

North Putnam Community School Corporation

# Roachdale Elementary School Handbook

2015-2016



**“Every Child, Every Day, Whatever It Takes!”**

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## **HANDBOOK STATEMENT**

Educational services, programs, instruction, and facilities will not be denied to anyone in the North Putnam Community Corporation as the result of his/her race, color, sex, disability, or national origin, including limited English proficiency. For further information, or to file a complaint please contact the following:

Title IX Coordinator &  
Civil Rights Compliance  
Mr. Dan Noel, Superintendent  
300 North Washington Street  
Bainbridge, Indiana 46105  
765-522-6218

Section 504 Coordinator &  
Special Education Coordinator  
Mrs. Lynn Scott  
300 North Washington Street  
Bainbridge, Indiana 46105  
765-522-6218

High Ability Coordinator  
Mr. J. Scott Spencer, Principal  
305 South Indiana Street  
Roachdale, Indiana 46172  
765-522-1732

Title I Coordinator  
Mr. Rodney Simpson, Principal  
412 South Washington Street  
Bainbridge, Indiana 46105  
765-522-6233

**The handbook is still subject to change due to revisions in state law and Board policy.**

## **WELCOME TO OUR SCHOOLS**

For more information regarding the school and the staff directory, please access the school's website at <http://www.nputnam.k12.in.us>.

### **NORTH PUTNAM COMMUNITY SCHOOL CORPORATION**

Superintendent's Office  
300 N Washington St  
P.O. Box 169  
Bainbridge, IN 46105  
765-522-6218

North Putnam High School  
8869 N County Road 250 E  
Roachdale, IN 46172  
765-522-6282

North Putnam Middle School  
8905 N County Road 250 E  
Roachdale, IN 46172  
765-522-2900

Bainbridge Elementary  
412 S Washington St  
Bainbridge, IN 46105  
765-522-6233

Roachdale Elementary  
507 S Indiana St  
Roachdale, IN 46172  
765-522-1732

Transportation Office  
125 W Seminary St  
Bainbridge, IN 46105  
765-522-6220

Old National Trail Special Education Services  
1 N Calbert Way Suite B  
Greencastle, IN 46135  
765-653-2781

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**MISSION STATEMENT OF  
NORTH PUTNAM COMMUNITY SCHOOL CORPORATION**

The mission of North Putnam Community Schools is to create an inspiring place, through community effort, where all students are able to grow and succeed.

**NORTH PUTNAM COMMUNITY SCHOOLS  
CORPORATION ACADEMIC GOALS**

Approved during the June 2014 Board Meeting

1. 90% of NPCSC students will pass the state required exams relative to their academic grade/placement: (IREAD, ISTEP, English 10 ECA, Algebra 1 ECA).
2. 100% of NPCSC teaching faculty will be teaching in academic areas/grades where they are considered highly qualified by the Indiana Department of Education.
3. All NPCSC schools will maintain a 96% student attendance rate or better.

**MESSAGE FROM MR. SPENCER**

Dear Parents/Guardians,

Welcome to Roachdale Elementary School! Being a part of the Roachdale family is something I take very seriously. We have been blessed with a caring and professional staff of teachers and support personnel; who strive each day to impart knowledge, problem solving, and character skills to this generation of students. My role in the family is simple. I wish to model fairness and respect to everyone I encounter using common sense and compassion as my guiding principles.

The expectations for public schools have never been higher, but the underlying purpose has been the same since the beginning. All children deserve a quality education as a foundation for the rest of their lives. Together we will do what is best for kids in order to exceed those expectations whenever possible and create life-long learners. Please partner with us to achieve that purpose.

Sincerely,

Mr. J. Scott Spencer, Principal

**ROACHDALE ELEMENTARY VISION STATEMENT**

Every Child, Every Day, Whatever It Takes!

**MISSION STATEMENT OF ROACHDALE ELEMENTARY SCHOOL**

The Roachdale Elementary School Community is committed to the developmental and academic growth of ALL students to encourage life-long learning in our ever-changing world.

**ROACHDALE ELEMENTARY SCHOOL IMPROVEMENT GOALS**

All students will improve reading comprehension across the curriculum.  
All students will improve in math computation across the curriculum.

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal or Assistant Principal whose contact information you will find listed in the Staff Directory section of the school's website. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

## **NPCSC NON-DISCRIMINATION POLICY STATEMENT**

The North Putnam Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity, educational program, or student activity. No person is excluded from participating in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis in any employment practice, educational program, or student activity.

