

NORTHEASTERN ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
2018-2019



534 West Wallace Road
Fountain City, Indiana 47341
765-847-2595
nes.nws.k12.in.us

Mr. Sam Pritchard
spritchard@nws.k12.in.us
Principal

Mr. Matt Truesdell
mtruesdell@nws.k12.in.us
Assistant Principal

TABLE OF CONTENTS

About Our School

A Letter from the Principal	Page 5
Northeastern Wayne School Corporation - Mission Statement.....	Page 5
Northeastern Elementary School - Mission Statement	Page 5
Northeastern Elementary School.....	Page 5
Certified Staff.....	Page 7
Support Staff	Page 8
School Board and Administration	Page 8

Community Services

After School Childcare	Page 8
Study Buddy	Page 8

General Information

Admission Policies	Page 9
Attendance.....	Page 10
A. Excused Absences	Page 10
B. Unexcused Absences	Page 11
C. Suspension from School	Page 12
D. Absence Procedures	Page 12
E. Tardy.....	Page 12
F. Tardy Procedures	Page 13
G. Leaving During the School Day	Page 13
Book Rental.....	Page 13
Financial Assistance for Textbooks.....	Page 13
Change of Address/Phone	Page 14
Confidentiality.....	Page 14
Convocations	Page 14
Dismissal Procedures	Page 14
A. Bus Students.....	Page 14
B. Car Students	Page 14
C. Early Dismissal.....	Page 14
D. Change of Plans.....	Page 14
Emergency School Closings.....	Page 14
A. Notification	Page 15
B. Early Dismissal Procedures	Page 15
Extracurricular Activities and Organizations	Page 15
A. Sports.....	Page 15
B. Organizations.....	Page 15
C. Eligibility	Page 16
D. Student Attendance	Page 16

General Information Continued

Field Trips.....	Page 16
A. Purpose	Page 16

B. Chaperones	Page 16
Fire and Emergency Preparedness Drills.....	Page 17
Food Services	Page 17
Fundraisers	Page 18
Health Services.....	Page 18
A. Health Requirements for Registration	Page 18
B. Accidents	Page 19
C. Vision Screening	Page 19
D. Head Lice	Page 19
E. Other Health Problems.....	Page 19
F. Administration of Medicine	Page 19
Home/School Communication	Page 20
A. Knightline.....	Page 20
B. Teacher Contacts / Parent Conferences	Page 20
Homework Policy.....	Page 20
Homework Suggestions.....	Page 21
How Parents Can Help	Page 21
Kindergarten Information.....	Page 21
Lost and Found.....	Page 22
Non-Discrimination Policy.....	Page 22
Parent Teacher Organization	Page 22
Report Cards.....	Page 22
A. Grading Scale Guidelines	Page 23
B. Honor Roll Guidelines.....	Page 23
C. Promotion/Retention.....	Page 23
School Day	Page 24
School Supplies	Page 24
Telephone	Page 24
Visitors	Page 24
Withdrawal	Page 24

Special Services	
Hearing/Speech Services	Page 25
A. Hearing Screening Administration	Page 25
B. Speech Therapy Services.....	Page 25
Least Restrictive Environment	Page 25
Seclusion and Restraint.....	Page 26

Student Code of Conduct

Bullying	Page 26
Bus Safety	Page 27
A. Bus Rules	Page 27
B. Alternate Transportation	Page 27
Dress and Grooming	Page 28
Expectations For Student Behavior	Page 28
A. Student Behavior Standards	Page 28
B. Discipline Code	Page 29
C. Disciplinary Actions	Page 30
D. School Resource Officer	Page 30
E. Classroom Conduct	Page 30
F. General Areas	Page 30
G. Due Process	Page 30
H. Grounds for Suspension or Expulsion	Page 31
I. "No Child Left Behind" Requirements	Page 31
Harassment	Page 31
Cell Phone Content and Display	Page 32
Metal Detectors	Page 33
Lunchroom Manners	Page 35
Recess	Page 36

