

# **PARENT & STUDENT HANDBOOK**

**2020 - 2021**

Principal: Heather Green  
Dean of Students: Becky Essig  
Guidance Counselor: Julie Fuller  
Secretary/Treasurer: Ann Robbins  
Attendance Secretary: Melissa Young

<b>Doors open on Mondays:</b>	<b>8:15</b>
<b>School begins on Mondays:</b>	<b>8:45*</b>
<b>Doors open on Tuesday-Friday:</b>	<b>7:30</b>
<b>School begins Tuesday-Friday:</b>	<b>8:00*</b>

*\* Tardy students must arrive through the office with an adult for sign-in.*

# **Rome City Elementary**

## **Mission:**

To maximize the potential in all people every day.

## **Vision:**

Rome City staff, students, parents, and community will work cooperatively and strategically to promote academic growth and responsible citizenship.

Dear Parents,

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

Rome City Elementary School is full of pride and learning. We hope you share that pride because you are the parents and taxpayers who make this school possible. We hope you actively join us at Parent Action Committee meetings and evening functions. We often need parent volunteers for special events throughout the year, too. We will make sure that you have the opportunity to be as involved in your child's education as you like!

Part of our job is to give you information. Please read our school and classroom newsletters to find out what's happening in the weeks ahead. Visit the website often for updates, and follow me on Twitter and Facebook.

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

We look forward to another great year!

Sincerely,

A handwritten signature in black ink that reads "Heather Green". The signature is written in a cursive, flowing style.

Heather Green  
Principal

## **Adult Behavior**

We prioritize the safety of the children we serve here at Rome City. For this reason, all adult visitors inside the school must first visit the school office to check in. Adults are invited to eat lunch with your child any day as long as we have a background check on file. We do prohibit playground visits for safety reasons. 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.

## **Arrival and Dismissal Times**

Elementary students may enter the building when the doors are opened at 7:30 a.m. The tardy bell will ring at 8:00 a.m. when teachers will convene their class. Dismissal is at 2:45 p.m. Breakfast diners may enter at 7:30am.

## **Behavior**

The Rome City staff believes that a safe school environment is necessary for quality education to occur. We expect students to make wise behavioral decisions that are guided by the Six Pillars of Character, as part of our community-wide CHARACTER COUNTS initiative. We also strongly believe in positive discipline in the classroom.

Classroom and school wide procedures have been established, called Romans Rules. 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, after school detention, removal from class, or out of school suspension.

We hope that students will arrive at school with a positive attitude every day. That's a tall order... most people wake up on the wrong side of the bed from time to time. We understand that children aren't always in their best frame of mind. *However, we expect that children will respond to others with friendliness and courtesy.* Nobody at Rome City---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.

From time to time students tell us that their parents "said I could hit him back." That's risky advice: self-defense becomes an all-purpose explanation. We want to develop tolerance and judgment in children, not short fuses. If your children are troubled by the actions of others, suggest a talk with the teacher, counselor or the principal. If you think we haven't taken them seriously enough, call us or visit—we love to solve problems before they get worse.

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 the school property, anything goes. Not so. 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.

Help your child understand that every adult at school is entitled to the same kind of respect as his own teacher.

Children make mistakes—there are lots of little behavior problems each week that aren’t big enough to notify parents. But if serious problems arise, either the teacher or principal will call the parents so we can work together to find a lasting solution. Sometimes a consequence is appropriate, but it doesn’t solve the real problem. In those situations, a parent-teacher meeting may help us develop good long-range plans. A few children who repeatedly misbehave sometimes make school a lot more difficult for the others. We know that parents understand how important good discipline is, and we ask for your support. Parents must not tolerate misbehavior by their children in school; their misbehavior slows their own growth, as well as the growth of other boys and girls who wish to learn. Always follow up school problems with a serious talk at home. Sometimes you may need to add penalties at home because of school behavior.

Rule violations may result in a warning or a real penalty, such as after-school detention, missing recess, or writing an essay. 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 removal from class or out-of-school suspension, may be given. This Rome City School discipline policy is derived from, and consistent with, the *East Noble Student Code of Conduct*, and the consequences for severe offenses are outlined therein. Please review a list of infractions at the end of this booklet, describing typical and rare offences that call for specific consequences.