If you believe that the North Putnam Community School Corporation or any of the corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and/or (3) Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, you may present a complaint, which shall be referred to as a grievance, to one of the civil Rights compliance coordinators listed below:

Building Level Violations – Building Principal  
Corporation Level Violations – Superintendent

## **ACADEMICS**

The program of the elementary school builds basic foundations for understanding in the ever-expanding environment of each child, as well as a carefully planned developmental program of instruction. Planning for curriculum and instruction begins with the Indiana State Standards. These standards were established to ensure that students are prepared for College and Career Readiness. Instruction in the various subject matter areas includes:

- Language Arts
- Mathematics
- Science/Health
- Social Studies
- Music
- Art
- Physical Education
- Library and Computers

The school uses a variety of assessment strategies to determine student progress toward mastery of content and skills. In addition to weekly classroom tests, students are assessed at the beginning, middle, and end of the year to determine readiness for State Standardized Tests (IREAD3 & ISTEP+). These formal assessments provide teachers with the necessary data to plan instruction and determine individual student needs. Since no two students are the same, instruction is differentiated whenever possible to instruct below, on target, or above level learners. The following resources and programs are in place to assist the diverse needs of students:

- Least restrictive placement for students with special needs
- High ability cluster grouping
- Title I remediation
- Response to Instruction (Rtl) team
- After school tutoring
- Summer school
- Speech services

Parents are encouraged to partner with the classroom teacher to ensure that a student's learning needs are being met. All assessment data collected for each student is shared with parents throughout the school year.

## **ARRIVAL TO SCHOOL**

The school building opens each day at 8:00am for student arrival. The north door #2 should be used for arriving car riders and walkers. Parents dropping students off by car must use the left lane and drive to the north end of the parking lot. Buses will unload students in the right lane nearest the building. Students arriving by bus will enter through door #12.

Upon entering the building, students should report to their lockers and put away backpacks and other belongings. Next, students eating breakfast should report to the cafeteria, while those who do not eat should report to the walking track (weather permitting) or gymnasium. All students will be released to their classrooms at 8:20am and should be in class by 8:30am. Student-led announcements and pledges follow the 8:30 bell each morning.

## **ATTENDANCE** (I.C. 20-31-5-4 and governed by NPCSC Board Policy 6231)

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and

other school activities which cannot be replaced by individual study. The corporation attendance goal is 96% or higher for each year. Parents are expected to contact the school office by 9:30am in the event of a student absence. The school will send out an automated alert call to any parent/guardian who has not called in each absence.

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from parent or guardian
- Illness verified by note from a physician
- Family funeral
- Military-related deployment or return
- Recognized religious holidays
- Situations mandated by government agency
- Students serving as pages to the Indiana General Assembly
- Prearranged absence approved by the principal

An unexcused absence is any absence not covered under the definition of excused. School principals shall determine whether circumstances warrant the granting of make-up work for unexcused absences. Parents are encouraged to schedule vacation time that corresponds to the vacation days built into the school calendar. Absences due to vacation time beyond that of the school calendar are considered unexcused.

Students will be permitted to miss a maximum of 10 school days (excused and/or unexcused) per school year. Medical excuses and dental appointments will be included in the 10 countable days unless the student is confined to a hospital. The school will notify the parents/guardians in writing on the 5<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> day of absence. Beyond 8 days of absence, a physician's note is required for the day to be counted as excused. Upon the 10<sup>th</sup> total absence from school, the principal will review all absences and determine an appropriate course of action including, but not limited to, establishing an attendance contract, retention of the student in the current grade, referral to Child Services, and/or expulsion from school.

Arrival after 11:45 a.m. or departure before 11:45 a.m. will count as one-half day absence. Any time missed that is less than one-half day will be noted in the attendance record as a tardy. The arrival or departure time of a student counted one-half day absent or tardy will be recorded. Parents shall accompany the student to the office upon late arrival to school. Similarly, parents shall report to the office to sign-out a departing student from school. Frequent and habitual tardiness to school will result in referral to the Department of Child Services for possible charges of educational neglect.

Truancy (I.C. 20-33-2-3.2 and NPCSC Board Policy 6232) – Students absent from school without the permission and/or knowledge of their parent/guardian or school officials will be recorded as truant. Students who are truant shall be subject to disciplinary action.