Technology Acceptable Usage Policy	Page 36
Student/Parent Signature Page	Page 39
Cell Phone Content Signature Page	Page 40

A LETTER FROM THE PRINCIPAL

Dear Students and Families:

It is my pleasure to welcome you to Northeastern Elementary. We are looking forward to another exciting and successful school year as we strive for academic excellence. We are proud of our school, faculty, support staff, and students. It is our hope that your experience at Northeastern will be one filled with satisfaction and success. We urge parents to support the school, teachers, and programs. Effective communication between home and school is essential to your child's success. Parents, please take a few minutes to read this handbook with your child and sign and return the signature page. We are here to help your child have the best educational experience.

Sincerely,
Mr. Sam Pritchard

NORTHEASTERN WAYNE SCHOOL CORPORATION MISSION STATEMENT

The mission of the Northeastern Wayne School Corporation, a partnership of students, staff, families and community, is to provide all students the opportunity to achieve academic excellence, to acquire significant lifeskills and to meet their unique needs through a challenging and diverse curriculum presented in a positive and nurturing learning environment.

NORTHEASTERN ELEMENTARY SCHOOL MISSION STATEMENT

Northeastern Elementary School: A caring community working together to build a better tomorrow.

NORTHEASTERN ELEMENTARY SCHOOL

The Northeastern Wayne School Corporation is located in the northeastern sector of Wayne County. It is an agricultural area comprised of five small communities with a number of small businesses, but no industry. A population of approximately 5,700 resides within the school district.

The Northeastern Wayne School Corporation was formed in 1963. It is composed of four townships: Franklin, Green, New Garden, and Webster. The schools, each with grades 1 through 12, were located in Fountain City, Webster, Whitewater and Williamsburg. Northeastern Junior-Senior High School opened in 1967. All junior and senior high students went to the new building. Students in grades 1 through 6 went to Whitewater and Williamsburg, and kindergarten students were taught at Fountain City.

In 1981, the Whitewater School was closed and double shifting began at the Williamsburg School. Elementary students from the Webster-Williamsburg area attended school in the morning. Students from the Fountain City-Whitewater area attended school in the afternoon. The kindergarten students remained in Fountain City.

Our building, Northeastern Elementary School, was opened in the fall of 1983. All elementary students, including kindergarten, and preschool are now in this building. During the past five years the enrollment has steadily increased. The student enrollment for the 2017 – 2018 school year for Northeastern Elementary was 613 children in preschool through fifth grade.

Northeastern Elementary School personnel includes two administrators, 37 faculty members, 2 office staff, 16 instructional assistants, a corporation nurse, a student support specialist, 3 custodial staff, and 7 cafeteria staff members. Special Education needs are met through East Central Indiana Special Services District. School personnel include an Emotional Disabilities teacher, 2 Learning Disabilities teachers, a Speech/Language pathologist, 2 Pre-school teachers, and a School Psychologist. An occupational therapist, physical therapist, vision impairment consultant, hearing impairment consultant, other health impairment consultants, assistant director, and director of special education services are available as needed.

Northeastern Elementary provides Music, Art, Computer, Physical Education, and Media to students in kindergarten through fifth grade. Band is provided for interested fifth grade students. Northeastern Elementary also provides a gifted/talented program for qualified students. Enrichment activities are coordinated with specific classroom teachers through “clustering” of students identified as high ability.

Provisions are made for students who experience difficulty in reading through participation in the Title 1 program. Two Reading Recovery teachers address the needs of the lowest achieving first graders. All first grade students receive listening skills instruction formatted around reading and math concepts.

Student growth is formally reported to parents each nine weeks. Progress reports are sent at the mid-point of each grading period. Parent/teacher conferences are held each fall and may be scheduled upon request by either parents or teachers at any time.

Students are encouraged to participate in many school activities, including: Science Fair/Hobby Show, Spirit Committee (student council), D.A.R.E., Spelling Bee, Spell Bowl, Math Bowl Competition, 4-H, Scouts, and intramural and competitive sports.

