

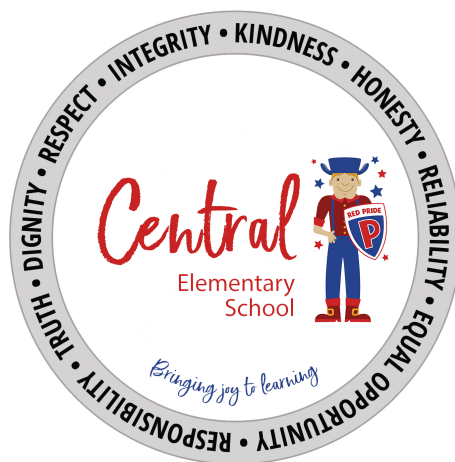
Central Elementary Handbook

Part A 2023-2024

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The information in this portion of the handbook pertains to Central Elementary and may be different from other schools in the Plainfield Community School Corporation. Section B contains information related to all of the elementary schools. Please refer to both documents for clarification regarding any school rule.

- [2023-2024 Handbook Section B](#)



Dear Parents,

Welcome to Central Elementary, a place where we prioritize the teaching of science, technology, engineering, and math disciplines, which are critical to preparing students for 21st Century success. According to the Indiana Department of Education, STEM Certified Schools *exemplify a highly non-traditional approach to education by employing a great deal of inquiry, project-based learning, community engagement, entrepreneurship, student-centered classrooms, and out-of-school STEM activities*. Additionally, we prioritize safety and kindness creating a wonderful environment where all children can learn and grow. Our goal is to cultivate strong connections between home and school, working together with you to develop the whole child, while celebrating the joys of childhood. This handbook is designed to be the starting point for our communication.

During the 2023-2024 school year we will work hard to continue the legacy of success established at Central by focusing on kindness, exploring STEM education, building a love for reading, and implementing the best instructional strategies to increase student achievement.

We continuously review and revise our programs to align our curriculum with the Indiana Academic Standards. All students are provided high quality core instruction as well as early identification of academic and behavior needs. Collecting, utilizing, and analyzing student data on a regular basis, each child is monitored for success. The goal is to provide a strong academic support and a systematic approach to prevention and early intervention.

Many parents ask what they can do to prepare their child for school. The single most important thing you can do for your child is to read with them. Creating an environment rich in books and a love of reading significantly boosts your child's learning potential.

Another important indicator of school success is becoming involved. We encourage your participation in the education of your child. We have a very strong PTO, which provides many opportunities for volunteering. You can also be involved at home by talking to your child about school, asking questions, supporting teachers and chaperoning field trips or classroom activities. We welcome parent volunteers! Although with the pandemic, parent volunteering will look a little different for sometime, we want you to know how important your communication and involvement is to us.

Our staff is one of the finest and most dedicated anywhere. We realize the importance of your child's education, and we take that responsibility very seriously. Please check out our website for information, activities and updates at www.plainfield.k12.in.us.

We are looking forward to a great school year!

Sincerely,

Ryan Setterlof

Ryan Setterlof, Principal

CENTRAL ELEMENTARY SCHOOL

MISSION STATEMENT **Bringing Joy to Learning!**

ANNUAL NOTICE

Plainfield Community School Corporation is required by law to make students and their families aware of our Annual Notice. This is a guide to information and policies that relate to PCSC, and all sections of the Annual Notice are reviewed and/or updated annually. Please visit <https://www.plainfield.k12.in.us/page/annual-notice> to view these legal notifications.

INSTRUCTIONAL ORGANIZATION

Students at Central Elementary School are taught in heterogeneously grouped classrooms with consideration being given to cluster grouping for high ability students based upon a model approved by the Plainfield High Ability Program Broad Based Planning Committee. Teachers focus on instruction that is based on the College and Career-Ready State Standards. Teachers use benchmark assessments through NWEA Math and Reading MAP Growth, and common assessments, which assist in the identification of individual student needs for remediation and enrichment activities. Grade level teams meet regularly with the data team to evaluate the assessments and adjust instructional programs and RTI Tiers accordingly.