## **ATTENDANCE AWARDS**

Each month on the first Friday, the school recognizes students who had perfect attendance for the month prior at an assembly of the entire school. At the conclusion of the year, students who have perfect attendance for the year or had outstanding attendance (less than two days of absence, including accumulated time for tardiness) receive certificates of recognition at the all-school awards program.

## BEHAVIOR AND CONDUCT

Roachdale Elementary School students are encouraged to learn the school pledge which outlines the behavior expectations for the school:

*"Today I promise to do my best in reading, math, and all the rest. I pledge to follow the rules of my school, to be kind and never cruel. I will show respect in all I do and respect how others think and feel too. I will be polite in all of my ways. Good character will follow me all of my days."*

Classroom, school, and district rules are in place to provide safety and security to everyone in the school environment. Behavior guidelines are enforced to ensure the learning environment is orderly, healthy, and promotes respect and good character. When working with students, disciplining students, or making a professional judgment for students, our goal is for them to learn that:

- Every attempt will be made to maintain the dignity and self-respect of both the students and the teachers
- Students will be guided and expected to solve problems without creating problems for anyone else
- Students will be given the opportunities to make decisions and live with the consequences, be it good or bad
- Misbehavior will be handled with natural or logical consequences whenever possible
- Students are expected to follow guidelines set forth by the school

Teachers in every classroom use a variety of positive reinforcements to manage student behavior. When positive reinforcement ceases to be effective, teachers have the following consequences (not all are listed) at their disposal to correct student behavior:

- Conference with student
- Refer to counselor
- Call or send a note home
- Conference with parents/guardians
- Loss of classroom privilege such as recess or incentive activity
- Lunch detention
- Removal from class for specified period
- Refer to principal
- In School Suspension (assigned by the principal)
- Out of School Suspension (assigned by the principal)
- Expulsion (recommended by the principal, assigned by a hearing officer)

The administrator has the authority to assign or change (lessen or strengthen) the above consequences as situations warrant. Progressive behavior consequences will be assigned by the administrator in cases of repeated offenses.

It is important to remember that the school's rules apply going to and from school, at school, on School property, at School-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with School



purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

North Putnam Schools adhere to the Indiana Code for student discipline when establishing its student discipline code. This code is I.C. 20-33-8. Grounds for Suspension and Expulsion can be found in the subsections of this code (I.C. 20-33-8-3; I.C. 20-33-8-7; I.C. 20-33-8-14; and I.C. 20-33-8-23). In accordance with rights of due process, which are guaranteed to all Americans, students of North Putnam Schools will always be provided the opportunity to present their version of any disciplinary incident. The principal has the authority to engage in a search of students if there are reasonable grounds for suspecting that the search would produce evidence of a violation of school rules (NPCSC Board Policy 6800-6802).

Nothing in this policy will prevent an administrator from assigning a more severe consequence, up to and including suspension and a recommendation of expulsion. The school reserves the right to alter student consequences as new information is obtained. Infractions that would warrant suspension and/or expulsion include, but are not limited to the following:

- Fighting or assault against another student
- Assault on school personnel
- Bringing and/or possessing weapons or look-alike weapons to school
- Harassing or threatening behavior
- Bullying or hazing
- Using, possessing, transmitting, selling, or being under the influence of any controlled substance or look-alike substance (including prescription medication without a prescription or OTC medicines)
- Destruction of school property or the property of others
- Theft
- Sexual behavior or possessing and/or transmitting inappropriate material of a sexual nature
- Unlawful activity of any kind
- Repeated and habitual disregard for school rules and procedures

#### **BULLYING (I.C. 20-33-8-13.5)**

In accordance with Indiana Code, bullying is prohibited at any school site or school board-sponsored activity. Incidents of bullying should be reported to the administrative or guidance office in order to allow an administrator or guidance counselor to properly investigate the situation. The prohibition on bullying encompasses hazing (NPCSC Board Policy 6365). Students who engage in bullying behavior shall be subject to a range of punishment with progressive discipline, and parents shall be notified and involved in the educational component of the training as a part of the consequence. Consequences for bullying shall be determined by the administrator based on the discipline record of the student, and on the severity of the bullying incident. In some instances, if appropriate, a counselor may mediate between parties and/or parental involvement may be sought in order to prevent further occurrences.

The Olweus Bullying Prevention Program is a comprehensive, school-wide program implemented at our schools. Its goals are to reduce and prevent bullying problems among school children and to improve peer relations at school.