The PTO is comprised of parents, teacher representatives, and administrators who sponsor fundraisers to support convocations, special programs, playground equipment, furniture, and other needed educational materials. They also sponsor other special school events such as our Back-to-School Bash, Santa’s Breakfast, Holiday Shoppe, and Spring Carnival.

Parents and special friends are always welcome at Northeastern Elementary. The school sponsors Memories with Mom, Dialogue with Dad, and Grandparents’ Day. Opportunities are also given for volunteer work through the VIP (Very Important Persons) program and the Study Buddy program.

The creation of the School Improvement and Achievement Plan has allowed the staff to examine student achievement at the elementary and focus on strengths and weaknesses. A plan has been developed and implemented to increase student achievement at Northeastern Elementary. The plan was approved locally and by the state, and is available to patrons upon request.

CERTIFIED STAFF

Kindergarten:	Krista Oler Kristi Johnting Tori Eadler Andalina Fetta
Grade One:	Emily Gross Amy Puckett Lizzie Summers
Grade Two:	Lori Brotz Amy Gard Meghan Hollinger
Grade Three:	Carrie Ingalls Patti Boyce Darlene Govin Mikenzie Stewart Amy Wiley
Grade Four:	Julie Irwin Sara Mayo Michael Pointis Lori Vogelgesang
Grade Five:	Julie Bell Sarah Moore Laura Van Pelt Kara Day Leslie Hicks
Art:	Julie Ross
Computer Lab:	Geneva Price
Music:	April Walker
Media Specialist Aide:	Teresa McNew
Physical Education:	Amy Tudor
Title I:	Michelle Bettner
Special Education:	Lee Reed Teresa Stoner
Speech/Language:	Debi Hodowal Amanda Williams
Reading Recovery/Response to Intervention:	Julie Richmond Amy Tudor
School Resource Officer	Ken Powell

SUPPORT STAFF

Secretary:	Bonnie Drake
Bookkeeper/Treasurer:	Kim Cofield
Nurse:	Terri Carter
Student Support Specialist:	Angelina Breitenbach
Food Services Corporation Manager:	Rebecca Tyree
Head Custodian:	Mac Wicker
Custodians:	Wade Hill
	Julie Bullock
Indoor Air Quality Coordinator:	Steve Burge

SCHOOL BOARD ADMINISTRATION

Northeastern Wayne Schools are governed by a five-member board of education who is responsible for establishing policies by which the schools are held accountable. The schools are administered by the superintendent and building principals. The school board meets on the third Wednesday of each month in the board room of the administration building. The public is welcome to attend.

School Board	Administration
<p>Angela Cline Chris Dingwerth Brad Hester Doug Jay Keith Webster</p>	<p>Mrs. Laura Blessing, Superintendent Eric Green, Assistant Superintendent Sam Pritchard, Principal, Elementary Matt Truesdell, Assistant Principal, Elementary Matthew Hicks, Principal, High School Bob Stacey, Assistant Principal, High School Gerry Keesling, Athletic Director, Middle/High School Dawn Sonsini, Principal, Middle School</p>

COMMUNITY SERVICES

BEFORE/AFTER SCHOOL CHILDCARE

Northeastern Wayne School Corporation has designed a before/after school childcare program to provide quality childcare services during the hours when parents are working and school is not in session. The purpose of this program is to assist working parents by providing their children with purposeful activities within a safe, structured, and nurturing environment. Safety and fairness are expected at all times. Any student failing to follow the expectations of the before/after school care program may lose his/her privilege of continuing in the program. This program, located at the elementary, is available to students in kindergarten through fifth grade. Each child participating in the before/after school program must be enrolled and attend regular classes at Northeastern. For more information, call the elementary.

GENERAL INFORMATION

ADMISSION POLICIES

Pupils entering Northeastern Elementary for the first time must present proof of residency documentation listed below.