All students at Central Elementary will receive instruction in computer science/Physical Education, art, music, and library. These classes are designed around current state standards and compliment the regular education program. We are fortunate to offer Related Arts classes for students in kindergarten through fifth grade.

SCHOOL ARRIVAL AND DISMISSAL

Board Approved elementary time schedules for the 2023-2024 school year

Elementary Schools

Student Day: 8:50 a.m. -3:50 p.m.

Students may begin arriving at 8:30 a.m.

ARRIVAL PROCEDURES

We ask your help in following procedures for the safety of your child. The west drive is to be used ONLY for bus loading and unloading. There are to be NO exceptions. The south drive is used for staff and handicapped parking only. Parents should park in the east parking lot and/or the grass lot off of Wabash Street during school hours.

All students will remain outside the building in their cars until the first bell rings at 8:30 A.M. and no students are allowed to wait unsupervised. At that time, students are allowed to enter the building and must be seated in their classrooms and ready for the school day by 8:50 A.M.

BUS RIDERS

Buses will unload students on the west side of the building at

8:30 A.M. Students are to enter the building in an orderly manner and proceed directly to their classrooms.

Breakfast will be served in classrooms. If the student needs to go to another part of the building, he or she is to gain permission from the classroom teacher.

CAR RIDERS/WALKERS

Parents who drive their children to school are asked to observe cautious driving habits, courtesy, and a few simple rules to help facilitate the easing of the traffic problem and help insure the safety of our children.

Students may not enter the building before 8:30 a.m. without their teacher's permission. The school cannot accept responsibility for supervision of students who arrive before 8:30 A.M. or that have not been picked up by 4:00 P.M.

DISMISSAL

Car riders are dismissed at 3:40 p.m. to go to the gym. As parents pull up to the curb, their child/children will be called for and escorted to their car. Parents will not be permitted to get out of their cars. If this is necessary to buckle or unbuckle a child, parents will need to park. Bus riders and walkers are dismissed at 3:50 p.m. Walkers will line up by the office and will be escorted outside by an adult to the west side of the building.

CHANGING THE END OF THE DAY TRANSPORTATION ROUTINE

If your child is to go home a different way than their normal arrangement, a note must be sent to the teacher with instructions as to how the child is to go home. We will not allow a child to go home a different way without a note. Children cannot ride a bus home, which they do not normally ride. Please make these arrangements before school or by 1:00 p.m. at the latest.

If you request that your child become a car rider, you are required to come into the school office to sign out your child no earlier than 3:50 p.m. Your child will be waiting in the office lobby until you sign them out. Signing your child out prior to 3:50 does affect your child's attendance, as it counts as a partial day present.

If you request that your child ride a bus home instead of being a car rider, we will need to verify that we are speaking to the child's parent/guardian by asking certain questions or through caller ID on our phone system. To make this smoother, please call from one of the phone numbers that you have registered with our school as contacts.

Finally, please note that email notifications of changes for the end of the day ride home are not accepted. We are not able to ensure that the email will be read in time.

SCHOOL TELEPHONE NUMBERS

In order for us to best serve you, please take note of the following phone numbers:

SCHOOL NURSE - 838-3643 to report health related information

SCHOOL OFFICE - 839-7707 Attendance and Regular School Business

You will be able to leave messages on voicemail for the teacher.