The following are the rules for bullying:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: We will report any bullying we see and expect our peers to do the same.

## **CELL PHONES**

Students must store all such devices in his/her locker or book bag when arriving at school and they should remain there until the end of the day. The school will not be responsible for items lost or stolen. Cell phones are to be turned off and are not to be used from the time a student enters the building until the final bell of the day.

## **DRESS CODE (NPCSC Board Policy 6330)**

1. Appearance should be clean, neat, and appropriate.
2. Caps, hats, bandanas, headbands, or sunglasses are to be removed when entering the building.
3. Students are required to wear appropriate footwear at all times. Flip-Flops are not to be worn at the elementary school level. Heelys or wheeled shoes are not allowed at school.
4. Coats or jackets are to be stored in the student's locker during the school day.
5. Pants/shorts are to be fitted and worn at the waist. Shorts are to be at or below knee length and pants shall not be long enough to drag on the floor.
6. Skirts are to be at or below knee length and slits are not to extend above the knee. Skirts must not drag on the floor. Dresses must comply with skirt and shirt/top rules. Leggings may only be worn if the covering garment is at or below the knees.
7. Shirts and tops are to have sleeves that cover the shoulders and not expose undergarments. Shirts must be long enough to be tucked-in. Shirts and tops not tucked-in must remain below the waistline at all times. In addition, all shirts longer than mid-thigh must be tucked-in. No exposed cleavage, back, or midriff will be allowed. Shirts must fit properly, regardless of style, and must not expose anything below the arm pit line.
8. The following are items that are not acceptable for students to wear at during the school day:
  - a. Form fitting clothes
  - b. Sheer/see-through fabrics
  - c. Pajamas (leisure wear)
  - d. Clothing with holes, rips, or tears
  - e. Wallet or pocket chains
  - f. Any item that could cause harm to self, others or school property, promotes drugs, alcohol, tobacco products or any illegal substance, depicts violence, sexual innuendoes, racial/religious slurs or is gang related.
9. Students are not to wear jewelry to school that is attached through piercing anywhere except the ears and a single clear plastic flat non-obtrusive post in the side of the nose. There are a variety of safety factors the school has considered for piercing of the tongue, nose, lip, mouth, eyebrow, and any additional areas other than the ear. School officials also reserve the right to forbid certain types of jewelry that may be determined to be dangerous such as collars and bracelets with long pointed spikes.

Students who wear objectionable items will be dealt with appropriately. This may include the changing of clothes at school, having parents bring other clothing, removing the student from classes, etc. Repeat offenders will be dealt with following the school's disciplinary procedures

and may include a more restrictive dress code. The dress code would include and apply to all athletic and PE uniforms that are worn during the school day.

## **CAFETERIA & FOOD SERVICES**

All students eat in the cafeteria whether they purchase a lunch from school or bring lunch from home. The menu is sent home with all students and can be found on the school webpage. This allows the parent and student to choose the days the student wishes to purchase lunch. Breakfast is served in the cafeteria from 8:00am to 8:20am, and is available for any student. The student breakfast price is \$1.50 and the student lunch price is \$2.50. Adult breakfast is \$2.00 and an adult lunch is \$3.45. Students are to display appropriate courtesy and manners while in the cafeteria. This includes entering and leaving the cafeteria, and eating in a quiet, orderly manner, keeping the area clean, etc. Parents are welcome to eat lunch at school. Please call the school office by 9:00am to order a lunch. We ask parents to allow at least one week at the start of the year before visiting for lunch, allowing students to get into the routine.

Breakfast and lunch payments are collected by cafeteria personnel. Parents sending checks to school for lunch payment are encouraged to write their child's first and last name on the memo line of the check to assist the school in entering the money into the student's account. Checks for lunches should only be made out for the cost of lunches, and may not include money for payment of other items related to the school. Parents should send payment in an envelope with the student's name, child's cafeteria identification number, his/her teacher's name, and what is being purchased (e.g., number of lunches and number of extra milk). When possible, parents are encouraged to pay for lunches on a weekly, monthly, or yearly basis. Students who forget to bring their lunch money will be allowed to charge their lunches for two days before notification is sent home. Lunch prices will be announced by the newspaper and school newsletter at the start of the school year. Milk and dessert are included in the price of a purchased lunch. Extra milk and sandwiches are available at additional costs.