PROOF OF RESIDENCY is required for all new students or for any student(s) that school personnel request verification. You must have **all** documentation with you at the time of registration. This includes the student's birth certificate, immunization record, and social security card. If not, your appointment will have to be rescheduled. To prove Northeastern residency, you must provide **two (2)** of the following items:

One (1) of the items MUST be either of the following:

- Settlement Statement or HUD Statement (Received at closing)
- Lease/Rental Agreement for home

Plus one (1) of the following:

- Copy of filed Internal Revenue Service form
- Change of Addresses Form from the United States Postal Service
- Voter Registration
- Indiana Driver's License
- Current Utilities Bill

DETERMINATION OF LEGAL SETTLEMENT

If the student lives with parents and is under eighteen (18) years of age or over eighteen (18) years of age but not emancipated, the legal settlement is the School Corporation where the student's parents reside as defined in IC 20-26-11-2.

If the student lives with a divorced or separated parent, the legal settlement is the address of the parent having physical custody unless the custodial parent makes an election at least fourteen (14) days before the first student day of the school year for the student to have legal settlement in the school corporation where the noncustodial parent resides. (See I.C. 20-26-11-2.5)

If the student lives with a person because the parents are residing outside of the United States due to educational or business pursuits, and maintain no permanent home in the United States and have officially placed the student in the home of the person, the legal settlement is the address of the person with whom the student lives.

If legal settlement cannot be determined by using any of the above criteria, and the student is being supported by, cared for by, and living with another person, the student's legal settlement is the address of the person with whom the student lives, except where the parent is able to support the child but has placed him/her with the other person primarily for the purpose of attending Northeastern Wayne School Corporation.

If the facts are in dispute, the school corporation may condition acceptance of the student's legal settlement on the appointment of the person with whom the student lives as his/her legal guardian or custodian. However, if a student does not reside with his/her parents because they

are unable to support him/her, and the student is not residing with an individual primarily to attend a particular school, the student's legal settlement is the address where the student resides, and the establishment of legal guardianship may not be required by the school. A legal guardianship or custodianship which is established solely for the student to attend school in a particular school corporation will not affect the determination of the student's legal settlement.

If there is a dispute concerning residency or legal guardianship, the student will be enrolled pending resolution of the dispute. All forms pertaining to legal settlement, educational guardianship, etc. are available in the office.

Parents are asked to fill out a student information form. Please notify the school office when there is a change of address or phone number. To enter kindergarten a child must be five years of age **on or before August 1**, in accordance with state guidelines.

ATTENDANCE

The Indiana compulsory attendance law states "every child between the ages of seven and sixteen shall attend public school or other school." Regular and prompt attendance is essential for success in the elementary school. Frequent absence leads to a lack of interest and effort, sometimes failure. Schoolwork is easier and more interesting when the pupil has the benefit of classroom instruction and keeps up with the class. All learning is based on continuity of instruction; therefore, it is imperative that all students be in attendance in order to profit the most from their schoolwork. The school is also concerned about helping students develop a high quality work ethic, which shows in their dependability in coming to school every day and on time. Northeastern Elementary parents and students have taken attendance seriously. Over the last few years our students' average daily attendance has been greater **than 95%**.

A. EXCUSED ABSENCES

Sometimes a child is ill and should not attend school. If the following conditions exist: temperature of 100.0 degrees or above, vomiting or diarrhea in past 24 hours, active lice infestation, eyes are inflamed, throat is sore and inflamed, ears are running, evidence of impetigo, persistent ulcers, or skin rash, students should remain at home rather than expose other students.

Excused Absence - All absences verified by a parent/guardian within 48 hours of the student's return to school shall be excused. **However, ALL excused absences including (personal illness, family vacations and pre-arranged absences) WILL count toward the attendance limit imposed by Northeastern Elementary School.** Students with 10 or more absences are flagged by the Indiana Department of Education on a state report submitted by the school. Students with 10 or more unexcused absences are considered truant and will be reported to the Department of Child Services.