CHECK POLICY

All checks for school payments of any kind should always be made out to Central Elementary School. The only exception to this request is for lunch money. Checks for lunch money should be made out to: Plainfield Lunch Fund

VOLUNTEERS-

Plainfield Community School Corporation requires that anyone having contact with our student population complete a "Background Authorization and Release". This authorization form is available at any school office and must be completed two weeks prior to volunteering. This includes school Field Trips and Special Events, such as Field Day. All external school doors are locked during the school day and all visitors must be buzzed in by an office staff member. Visitors are required to present their driver's license or state ID and must wear a printed name badge provided by the school office. Chaperones and classroom volunteers play an important role in schools. Without them, creative educational experiences

inside and outside of the classroom would be more difficult to accomplish. In order to keep students safe, parents, chaperones and classroom volunteers:

- o *must access the building through Door #1 and check in the office*
- o *must spread out among the students when on the bus or in other large group settings.*
- o *may not use tobacco products of any kind while on a field trip.*
- o *photos may only be taken of your own child. Photos may not be taken of friends or other students and should never be posted on social media sources without the consent of the classroom teacher and the other parents.*
- o *should avoid making or taking phone calls while supervising students unless for an emergency or communication needs on a field trip.*
- o *cannot bring other children along on a field trip.*
- o *must immediately report incidents or suspected incidents of bullying, physical, and/or verbal aggression to a teacher.*
- o *may leave a message with a teacher via voicemail, email or written note, but should not plan on making unscheduled visits to classrooms, including arrival and dismissal. Parents wishing to schedule an appointment will be assisted by the school receptionist.*

Volunteer classroom helpers must have a limited criminal background check on file. They must wear a printed name badge on their shirt at all times and it must be visible (not under a sweater). With this badge, they can be anywhere they are needed in the school. Teachers will provide expected volunteers for each day. We do not allow parents to have lunch with their children.

FIELD TRIPS

Field trips may be provided as an extension of the teaching and learning process. Many times, teachers will provide a study guide or important information to be gained from the experience. Chaperones are often an important part of our field trips and their attention must be focused on the group of students to whom they are assigned and the task at hand. All volunteers are required to complete a limited background check. All overnight field trips require volunteers to complete an extended background check. Due to the importance that we place on the experience and our desire to make any field trip the most positive experience possible for the students, we must insist on the following for parent chaperones:

1. To participate in the field trip, a permission form signed by the parent/guardian must have been returned to the teacher prior to the trip.
2. Attire must be appropriate for the occasion.
3. No sibling(s) may attend with a parent chaperone.
4. Chaperones are limited to parents and guardians unless there are not enough available to provide the minimum number required for the trip. In that case, the opportunity to chaperone may be extended to other family members with approved background checks (i.e. grandparents); discretion will lie with the teacher.
5. Administrators reserve the right to prohibit students from attending field trips because of previous disruptive behavior or concerns about student safety.
6. Sometimes the trip destination determines the number of chaperones needed; otherwise, teachers will decide how many are needed. Overnight trips also have additional chaperone requirements.
7. Transportation to the field trip may not be provided for parent chaperones. This will depend on the availability of space on the buses taken.
8. Parents attending a field trip as a chaperone may not take students home with them unless special circumstances arise. In such cases, the principal must grant express permission in writing in order to make an exception to this rule.



APPOINTMENTS If a parent or guardian has an appointment with a school staff member, they must wear a printed name badge and only go to the room where the meeting is taking place. A staff member will meet you at the front office to take you to the meeting place. Please make appointments ahead of time or after student school hours. Teachers want to maintain good communication with parents. For safety reasons, we ask that you don't show up unannounced. If the front office has not been notified of your appointment, you can't proceed to the classroom.

SUBSTITUTE TEACHERS must wear a "Substitute" badge at all times.

ARRIVAL AND DISMISSAL for safety reasons, we respectfully ask that parents or guardians not walk with their students to the classroom or attempt to meet with the teacher unless it has been arranged ahead of time. In special cases, exceptions to this can be made by the school principal or guidance counselor.

PTO MEETINGS

Central PTO holds meetings virtually at 7:00 p.m. on the 3rd Monday of the month, August through May. A meeting link is sent to parents before the meeting. We have wonderful attendance and hope you will join us!

FORGOTTEN OR LOST ITEMS

Making sure that all of your child's belongings are clearly marked with first and last name is the best way to ensure that a misplaced item can be returned. If a child is missing an item that he/she thinks has been misplaced at school, he/she should first check the classroom.