Special dietary requests or food allergies must be supported by a statement, which explains the food substitution that is requested. A physician, licensed to practice in the State of Indiana, must sign the statement. The medical statement must include an identification of the medical or other special dietary condition which restricts the child's diet; the food or foods to be omitted from the child's diet; and the food or choice of foods to be substituted. Diet orders should be renewed every year to reflect the current dietary needs of the child.

Candy bars and other snacks are not to be brought to school unless they are part of a sack lunch, and then will be eaten only during the lunch period. In the interest of promoting sound nutritional habits, soft drinks and candy are discouraged as sack lunch items.

## **COMMUNICATION**

Parent/Teacher communication is an important aspect of a student's success in school. Your child's classroom teacher will communicate with you on a regular basis regarding your child's progress. Parents can expect the school to communicate in a variety of ways over multiple types of media including telephone, notes home, reports, email, newsletters, school website, and Facebook. Parents are welcome and encouraged to come and talk to their child's teacher and principal. Appointments must be made to coincide with the teacher's schedules. Please make appointments through the school secretary or principal.

Communication between the home and the school is imperative. Students, while not necessarily intentional, may perceive things at school differently than what took place. Should your child convey anything that disturbs you about what has taken place at school or in the classroom; you are strongly encouraged to contact the classroom teacher for information.

Parents are strongly urged to follow the proper lines of communications. If a problem or question develops in a classroom or on a bus, parents should contact the appropriate classroom teacher or bus driver. If the parent is not satisfied with that contact, or if the question or the problem concerns an aspect of the school, the principal should be contacted. If parents are still unsatisfied with the outcome, the Superintendent of Schools may be approached with the concern. If after contacting the Superintendent of Schools, the concern has not been addressed, parents may approach the School Board with the concern.

## **DISMISSAL**

The student day ends at 2:55pm. Car riders and walkers are dismissed through the north door #2, while bus riders exit and board buses through the main entry door #1. Car riders must wait with staff members until a parent/guardian is identified, so parents should make themselves visible to students waiting near the building. Walkers are released after buses leave the driveway at approximately 3:05pm. Parents must notify the school of alternate transportation prior to 1:30pm.

## **EMERGENCY CLOSINGS & DELAYS**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. School closing, delayed starting time, or early dismissal will be announced over the following radio and television stations: Radio –TV Channels – 4, 6, 10, 13, and 59. Additionally, the North Putnam website will list delays and closings. An automated phone alert will notify parents/guardians of a cancellation or delay. If weather closes school, then all extracurricular activities including athletic practices and games are canceled.

## **ENROLLING IN SCHOOL**

A student may enroll if living with parent(s) or legal guardian, and if he/she is residing in the North Putnam Community School Corporation. All legal documents (i.e. adoption, legal guardianship, and custody) must be presented to the school office before a student can be enrolled. When enrolling, parents will need to bring:

- Birth certificate
- Court papers allocating parental rights, responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

Parents may petition the school for enrollment if they reside outside of the school corporation. Transfer documentation, including attendance and performance data, is required and must be submitted to the school by the published deadline each year. Transportation is not provided to students enrolling from outside the district.

## **EXTRACURRICULAR ACTIVITY ELIGIBILITY**

The program being conducted at the K-5 level is in large part curricular. Most activities are connected to the curriculum either academically or in the development of social or physical skills. Thus, it is important to the child's total development that he/she participates in these offered activities. To establish a grade requirement at this level to allow participation would be counterproductive to the goal of exposing children of this age to as many opportunities as possible in their formative years. If in the rare instance a child presents a discipline problem or disrupts an activity to the detriment of other students, it is the principal's responsibility with input from the teacher and parent to deny that student the opportunity to participate in certain school activities, including those of an extracurricular nature.

## **FREE & REDUCED LUNCH PROGRAM**

Applications for the free and reduced lunch program are available through the school's office. This program provides for free lunches, or lunches at a reduced price, for those families qualifying based upon income. Families participating are required to report any changes in income to the school's office when they occur. All information is treated confidentially. Students who receive these benefits are identified only to the teacher, office personnel and cafeteria cashier. Should a family experience a drop in income during the school year, qualifying them for the free and reduced lunch program, they may complete an application. This may be done at any time during the school year. Participation begins with the approval of a completed application.

## **GRADE REPORTS & GRADING SCALE**

North Putnam's elementary schools are on a nine-week grading period. All students shall receive a mid-term report between each nine-week grading period. Report card covers are to be signed and returned to school as soon as possible. Parents are encouraged to call or arrange an appointment with the teacher when they have questions about student progress.

