let us know if we aren't asking enough, or if we are asking too much. A certain amount of worry can be good for some children and bad for others
- If your child's work looks poorly done, insist your child do better.
- Some children have more difficulty with writing than others, but you can tell when your child is giving his/her personal best.
- Often, children don't know how to deliver their personal best, or they don't know how to organize their papers, or they can't decide what to do next. Help them along. Think out loud, so they can understand how you think.

### **Pesticides**

On occasion the building and surrounding area must be sprayed with pesticides. Parents are invited to register in the office if they wish to be notified when that will happen.

### **Parent/Teacher Organization (PTO)**

The PTO has always played an active part in planning special events for our students. All parents are invited to be members.

This year's officers are Jennifer Edwards, and Emily Campbell. Plan to help the PTO as often as your schedule permits. Typically, the PTO will meet once a month after school. These are held on the second Tuesday of the month at 4:00 in the school library.

### **Recess**

Outdoor exercise is important every day. Children learn better, too, with occasional outdoor breaks. We have recess outdoors every day, except when the weather is poor. Students must dress for outdoor play. We stay inside when the temperature and/or wind chill feels like it is under 10 degrees, when the wind or weather is dangerous, or when it's raining hard enough to get wet. Kids often forget that the weather can change for the

worse during the day, so a T- shirt may be OK in the morning—until the sun hides behind a cloud and the wind picks up. Children will be excused from recess only for a period of two days after illness, at the parents' request. For longer periods, call the teacher or principal, because special provisions need to be made.

## **Records**

Parents may see children's record folders. Parents are invited to make an appointment with the principal or the counselors, to discuss test scores and what they indicate for your child. We only ask that you not share sensitive information with your child. Children often misuse information that they do not entirely understand. Often the test summaries look like a confusing page full of numbers.

## **Respecting School Property**

Students are expected to obey all school rules during school, and on the way to and from school. Likewise, students must respect the school grounds after hours. The school building is closed to students after school unless they are here to participate in specific programs. Children are invited to use the playground equipment at the back of the school, but not the kindergarten playground, during non-school hours with adult supervision provided by parents or their designee.

The woods around the school belong to the school. It is not a public park. While we do not object to children with their parents being in the woods, we want to maintain the beauty and natural state of the land. Please leave plants and animal life alone and leave the woods as you found it.

No littering, no camping, no fires, no chopping, cutting, marking or digging up trees, or vehicles are allowed. Do not obstruct any water flow, or dump anything into the waterway.

## **Social Services**

Kris DeLong is the East Noble School social worker. Mrs. DeLong is an expert in finding the right kind of help for you when problems are closing in. She can meet with you in your home or discuss concerns on the phone. Her job is to help your family, or your child, to assure success in school. Call her at 347-2502.

## **Student Assistance Plan for Substance Abuse Situations**

From time to time, elementary students need special care to overcome problems that relate to drug and alcohol abuse, or the use of illegal or controlled substances, such as medicines and tobacco.

When the school is aware of substance abuse, our first concern is to restore and maintain a safe, healthy school environment for all the other students. Next, we must consider what's best for the health of the offending student. To assist students' return to a healthier lifestyle and conquer substance abuse, we are prepared to assist the family in finding professional care.

Sometimes children have violated school rules—by either using, possessing, distributing, or selling, or hiding illegal or controlled substances at school, or on the way to and from school. Then the parent and child may be offered a Student Assistance Plan to follow as part of, or instead of, the disciplinary consequences that follow, as required by the East Noble Code of Discipline. This includes situations where the student's behavior is affected at school by substance abuse at home. The school is obligated to report situations to the police, and/or Department of Public Welfare, as required by the law. The first action taken by the elementary

school in substance abuse situations is to return the child immediately to the parent's care until further action can be determined, for the safety of the individual student and all others at the school. Further consultations with the parent will follow shortly.

## **Support for School at Home**

Here are the most important ways that you can support a good education for your child at school, and keep that youngster on the right track.

1. Establish consistent bedtimes.
2. Have friendly, daily conversations.
3. Eat meals together as often as possible.
4. Remember to talk about good character and promoting a positive attitude.
5. Limit TV and monitor internet access for them.
6. Read with them.
7. Show them you care about how they dress.
8. Look at their schoolwork and discuss it with them.
9. Insist on good manners.
10. Support them with any homework or eLearning by encouraging completion.
11. Talk about the future. Help them make plans for the years ahead.