At times, your child may forget an item he/she will need for that day at school. If this happens please encourage them to check the cafeteria for it. We will try to notify them; however, this isn't always possible. Unclaimed items will be donated at the end of each semester.

SCHOOL AND PERSONAL PROPERTY

The school is not responsible for money and other valuables brought to school. No child should sell, trade, or buy items at school or on the bus. Toys and electronic games should only be brought to school with teacher permission. Students rent textbooks and materials. The child and parent should understand, however, that the student is responsible for the care and safekeeping of all school materials and property provided for their use. Students will be required to pay for lost and/or damaged school items. This does include technology/school computer.

STUDENT CELL PHONES AND ELECTRONIC DEVICES

Student cell phones, iPads, Book Readers, iTouches, and other wireless devices must be turned off and stored inside the student's backpack at all times during the school day. The only exception is if a teacher has given the student permission to use it for educational purposes and can provide supervision. The school is not responsible for lost or stolen electronic devices or cell phones. Please note that student lockers are not kept locked. Students should never take or share photos with others through email, instant messaging (texting), or post on social media. These are things that could result in disciplinary action.

PARENT-TEACHER COMMUNICATION

Maximum progress for your child necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are probably the best means through which this can be realized. The teacher or the parent can initiate a conference. It is preferred that an appointment be made for a conference. This can be easily done by calling the school office, sending a note, or by emailing the teacher.

If, as a parent, you have a concern about something that has happened at school, or if you feel there is some kind of conflict that is causing your child to perform poorly, please contact the proper person at school. Parents have access to a communication program, ParentSquare. Please make sure that we always have your most current email address.

Parents have access to our student management system, PowerSchool. In the program, parents can monitor their child's academic progress. Formal grade reports to parents will be made at the end of each nine-week period. These Report Cards will be sent home on Wednesday following the end of the grading period.

MID-TERM AND NEWSLETTERS ONLINE

The midterm report (half way through a nine-week grading period) will be available **online** through the Power School Parent Portal. Parents who do not have access to the internet can request a copy of the mid-term report from their student's teacher.

Reporting practices should serve the purpose of motivating or encouraging the students, and they should keep parents and students adequately informed of student progress, adjustment, and potential.

School Newsletters will be sent monthly along with a calendar of activities for that month. Occasionally we may send home a paper reminder of upcoming events or any changes. If you do not have access to the internet, please contact the child's teacher and request a paper copy of the newsletters be sent home.

BIRTHDAYS, INVITATIONS AND DELIVERIES

Central Elementary understands that a child's birthday is very important to him/her. Therefore, each child's birthday will be recognized on the morning announcements and every student will receive a birthday pencil and recognition from his/her classroom teacher and principal. In order to provide optimum learning time and promote student wellness, classroom birthday snacks, parties and special deliveries of balloons, flowers and gifts will not be permitted at school. Additionally, students are not permitted to pass out any invitations at school.

During the holiday season, parents are not to bring holiday candy, cookies, or treats unless requested by the classroom teacher or PTO. The Central PTO currently furnishes a treat and a drink for every major holiday. (Parents may choose to be part of the PTO's Parent Classroom Directory in order to have contact info for their child's classmates.)

The school will not give out addresses or phone numbers of parents or students.

CLASSROOM PARTIES

The staff at Central and PTO work closely together in planning our Fall, Holiday and Valentine parties. These parties focus on grade-level themes. Any parent that would like to be a part of the planning process is invited to attend our PTO meetings. Dates and times will be included in our school's newsletter and on our website.

character education and student expectations

CHARACTER EDUCATION

In our desire to help Central students learn good character qualities, students are taught lessons each month. Our Home-school advisor will prepare monthly lessons presented by classroom teachers which will include the following topics: bullying, self-esteem and confidence, stress and coping skills, perseverance, communication and assertiveness, and peer pressure and problem solving.