Letter grades (A-F) are given in most academic subjects, while participatory grades (E, S, U) are given in special area classes. The Kindergarten report card does not follow the same format as grades 1-5, so letter grades are not used at that level.

A+	100	C	72-77	E	Excellent
A	92-99	C-	70-71	S+	Satisfactory Plus
A-	90-91	D+	68-69	S	Satisfactory
B+	89-88	D	62-67	S-	Satisfactory Minus
B	82-87	D-	60-61	U	Unsatisfactory
B-	80-81	F	0-59	NA	Not Applicable
C+	78-79	INC	Incomplete		

Incomplete grades may be given to students who have not completed their work at the end of a grading period and/or semester, if the teacher feels that circumstances justify additional time.

## **HEALTH SERVICES & MEDICATION POLICY (I.C. 20-34-3-18)**

A school nurse or health aide is staffed in the clinic at every school building. The school nurse or health aide will treat all injured or ill students according to guidelines from the Indiana State Department of Health. If a student should become ill during the day, he/she should notify the

teacher. If the teacher agrees that the student is too ill to be in class, he/she will be sent to the clinic. Students must go to the clinic to be evaluated by the nurse or health aide. Students who are admitted to the clinic by the nurse/health aide will be allowed up to 20 minutes to rest before returning to class unless they are going home.

The nurse may exclude from school a student who has a communicable disease that is transmissible through normal school contacts and poses a substantial threat to the health and safety of the school community. The general guidelines for sending ill students home are: temperature above 100 degrees, vomiting, diarrhea, and/or serious injury or extreme pain. A student must be fever-free without the use of fever-reducing medication for 24 hours in order to return to school. A student must also be free of vomiting and diarrhea for 24 hours in order to return to school. Parents will be contacted whenever the student's injury or illness is such that continued attendance at school is not possible. If a parent cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request that they pick up the child.

Whenever a student enrolls in North Putnam Community School Corporation, the parent(s)/guardian(s) shall provide a written record of the student's immunization. The complete health/immunization record will be given to the school nurse upon enrollment. According to Indiana Code (I.C. 20-34-4-5) this must be done within twenty (20) days of enrollment. Students who fail to comply with this requirement can face removal from school until immunizations are received.

Each student should have the immunizations required by law or have an authorized waiver. State law (I.C. 20-8.1-7-9.5) requires that every elementary age child residing in the state shall be immunized against diphtheria, whooping cough, tetanus, measles, rubella, mumps, poliomyelitis, and Hepatitis B. Also, all preschool and elementary age students must be vaccinated against chicken pox or have physician documentation of proof of disease. Kindergarten students also need to be vaccinated for Hepatitis A. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school's nurse. Each student shall provide documentation of immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

Indiana State Law (I.C. 20-34-3-18) mandates that neither prescription medications nor over-the-counter medications (such as Tylenol and cough drops) may be dispensed by school personnel unless written permission has been granted by the student's parent/guardian or a physician. This means that students may not carry any medication on their person during the school day unless the student has an acute medical condition. A student with a chronic disease or medical condition may possess and self-administer medication for the medical condition if the school has written permission from the parent/guardian AND physician. Otherwise, all medication must be brought to the clinic and will be dispensed from there by designated school personnel. Students may not transport medication to or from school. Parents must bring the medication to school and must pick-up the medication from school. All medications brought to school must be turned in to the school clinic. If a prescription medication is to be given daily or 2-3 times a day per doctor's order, the medication should be given at home. Authorized school personnel may administer medication when the following directions are observed:

1. All medications shall be brought to the school office or clinic by the student's parent/guardian and be kept in the original container bearing the student's name.

2. Written permission is given by the student's parent/guardian AND physician for prescription medications. The pharmacy label shall serve as the written consent of the physician. Written permission from the parent/guardian shall include the student's name, name of the medication, dosage and time to be administered.
3. Written permission is given from the student's parent/guardian for over-the-counter medications including the student's name, name of medication, dosage and time to be administered.
4. Herbal remedies and supplements will not be dispensed by any school personnel because these items have not been approved by the FDA.  
All medicine must be in its original container. There will be no exceptions to this policy. Students may not have medication in their pockets, lunch boxes, lockers, etc.