## **Testing Procedures**

ILEARN (formerly ISTEP) is the Indiana Statewide Test of Educational Proficiencies. ILEARN is the new name of the state's required achievement test given to all students in grades 3, 4, and 5 in the spring each year. Third grade students will also take another state assessment called IREAD 3. This is a reading assessment that each child in third grade in our state must take. Children in all grades also participate in other kinds of assessments to gauge their progress and guide the teacher's planning for further learning. The testing program can help us identify students who are having difficulty, as well as those who are especially capable. It also tells us how the whole school is doing

## **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.

## **Traffic Patterns**

At South Side, our north driveway entrance is one-way for cars and busses, southbound. It's too narrow for traffic to pass in both directions. We strongly encourage parents who are transporting children to enter off Brillheart Ave. In the morning cars should exit at the middle driveway. Parents are asked not to park or idle in the driveway opening in the morning.

***Parents should drop off their children and exit the driveway promptly.*** Parents may stay longer by using the north parking lot. The playground will be open for parking only during special events and will be closed at all other times. Never ask your child to cross the driveway anywhere except at the painted crosswalk, unless you personally escort them.

During afternoon pick up, we ask that you enter from Brillheart Ave. The car rider lane will extend all along the front of the building. If you want to get out of your vehicle, please park and walk up to the building to get your Trailblazer.

## **Appendix of District-Wide 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 filled out 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, emails, 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 SUSBTANCE PRESENTED TO BE AN ILLEGAL DRUG:** While on school property, possession, use, 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.

- 1<sup>st</sup> 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:

- Loss of school privileges, removal from class, and/or up to 10 days out of school suspension and possible recommendations 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
- Loss of school privilege 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.

- 1<sup>ST</sup> Offense: Detention and parent contact
- Subsequent Offenses: Detention 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
- Loss of School Privilege 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
- Loss of School Privilege 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, HARRASING, 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
- Loss of School Privilege 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
- Loss of School Privilege 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
- Loss of School Privilege 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:
  - Soliciting and/or initiating others for membership in any gang
  - Requesting any person to pay for protection or otherwise intimidating or threatening any person
  - Committing any illegal acts or violating any school district policy
  - Inciting other students to act with physical violence upon another person
  - Engaging with others in intimidating, fighting, assaulting, or threatening to assault others
  - Depending upon the severity or repetitiveness of the offence, 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
- Loss of school privilege, 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 VIOLATIONS:** Bus riding is a privilege, and the safety of many children depends on the complete concentration of the bus drivers on their work. For that reason, children are expected to faithfully follow the bus rules. Firm consequences will follow violations, particularly when others are harmed or when the driver is distracted. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Loss of School Privilege and parent contact
- Removal from bus for 1-5 days
- Removal from bus for 5-10 days
- Removal from bus service 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 eLearning.

#### **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 to inform families about the importance of attending school on a regular basis.

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

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

**Seventh Absence** An attendance agreement will be put in place with the parents and the student. This will be a way to reinforce the attendance expectations.

**Eighth Absence**- Phone contact will be made with the parent/guardian. Along with a phone call, a third letter (certified) will be sent home explaining future actions that could take place.

**Ninth Absence**- Home visit by ENSC social worker.

**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:
  - Warning issued
  - 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:
    - Promotes, sponsors, or assists in; or
    - 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 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.
- Hats, hoods, 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 - 12 pt. scale**

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 + | 97 - 100 | B  | 83-86 | C- | 70-72 | F | 0-59 |
| A   | 93-96    | B- | 80-82 | D+ | 67-69 |   |      |
| A - | 90-92    | C+ | 77-79 | D  | 63-66 |   |      |
| B+  | 87-89    | C  | 73-76 | D- | 60-62 |   |      |

## **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.

### **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

### **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

### **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 260-349-2200
  - 2. Please email either [bcuellar@eastnoble.net](mailto:bcuellar@eastnoble.net) or [bhaney@eastnoble.net](mailto:bhaney@eastnoble.net)
- 3. A separate table will be available to eat with your student to help maximize your special time with them.