## **CHARACTER REALLY COUNTS!**

At Rome City, and at every East Noble school, employees attempt to convey the universal values outlined by our district-wide CHARACTER COUNTS initiative. We promote Trustworthiness, Respect, Responsibility, Fairness, Citizenship, and a Caring disposition. We look specifically to the Six Pillars of Character as a framework for ethical decision-making by children and staff. All trained staff are expected to teach, enforce, advocate for, and model these character attributes in all settings.

Parents are strongly urged to look for and read communications from the schools about CHARACTER COUNTS, so they, too, can effectively discuss these important traits with their children. Parents are the most important partners schools can recruit to this initiative. Private

citizens, businesses, service organizations are invited to contact East Noble to find out more about how they can effectively support strong character in our school community and among our growing children.

## **Book Bags and Purses**

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

## **Busses**

Many Rome City 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 particular 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.

Basically, all students are expected to talk quietly, remain seated in one seat only, 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 stops.

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 and prudent, to assure a safe, efficient and peaceful bus ride for all.

Bus referrals may result in the following consequences.

- 1<sup>st</sup> Referral- Warning
- 2<sup>nd</sup> Referral- Loss of school privileges/detention assigned
- 3<sup>rd</sup> Referral- Loss of bus privileges for up to 5 days
- 4<sup>th</sup> referral- Loss of bus privileges for up to 10 days
- 5<sup>th</sup> referral- Loss of bus privileges for the remainder of the year

## **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 bike locks are suggested. Stolen bikes will not be the school's responsibility.

## **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 their moods. Rome City often has a counselor on site, Julie Fuller. The counselor may counsel with many individual students. She also can help your family find professional counseling outside the school. Feel free to call our counselor at 854-3241 if you have concerns about your child's emotional well-being.

## **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.

## **Delays & Cancellations**

School may be delayed or closed when weather or other emergency conditions exist. Please listen to the radio. The radio gives this information almost as quickly as we hear it. Listen to WOWO (1190AM), WBTU (93FM), WAWK (1140AM), or WBCL (90FM) or other area stations. Also you are invited to check with the East Noble webpage and app for updates on delays and cancellations at [www.eastnoble.net](http://www.eastnoble.net). Perhaps the most convenient way to receive notification 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. Another easy way to find out about weather delays and cancellations is to call WAWK between 6:00 and 8:00 am only, at 347-3000.

## **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:

- $\frac{1}{4}$  - Due August 15
- $\frac{1}{2}$  - Due October 15
- $\frac{3}{4}$  - Due December 15
- Full payment by February 15

Parents/guardians who fail to pay the book rental and fees will be notified within 15 days of the last payment. If payments are still not received within 15 days from February 15, the amount left will be processed through the court system. If processed, the court will add a filing fee to the amount owed. The parents/guardians will then be responsible for the textbook rental, associated fees, filing fees, attorney fees, and interest.

### **Electronics**

It's an electronic world, for kids and adults alike. Many toys and gadgets are getting smaller and smaller, and they do more and more things. Most of them are fun and harmless. But most of them are delicate, too, and can be easily damaged. Some are a distraction from schoolwork, and some can provide risk to your child or others.

Laser pens are strictly forbidden on school premises or busses, or at bus stops. Student's personal electronic devices should also stay at home. They can be easily broken, and it can be very difficult to monitor appropriate content on a child's personal device since they are not filtered through our servers. Cell phones must stay in backpacks, out of sight or use, both at school and on the bus. Any of these devices at school without permission or being used inappropriately, may be confiscated and returned only to the parent. Students may bring cameras only with the teacher's permission.

### **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.

## **Gum & Candy**

Our school will continue to look bright and shiny for many years with proper care. Portions of the building are carpeted, and the rest are high quality hard-surface floors. Please insist that your child not bring candy, carbonated drinks, or gum to school, even in their lunch bags. Children must understand that possession of candy, gum or other treats is a violation of the school rules, and they may be penalized for violations, and the snacks will be disposed of. Parents are asked to contact the teacher before bringing in birthday treats, which we ask be prepackaged, not homemade, because of recommendations to us from the Health Department.