Students who possess or use prescription medications at school independently from the school nurse will be subject to disciplinary action and possible expulsion from school. At the end of the school year, medications will be disposed of the following day after the last day of student attendance.

#### **HEAD LICE (I.C. 20-34-3-9)**

The North Putnam Community School Corporation, in accordance with the Indiana Department of Public Health, recommends the following procedure requiring any student found to have head lice to be excluded from school until the following steps have been taken:

1. Students identified with live lice or nits (eggs) will be excluded immediately from school to be treated. The school nurse or health aide will be responsible for all lice identification.
2. The parent/guardian will be notified by telephone. If the parent/guardian is unavailable, the emergency contact will be notified.
3. All checks for head lice will be done in a confidential manner, to respect the student's right to privacy and to avoid embarrassment.
4. An informational check list will be given to parents/guardians of students identified with live head lice. Educational information on treatment and prevention will also be distributed as well as a proof of treatment form for the parents to complete.
5. The student will not be allowed to ride the bus either home or to school until cleared by the school nurse or health aide. The school nurse or health aide will contact transportation when the child is cleared to return to school.
6. Lost time in the classroom interferes with student learning, thus, classroom checks will not be conducted. The associates of students at the elementary, middle school and high school levels will be checked at the nurse's discretion. We ask that parents follow the treatment procedures in a timely manner so absences will be as few as possible.
7. Parents/guardians will be responsible for administering proper treatment and for removing all nits.
8. All siblings of the infested child will be checked by school personnel if they are enrolled in the North Putnam Community School Corporation.
9. The parent/guardian should transport the student to school once the student has been treated. The parent/ guardian shall remain with the student until the school nurse or health aide has checked the student's hair and the student is cleared to be readmitted to the classroom. Once the student is readmitted to the classroom, he/she may return to riding the bus. If live lice are identified, the student will be sent home again with the parent.

10. Upon readmittance to the classroom, the student will be required to return to the nurse's office first thing every Monday morning for a month (4 weeks). If live lice or nits are present at any time, the student will be excluded from school again. It will be at the school nurse's or health aide's discretion to check a student more frequently or to send him/her home for further treatment if felt warranted.

Excessive absences due to head lice may result in the school filing a report with the Office of Child Protective Services.

### **HEARING & VISION SCREENING (I.C. 20-34-3-12 & 20-34-3-14)**

The State of Indiana mandates screening in the areas of hearing and vision. If a student does not pass a screening, according to state guidelines, the examiner is required to refer the child for further testing.

Students receive hearing, vision, and speech and language development screening tests at appropriate intervals during their school years. The results of all tests are available to parents. In order to identify students with hearing losses, hearing tests will be given to all students in the 1st, 4th, 7th, and 10th grades, all students in special education, all students transferred from other school districts, and all students suspected of having hearing losses. If you do not want your child's hearing screened, you must return a written note to your child's school office immediately, stating your refusal. Please address the note to the "Speech and Language Pathologist". Vision screenings will be done on all students in Kindergarten, 1st, 3rd, 5th, and 8th grades. Referrals will be sent by the school nurse on those students who fail the screenings.

### **HOMEWORK (NPCSC Board Policy 7650)**

Homework is an out-of-school assignment that contributes to the educational process. It is an extension of class work and is directly related to the objectives of the curriculum presently studied. Parents are vital to the homework experience. By monitoring their child's homework, parents can promote a sense of responsibility, check on their child's skills, and keep abreast of school activities. The amount of time spent on homework should reflect the student's age and educational needs. In most elementary grades, daily homework should take between 10-30 minutes.

The responsibility for making up missed work rests with the student. When a student is absent for one day, it is recommended that assignments and homework be obtained from the teacher on the student's return. If the absence is for more than one day, homework may be obtained by telephoning the school. The general rule is that a student has one day for each day's absence to complete make-up work. However, continued absenteeism will be reviewed and definite dates established for work to be completed. If an absence is pre-determined, the student shall discuss the absence with his/her teacher and complete the make-up work as directed.

### **PARENTS' RIGHT-TO KNOW – Title I School Requirement**

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from North Putnam Community School Corporation to every parent of a student in a Title I school that you have the right to request and to receive information in a timely manner regarding the professional qualifications of your



student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the principal of your child(ren)'s school.