Plainfield Town Values

Each month the Plainfield Town Values are explained to the students, and students are honored on a monthly basis for demonstrating these values. Descriptions regarding the students' great qualities are posted in the cafeteria and read aloud during lunchtime.

CENTRAL C.H.A.M.P.S.

Our Positive Behavior Intervention Support program is rooted in Central character and the idea that *Champions Make Choices and Choices Make Champions*. Our faculty was involved in creating and defining a Central CHAMPS student. The following defines what it means to be a CHAMPS student:

Caring

Honest

Achieving

Making good choices

Prepared to learn

Safe

Furthermore, we have defined our Central Champs expectations in all areas throughout our school. In a continued effort to recognize our students making good choices as well as build our climate and culture, we recognize students each month, using CHAMPS Tags. This is a way to acknowledge the hard work and positive behavior of our students.

At the end of each quarter, we have a Central Celebration. This is a fun convocation where we reward honor roll, town value winners, and excellence in specials classes. Parents are welcome to attend.

STUDENT LANGUAGE

Students are expected to use respectful language when talking with adults and other students. All comments should be said in a polite and respectful manner. Students should address all school staff by using their titles (Mr. _____ or Mrs. _____ or Ms. _____).

ANTI-BULLYING PROGRAM

We believe that all students must feel safe, physically and emotionally, at school. Bullying is defined by Indiana Codes I.C. 20-33-8-0.2 and I.C. 20-33-8-13.5. All students at Central will participate in anti-bullying curriculum each school year to help identify bullying, address it effectively, and empower students to help stop bullying. The anti-bullying curriculum is based on materials found on the Indiana Department of Education Bullying Prevention website and a variety of other resources provided by different Anti-Bullying programs. Lessons are developed for each grade level.

CLASSROOM EXPECTATIONS

Each classroom teacher is responsible to develop a classroom behavior plan that creates and sustains a safe and learning-conducive classroom environment as well as a caring and respectful climate. Teachers must communicate with parents when students do not stay within the classroom behavior norms. Consequences for students who violate classroom behavior norms are established and enforced by the teachers.

Students are to only bring items to school that are needed. Toys, trading cards, cell phones, laser pointers, etc. should remain at home. In addition, no items that could be perceived as weapons (either real or look-alike) are permitted at any time. The bringing tobacco paraphernalia, including a lighter, as well as any look alike items is prohibited. Bringing such items could result in disciplinary action.

The principal is always involved to varying extents in cases of physical altercations, excessive verbal assault, sexual harassment, theft, bullying, cheating and destruction of school property. Consequences for behaviors where the principal is involved may include but are not limited to: student conference, parent contact, recess detention, short-term removal from the classroom to another classroom, in-school suspension, out-of-school suspension, and expulsion (in very severe cases).

HALLWAYS

To keep hallways safe, students are expected to walk in single file lines on the right side and keep voices quiet or very soft.

RESTROOMS

To keep restrooms safe, all students are expected to help keep restrooms clean, to notify teachers when finding a mess, to not play or fight in the restrooms, be aware of personal space, and to be quick and quiet when using the restroom.

CAFETERIA

To help keep lunch time safe, students are expected to talk quietly and only to students at their table. They are to use polite manners when eating and not share food with other students. Students will clean up all of the food and trash on and under their table before leaving.

PLAYGROUND

To help ensure safety, student responsibilities and expectations are to have fun and help those around them have fun.

Be respectful of everyone around you:

Students will not hit, push, wrestle or kick others. Also, students will talk to each other respectfully and avoid name-calling at all times. Students will keep hands to themselves and will be obedient and respectful to the playground supervisors.

Be respectful of the playground equipment:

Students will return all equipment to the shed at the end of recess. Balls that go outside of the playground fence should not be retrieved without permission from the playground supervisors.

RIDING THE BUS

When riding the bus, students are to stay seated, facing forward at all times. Students are to use an inside voice and report all issues to the driver and leave the bus in an orderly fashion and walk to the nearest door using the designated walkways. Students are never to cross between buses.