## **Homework**

Research indicates that homework in elementary school has few benefits, unless it's carefully constructed as a high-success practice or review, or to finish work that isn't complete. Furthermore, after-school playtime is a valuable part of growth. Direct instruction in the classroom is preferable to homework; homework is assigned only after a solid introduction in the classroom. A large amount of homework to grade results in a lower quality of response by the teacher.

Stimulating projects and computer-assisted instruction are great alternatives to homework. With these things in mind, teachers limit their homework assignments to an average of:

Grades K, 1, and 2—20 minutes daily  
Grade 3—30 minutes daily

Grade 4—40 minutes daily  
Grade 5---50 minutes daily

Please remember that some children work more quickly than others, so your child might need more time or less. We invite parents to help their children, always insisting that the child do the thinking and the writing. Students may also be asked to complete independent reading. We encourage every parent to support independent reading not as homework, but as an important part of a child's daily life, far more beneficial than movies, TV, and video gaming. If you contact the school, we are happy to recommend selected magazines for youthful readers. Children love to get magazines in the mail.

## **Information for your Child's 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 times 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.

## **Information from the School**

Rome City's monthly newsletter is called the Roman Times, and is issued near the beginning of each month. The principal posts informational items on Facebook and the school website often. Parents are sent a monthly menu for breakfast and lunch at school. Teachers send weekly updates about classroom activities through SeeSaw and Class Dojo. The East Noble School Corporation issues family weekly notes that describe what's going on around the district. Rome City would love for you to follow our Twitter, Facebook and the district page (@ENobleSchCorp) for updates and pictures of happenings in our building and district. The district also has a lively web site at [www.eastnoble.net](http://www.eastnoble.net), which is linked to the web pages of all the schools. Overall, we highly encourage parents to join Rome City Elementary & East Noble's Facebook page for daily updates on happenings throughout the building and district. For classroom happenings, we encourage you to join Classroom Dojo and SeeSaw.

## **Learning Problems**

Some students have difficulty in learning, so the school has special services for them. Children enter special education programs for a number of 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 right here in the East Noble system, often within Rome City School itself.

## **Nurse at School**

Kavan Holcomb is our school nurse. She visits the elementary school generally every morning. Kavan is more than happy to discuss health concerns with parents, or examine a rash or wound that you are unsure of.

## **Health Problems and Health Services**

If your child needs special provisions by 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 some kind of handicap that is not covered under the special education law. Some examples are asthma, colorblindness, bladder control, or partial paralysis, etc.

## **Health Checkups**

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.

## **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 note must accompany the medication with all pertinent instructions.
5. Medication will be given by school personnel and will be stored in the school office.

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

1. Must be in the original container and labeled appropriately for the child's age.
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.

## **Immunization Records/Medications**

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.

## **Sick Children at Home**

Illness is the best reason to miss school. If your children are sick, keep them at home. School is hard work, and it's no place for a child not feeling well. The illness only gets worse when children are sent to school sick. Understandably, this may present an inconvenience because of parents' work schedules, but the child can't recover at school.

Children who have persistent sore throats or runny noses, severe headaches, and unknown rashes should spend a quiet day on the couch, or in bed. If children understand that no outdoor play is permitted on a "sick day," they won't be interested in pulling your leg about sickness.

## **Lice, Pink Eye, and Other Conditions**

As you may know, a child with pink eye, scabies, and other skin conditions require medical treatment to return to school. Call to inquire. Head lice at school is not uncommon. Protect your family by looking for the nits (eggs) in their hair. They look dark on blond hair, whitish on dark 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.

## **Lunch**

Both breakfast and lunch are available here daily. Breakfast is not served on delay days. 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. Dessert doesn't count. 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 dining room.

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 Rome City, we feel it's important for every student to understand the life-giving 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). This is to assure that parents' and taxpayers' dollars are well spent and well used on food in the lunch program. It also clearly points out to children that it's irresponsible to throw away more food than has been eaten.

Under law, while students are at school, the school staff acts "in place of the parents." Obviously, not all families have the same customs. Flexibility exists for individual health conditions; parents whose children must observe certain dietary guidelines are urged to write 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 and app. 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.