### **PROMOTION & RETENTION (NPCSC Board Policy 7710)**

Advancement from one grade level to the next is earned by the student. In grades kindergarten through fourth, the age of the child, academic skill level, social development, school attendance, estimate of intelligence, transiency, past educational experiences, previous retentions, and present grade placements are all considered. Students in grade five will advance to the next grade level if passing the academic areas of language arts, mathematics, science, and social studies. Regardless of the grades received, a student will not advance to the next grade level until he/she successfully passes the statewide test given at that grade level, or having failed the test, successfully completes a remediation program provided by the school or a private tutoring program determined to be beneficial to the student by the principal, professional staff, and parents.

A direct observation by the principal as well as teacher documentation must occur prior to a decision to retain a student. Notice of the possibility of retention must be given to parents as early as possible. The teacher of the pupil has the responsibility for recommending promotion of the pupil to the next grade. However, where there is doubt or controversy, consultation involving the teacher, the principal, the parents, and/or other personnel may be held. Parents may request that their son/daughter be retained; however, the ultimate decision to retain a student rests with the teacher and the principal.

### **RECESS**

Student school day may include a recess time. No more than 30 minutes of student school day may be recess time. Usually students will go outdoors for recess period. Inclement weather, excessively cold wind chill, or unsuitable playground conditions may cause recess to be indoors. The building principal will determine whether recess will be inside or outside on a daily basis, keeping the health and safety of students in mind. When the wind chill is below 30 degrees, recess will be indoors. The elementary school recognizes that a child may occasionally be well enough to attend school, but because of recent illness or health condition is unable to go outside to play. Parents should send a note to school if this situation arises.

## **TOBACCO USE POLICY (NPCSC Board Policy 9720)**

The North Putnam Community School Corporation Board of School Trustees has validly adopted a policy that prohibits the use of tobacco products in all buildings in the School Corporation and on all grounds belonging to the School Corporation. This ban is on smoking and the use of all tobacco products and is in effect during school and non-school hours as well as any function sponsored by the Corporation or at a function occurring on Corporation premises even if the Corporation or a school group does not sponsor it.

## **TRANSFERING WITHIN THE DISTRICT**

Parents may request a transfer from one elementary school to the other. Transfer documentation is required and must be submitted by established deadlines. Approval is required by both building administrators in order for a transfer to take place. The transfer will be considered based on class sizes and student need. Transportation cannot be guaranteed if the transfer is granted.

## **TRANSPORTATION**

Every student eligible for bus transportation has a regular way of traveling to and from school. If a child does not have written parental permission, the child will be sent home in his/her usual way. Changes for transportation may be arranged by a telephone call to the school office prior to 1:30pm. A pass to ride a bus on a route other than the student's daily route will be provided by the transportation office only in extreme emergencies.

Bus transportation is provided to students who live within the North Putnam School district as a privilege, not a legal right. This privilege may be removed or suspended by the building administrator (or designee) should that action be deemed necessary due to student misbehavior. Students are expected to behave in a safe, courteous manner while at the bus stop, boarding/exiting the bus, and while on the bus. All rules and discipline policies, which apply in school, will also apply to student behavior while on the school bus.

## **VISITORS**

All visitors must report to the office upon admittance to the building. Students may not bring visitors to school during school hours. Room congestion, interference with the teacher and student's programs, and different school calendars make this rule necessary. However, interested parents are always welcome. Parents should coordinate visits with the student's teacher. All visitors are expected to check in at the office to obtain a visitor's badge. Badges should be worn visibly at all times. Please do not be offended if you are stopped if you do not have a visible visitor's tag displayed, as our students' safety and security are of the utmost concern for all of us.

## **VOLUNTEERS**

For the safety of our students, all volunteers in our schools will be required to have a Limited Criminal History check completed prior to working with our students. Each elementary school makes use of parent volunteers in ways that are most suitable for the particular building. Volunteers who are working in the school may not bring other children.

## **WITHDRAWING FROM SCHOOL**

Parents wishing to withdraw a student from school should contact the school office. At the time of withdrawal, all monies due to the school should be paid, including any outstanding lunch account balances. All textbooks, library materials, and school resources should be returned to the school. Parents may pick up student belongings prior to or on the student's last day. Once the student enrolls in a new school, a records request will be received and documents will be faxed to the new school.

If a parent is withdrawing a student to home school, contact your school office. Information or answers to related questions regarding the Home School Enrollment Process please contact: Audra Hacker, Homeschool and Homeless Support Specialist, [ahacker@doe.in.gov](mailto:ahacker@doe.in.gov), (317) 232-9111.