STUDENT EXPECTATIONS AT A GLANCE

Central Elementary Expectations		<i>CHAMPS</i>				
	<i>CLASSROOM</i> 	<i>HALLWAYS</i> 	<i>CAFETERIA</i> 	<i>PLAYGROUND</i> 	<i>RESTROOM</i> 	
<i><u>Caring</u></i>	<ul style="list-style-type: none"> Listen Use indoor voice Raise hand Be a good friend Include everyone 	<ul style="list-style-type: none"> Respect others' working and learning by being quiet Be kind 	<ul style="list-style-type: none"> Pick up trash Inside voices Be polite 	<ul style="list-style-type: none"> Keep hands and feet to yourself Be a good friend Include everyone Be kind 	<ul style="list-style-type: none"> Pick up trash Be aware of personal space 	
<i><u>Honest</u></i>	<ul style="list-style-type: none"> Be truthful to everyone Take responsibility for your actions 	<ul style="list-style-type: none"> Be truthful to everyone Take responsibility for your actions 	<ul style="list-style-type: none"> Be truthful to everyone Take responsibility for your actions 	<ul style="list-style-type: none"> Be truthful to everyone Report problems at recess 	<ul style="list-style-type: none"> Be truthful to everyone Take responsibility for your actions 	
<i><u>Achieving</u></i>	<ul style="list-style-type: none"> Positive attitude Give best effort! Use time wisely 	<ul style="list-style-type: none"> Quiet Stay in line 	<ul style="list-style-type: none"> Respect for peers and adults Keep food on tray or in your space 	<ul style="list-style-type: none"> Respect school property (equipment and yard) 	<ul style="list-style-type: none"> Respect for area 	
<i><u>Making good choices</u></i>	<ul style="list-style-type: none"> Think before you act Follow directions Be kind to teachers and students 	<ul style="list-style-type: none"> Hands and feet to yourself Walk on right side Eyes forward 	<ul style="list-style-type: none"> Hands to self Clean up area Manners 	<ul style="list-style-type: none"> Kind actions and words Follow directions 	<ul style="list-style-type: none"> Wash hands Be aware of personal space Throw paper towels and toilet Paper in trash 	
<i><u>Prepared to learn</u></i>	<ul style="list-style-type: none"> Be prepared Turn in your assignments Study and read 	<ul style="list-style-type: none"> Be quick Get all materials needed out of locker 	<ul style="list-style-type: none"> Follow adult directions Use time wisely 	<ul style="list-style-type: none"> When whistle is blown, line up quickly and quietly 	<ul style="list-style-type: none"> Quick and quiet Wash hands 	
<i><u>Safe</u></i>	<ul style="list-style-type: none"> Hands & feet to yourself Report problems Follow class rules Take safety drills seriously 	<ul style="list-style-type: none"> Walk Take each stair carefully when going up or down 	<ul style="list-style-type: none"> Walk Report spills Take your time and chew eat bite 	<ul style="list-style-type: none"> Stay in playground area Use equipment correctly 	<ul style="list-style-type: none"> Keep water in sink Keep hands and feet to yourself while in the bathroom 	



CENTRAL ELEMENTARY PTO MEETINGS

Central PTO holds meetings virtually at 7:00 p.m. on the 3rd Monday of the month, August through May.

A meeting link will be sent to parents before the meeting. We have wonderful attendance and hope you will join us!

Facebook@ptocentralelementary

CENTRAL PTO OFFICERS 2023-2024

President	Amanda Finney
Secretary	Hillary Heimonsohn
Treasurer	Rachelle Hendershot
Financial Secretary	Jenny Hill
Parliamentarian	Kim Huffman

Below Click on the Link to VIEW ONLY the Central Elementary Parent Calendar

[Central Elementary 2023-2024 Parent Calendar](#)

Follow us on Twitter and Facebook

Twitter---@cnquakers

Facebook--Central Elementary School or find us (@centralquakers)