## Lunch Money

Lunch prices are announced at registration each August. The best time to pay for lunches is the first day of each week. Free and reduced rates are available to families that qualify, at any time during the school year, if your financial picture changes. Applications are available online at [www.eastnoble.net](http://www.eastnoble.net).

- Students are allowed to charge two lunches.
- After two meal charges, a cheese sandwich with milk will be served until the charges are paid.
- We do allow students to call home to remind parents about not having lunch money.
- 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.

## Picking Up Your Children

Sometimes parents need to pick up children at school. 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 an absence or tardy depending on the time of departure.

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 350 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.*

## Parent-Teacher Conferences

Annual parent-teacher conferences will be held near the end of the first trimester grading period. Also, teachers will communicate with parents by note and phone 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. Likewise we enjoy parent visits and we want you to know what's going on in the classroom. *If you wish to visit, read the section on "visiting the school."*

## Parking and Traffic

Students arriving to school transported by parents are asked to use the car rider line located on the north side of the building on Washington Street. The procedures for the use of the car rider line are listed below. Parents are respectfully asked NOT to drop students off in front of the building on Jefferson Street, as it disrupts the flow of traffic for busses and causes significant concern for the safety of our walking students.

- Students will arrive and be dismissed from Door #7.
- Drop off time is 7:30 and pick up time is 2:45. If your child is here early you MAY NOT leave them unattended at the door. You MUST wait until a staff member is present before dropping off.
- Students must enter/exit vehicle from/to the passenger side by the curb.
  - Do not let your child get into or out of the car until your vehicle is stopped by the curb.
  - Please be sure your child is ready to enter/exit the vehicle when you reach the drop-off area by the curb.
- Please, NO cell phone use while Car Line is active.
- Please remain inside your vehicle.
- Please do not leave your vehicle on while waiting for you child.
- Do not leave your vehicle unattended in the Car Line. The drop-off/pick-up area is also an emergency vehicle lane.
- Please display your Car Line place card on the passenger side window so that it is visible to personnel. This is how students will be called to the pick-up area.
- Be patient...DO NOT PASS CARS IN LINE.
- Please provide a place card to anyone using the Car Line to pick up your child. You may request an extra place card from the school office.
- Be courteous to Car Line personnel, drivers, and students.

If you need to pick your child up from school sometime during the school day, please park out front to the east of the main entry sidewalk. The main entry is door 1. The area to the west of the sidewalk is closed to traffic during the day as it is part of our playground. Also, parking in the area to the west of the sidewalk blocks the bus lane and emergency traffic lane.

**Please never ask your child to cross the driveway/street 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.

If remediation is recommended, make every effort to enroll your child.

## **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.

## **PAC (Parent Action Committee)**

Schools that succeed have active and involved parents. The PAC has always played an active part in planning those special events for our students. All parents are invited to be members. Plan to help out the PAC as often as your schedule permits. We meet the first Thursday of the month at 8:30 am. There will be occasional meetings in the evening.

## **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 wind chill approaches zero, when the wind or weather is dangerous, or when it's raining hard enough to get wet.

Kids often forget that the weather often changes 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, a doctor's note is required.

## **Records**

Parents may see children's record folders. If you are requesting to see student records, the office needs a 48 hour time to prepare the files for you. 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 the School Property**

Students are obliged 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 and families are invited to use the playground during non-school hours but are asked to monitor their use by children and continue to respect the school's facilities.

Roughhousing and daredevil antics often result in injuries, and unsupervised groups of children often are led into vandalism and mischief. Every parent is encouraged to personally supervise their children at the school grounds when they come here.

Riding bikes, skateboarding and rollerblading can be dangerous on the school sidewalks, and we discourage it. Those activities are prohibited on school property and signs to that effect are posted around the school property.

## **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 early bedtimes.
2. Have friendly, daily conversations; listen a lot.
3. Eat breakfast and dinner together.
4. Remember and talk about the Six Pillars of Character, from CHARACTER COUNTS.
5. Limit TV for them, and for yourself; there are so many other things to do in life.
6. Have some good magazines, newspapers and books around to read.
7. Show them you care about how they dress.
8. Insist on good manners all the time.
9. Look at their schoolwork. Discuss both the good and the poor.
10. Help with their homework; they do the writing, of course. Think through problems aloud.
11. Talk about the future. Help them make plans for the years ahead.

## **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

## **Morning Procedures**

Students eating breakfast will be allowed to enter the building at 7:30 am daily. Students will be expected to get into a grade-level line every morning, and will enter in a line with their classroom teacher, using proper hallway procedures. Grades K, 2, 3 will enter the main entrance at door 1; grades 1, 4, 5 will line up and enter through the gym doors, door 2. Bus riders and walkers will enter through the Jefferson Street entrance. Those dropped off will enter through the Washington Street entrance. With the exception of the first day of school, parents entering the building to “drop off” their child must report to the office first before walking to the classroom.

## **Changing Transportation Needs in /during the School Day**

Sometimes the need to change your child’s transportation needs occur during the middle of the school day. If this would happen, please contact the office and the secretaries will notify your child and the teacher. Students attending programs at the public library will only be dismissed to the public library on the day’s events are occurring or at the administrations discretion.

## **After School Procedures**

All walkers and bus riders will exit the front Jefferson Street doors. Students are expected to walk on the sidewalk, and are not to walk in between busses.

All car-riders will exit the Washington Street doors, and remain under the door awning until their name is called. Parents will be expected to line up in the arc, with the student name card visible in the passenger side window. Teachers will call each student’s name as cars pull into the arc. Those parents without a name card will need to give their name to the teacher and/or office so that a name card can be made.

All students not picked up by 3:00 will be escorted to the office, where the parent will need to come into the building to pick up after that point.

## Visiting the School

We invite you to visit your child's classroom. Parents are also welcome to dine with their children in the lunchroom. Parents are not allowed to be present on the playground because of potential security and liability issues.

- For security reasons, while the school is a public facility, the school and grounds are open to the public for official business only during school hours. Visits to the student areas may occur only by appointment and/or by permission of the principal or his designee. The administration often requires criminal history checks for those who want to visit various areas the students will be located
- ALL VISITORS MUST REPORT TO THE ROME CITY OFFICE to receive proper I.D. when going beyond the office area, unless personally excused by the secretary.
- All visitors must have a Criminal Background on file.
- Conferences with teachers should be arranged in advance, and at a time when the teacher does not have other duties or students to supervise. Please notify the teachers at least 24 hours prior to wanting to meet with them.
- Preschool age children must not visit unless accompanied by an adult who is responsible for them. Visiting preschoolers must remain fairly quiet, and be easily managed by parents while visiting.

## Appendix of District-Wide Policies

### Discipline

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

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

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

#### Discipline Procedures for Student Misconduct

**\*Legal Authorities may also be notified if warranted.**

**\*1. ILLEGAL DRUGS OR SUBSTANCES PROHIBITED BY SCHOOL POLICY OR ANY SUBSTANCE PRESENTED TO BE AN ILLEGAL DRUG: While on school property, possession, use, under the influence and/or sale of illegal narcotics and/or drugs such as but not limited to steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants or any substance that is represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use or impairment of over the counter medications or other substances which may be purchased legally and are used, or believed to, or represented to produce an effect similar to a drug (such as cause impairment).**

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

**\*2. ALCOHOL:** Use, possession of, or under the influence of, sale, or distribution of, while on school property, while 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:

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

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

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

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

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

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

- Warning
- Detention and parent contact
- Removal from class 13 days and parent conference
- Up to 10 days out of school suspension and parent conference
- Up to 10 days out of school suspension and recommendation for expulsion.

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

Attendance Law.

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

**\*9. VANDALISM, DESTRUCTION OF PROPERTY, OR STEALING:** Depending up on the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation: The student may be required to make restitution and:

- Warning
- Detention or loss of school privileges and parent contact
- Removal from class 13 days and parent conference.
- Up to 10 days out of school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

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

- Warning.
- Detention or loss of school privileges, and parent contact.
- Removal from class 13 days and parent conference.
- Up to 10 days out of school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

**\*11. THREATENING, HARASSING, AND ABUSIVE BEHAVIOR:** Students are expected to be respectful of other members of the school community at all times. Threatening, harassing, or abusive behavior is defined as picking on, making verbal or physical threats against, or excessively teasing another individual with the intent of bullying, (as per Indiana Code 203380.2) embarrassing, intimidating, or disrupting his/her school activities. This includes any form of sexual harassment. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges, and parent contact.
- Removal from class 13 days and parent conference.
- Up to 10 days out of school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

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

- Warning
- Detention or loss of school privileges, and parent contact.

- Removal from class 13 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. (Problems are not considered unsolvable until there has been a parent/teacher conference.) Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges and parent contact.
- Removal from class 13 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 other person.
  - Engaging in concert with others in intimidating, fighting, assaulting or threatening to assault others.
  - Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation: detention, removal from class, suspension, or expulsion and parent contact.

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

- Warning
- Detention or loss of school privileges, and parent contact

- Loss of access to technology and parent conference.
- Up to 10 days out of school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

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

- Removal from class 13 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.

**OTHER DISCIPLINARY PROBLEMS** will be reviewed on their own merit and action taken could include restitution, community service, Saturday School, Teen Court, 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

### **Discipline**

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

#### Discipline Procedures for Student Misconduct

\*Legal Authorities may also be notified if warranted.

**\*1. ILLEGAL DRUGS OR SUBSTANCES PROHIBITED BY SCHOOL POLICY OR ANY SUBSTANCE PRESENTED TO BE AN ILLEGAL DRUG:** Possession, use, under the influence and/or sale of illegal narcotics and/or drugs such as but not limited to steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants or any substance that is represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use or impairment of over-the-counter medications or other substances which may be purchased legally and are used, or believed to, or represented to produce an effect similar to a drug (such as causing 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 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:

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

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

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

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

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

- Warning.
- Detention and parent/guardian contact.
- Removal from class 1-3 days and parent/guardian conference.
- Up to 10 days out-of-school suspension and parent/guardian 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/guardian or school, or absent when there is an attempt to evade the School Attendance Law.

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

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

The student may be required to make restitution and:

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

- Up to 10 days out-of-school suspension and parent/guardian conference.
- Up to 10 days out-of school suspension and recommendation for expulsion.

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

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

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

**\*14. GANG RELATED ACTIVITY:** In an effort to enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, the following gang activity policy will be enforced at school, during school related functions or on any school district property.

Gang activity and/or involvement are defined as:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliation with a gang.
- Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation with a gang.

- Using any speech or committing any act to further the interest of any gang or gang activity, including but not limited to:
  - o Soliciting and/or initiating others for membership in any gang.
  - o Requesting any person to pay for protection or otherwise intimidating or threatening any person.
  - o Committing any illegal acts or violating any school district policy.
  - o Inciting other students to act with physical violence upon other person.
  - o Engaging in concert with others in intimidating, fighting, assaulting or threatening to assault others.
  - o Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation: detention, removal from class, suspension, or expulsion and parent/guardian contact.

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

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

**OTHER DISCIPLINARY PROBLEMS** will be reviewed on their own merit and action taken could include restitution, community service, Saturday School, Teen Court, detention, removal from class, suspension, or expulsion with teacher and parent/guardian 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/guardians 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.

## **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/guardian 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/guardian 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/guardian or school, or absent with the intent to evade the compulsory attendance law.

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

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

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

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

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

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

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

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

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

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

### **Tardy Policy Grades K-5:**

#### **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
  - Loss of Recess
  - Detention

**Absences/Tardy to School/Assignments:**

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

## **Bullying**

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

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

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

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

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

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

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

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

- "Criminal Gang" defined (per IC 35-45-9-1) "criminal gang" means a group with at least three (3) members that specifically
  - (1) either:
    - (A) promotes, sponsors, or assists in; or
    - (B) participates in; or
  - (2) require as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).
- “Gang Activity”- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Procedures for investigating suspected gang activity

- Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the code of student conduct. Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
- The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal’s designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator’s safety. The investigation shall be completed and the written findings submitted to

the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

- The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.
- The principal shall provide the parents/guardians of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents/guardians includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.
- The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.
- The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent/guardian cooperation and involvement or take other appropriate action). The principal shall inform the parents/guardians of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

#### Notification of gang-related policy

- The superintendent of the school corporation shall annually disseminate this policy to all parents/guardians who have children enrolled in a school within the school corporation (Handbooks). The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

## Reporting of gang-related incidents

- Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year. The School Safety Specialist will be responsible for these reports.

## Dress Code

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

Students are expected to exhibit cleanliness and good taste in personal appearance. Shirts and shoes must be worn at all school functions. Unusual and exotic fads in dress and haircuts will be discouraged (unnatural hair colors, face painting, etc.)

### **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 and sunglasses are not to be worn in the building.
- Any display advertising alcohol, tobacco, drugs, drug paraphernalia, violence, or weapons.
- Any display containing lewd, rude, vulgar, offensive, or obscene material as determined by the building principal.

### **The following also apply:**

- An undershirt should be worn underneath baggy shirts that hang low at the neck and under the arms.
- All dresses, shorts, and shirts must be appropriate in length and neckline as determined by the building level administrator.
- When the weather necessitates wearing a coat or jacket, the garment will remain in the student's locker until they are dismissed for the day. They are not to take these items to class.
- Pants, shorts, skirts, etc., must be worn at the student's waist (no sagging).
- For health and safety considerations, appropriate footwear should be worn at all times.
- Any item of clothing or accessory (chains, dangling jewelry, etc.), deemed dangerous or unacceptable by the building level administrator may not be worn to school.

## Grading Practices

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

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

### Grade Placement

The school has final authority in the appropriate placement of a student in the grades. While it is often desirable to keep students with same-age peers, other options may be appropriate too. Students who move into an elementary building within East Noble's District typically will be placed in a grade upon recommendation from the previous school.

Children received from non-accredited settings will be placed in a grade after an assessment of their academic progress to date, using appropriate measures determined by the principal. The decision to promote or retain to the next grade is based on student data as well as parent/guardian, teacher, and principal input.

### 9150 - SCHOOL VISITORS

Parent classroom observations may be permitted utilized specific guidelines used to prevent a disruption to the learning process and environment. Confidentiality of all students will be respected during any parent observation. To ensure confidentiality of students, other students will not be discussed during a parent observation and any incidental interaction with other students should be kept to an absolute minimum. Teacher consultation during a parent observation is neither appropriate nor permitted since the teacher's role is to continue to provide instruction to all students in the classroom. Of course, consultation with the teacher is permitted (and encouraged) before or after such an observation at a mutually agreeable time. The following procedures will be utilized in regard to parent observations.

- A. Parents/guardians wishing to visit one or more schools are to make a request to the principal 48 hours in advance for each school/classroom to be visited.
- B. Parents/guardians may observe each child's classroom once per month for 30 minutes. When more than one family member is in the same class, the visit will count as once for each child.
- C. A building principal or designee will attend the observation with the parent/guardian.

- D. Parents/guardians, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

It is important that each parent/guardian understands that because classroom observations can be distracting to the students, the following guidelines have been established:

1. Visitations will not be allowed during examinations and independent study periods.
2. An observation may be no longer than 30 minutes.
3. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
4. Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.
5. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
6. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.
7. If the nature and instructional purpose of any activity calls for students to be segregated by gender, only visitors of the appropriate gender may observe those groups.
8. If a parent or other visitor wishes to tape record a conversation with a teacher or the principal, s/he should request permission from the teacher or principal. If the teacher or principal wishes to record a conversation with a parent or other visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins.
9. Any comments or concerns are to be discussed with the principal and teacher before or after the school day when students are not present.

### **8120 – VOLUNTEERS**

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

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

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

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

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

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

I.C. 5-2-22

I.C. 10-13-3

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

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

## **Lunch Visits**

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

1. Any adult who wishes to eat with their child must obtain a criminal history check. This process is free of charge and can be completed in the office of any building. You will be required to complete a form and provide a driver's license, or other suitable picture ID. **PLEASE ALLOW TWO WEEKS FOR THIS PROCESS TO OCCUR.**
  
1. 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 260-854-3241
  2. Please email either [arobbins@eastnoble.net](mailto:arobbins@eastnoble.net) or [myoung@eastnoble.net](mailto:myoung@eastnoble.net)
  
2. A separate table will be available to eat with your student to help maximize your special time with them.

## **Vehicle Idling Policy**

Idling school buses and other idling vehicles on school property:

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

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

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

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