Certified Absence – Certified absences are recorded as exempt in the student's attendance record. However, when appropriate documentation is provided a certified absence **does not count** toward the attendance limit imposed by Northeastern Elementary School.

1. Death in the Immediate Family and Funeral Attendance
2. Suspensions

3. Observance of a Bona Fide Religious Holiday

4. Physical or Mental Incapacitation. Documentation from a physician stating the student was either physically or mentally incapable of attending is required. This classification includes professional appointments.

5. Professional Appointments (Medical). Documentation from a physician stating the student was seen/treated in their office. Only the time required for travel and the actual appointment time will be exempted.

Exempt by Statute - In accordance with the Indiana Compulsory Attendance Law, a student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner (I.C. 20-33-2-(14-17.5)).

1. **Service as a Page or as an Honoree of the General Assembly.** Must be verified by a certificate of the secretary of the senate or the chief clerk of the House of Representatives.
2. **Service on Precinct Election Board or for Political Candidates or Parties.** Before the date of the election, the student must submit a document signed by one (1) of the student's parents giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election.
3. **Witness in Judicial Proceeding.** Submit the subpoena or documentation to the appropriate school authority for verification.
4. **State Fair.** The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7).

Educationally Related Non-Classroom Activity. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. Any educationally related non-classroom activity must meet all the following conditions: (1) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board. (2) Facilitates the attainment of specific educational objectives. (3) Is a part of the goals and objectives of an approved course or curriculum. (4) Represents a unique educational opportunity. (5) Cannot reasonably occur without interrupting the school day. (6) Is approved in writing by the school principal.

A student is expected to have completed make-up work within the same length of time as the absence. For example, if a student has been absent for three days, he/she will be expected to have all make-up work completed and returned within three days of his/her return to school.

If excessive absence occurs, parents can expect notification by the school nurse or school administration. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. A parent conference may be scheduled. If absences continue, the proper authorities may be contacted.

Unexcused Absence - Any unverified absence or any absence where the student is truant or out of area. Unexcused absences count toward the attendance limit. **Students with 10 or more**

unexcused absences are considered truant and will be reported to the Department of Child Services. Examples of unexcused absences include but are not limited to:

1. Personal illness, NOT verified by note, call, or physician's statement
2. Other appointments (hair, nails)
3. Truancy

Truancy is defined as an absence from school without parental and/or school approval when the student should be present for instruction. Students will NOT be allowed to receive credit for work missed during the time they are considered truant. Students with 10 or more unexcused absences are considered truant by the Indiana Department of Education and a report to the Department of Child Services may be initiated by the school.

C. SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. Suspended students will be required to complete all assignments. However, all out of class work must be turned in to the teacher upon the first day students return to school. Students should be prepared to make up all missed tests and quizzes the first day they return to school.

D. ABSENCE PROCEDURES

When a student is absent from school a parent should contact the school (847-2595) by calling the day of the absence between 7:30 and 10:00 a.m. All absences will be considered unexcused absences without an explanation from the parents or guardians of the student within 48 hours. Parents should inform the school immediately if the student is going to be absent for an extended period of time. The proper school personnel should be notified prior to the absence when possible. To participate in extra-curricular activities the students must be present for a full day on the day of that activity. Exceptions may be granted by the administration for unusual or extenuating circumstances.

E. TARDY

It is the responsibility of the students and parents to be punctual. A student is considered tardy when reporting to school after 8:10 a.m. and before 9:10 a.m. After 9:10 a.m. the student is counted absent for the morning (a half day absence). Students that are gone from school for up to 3 hours during the middle of the day will be counted as a half-day absence.

Students not present for more than 3 hours of the school day will be counted as a full day absence.

A student's tardiness is excused when caused by:

1. Illness
2. Doctor or dental appointment (Please notify the teacher in advance and provide verification of appointment.)
3. Bus breakdown
4. Administrative judgment for unusual or extenuating circumstances

A student's tardiness is unexcused when caused by:

1. Car problems
2. Oversleeping
3. Missing the bus

F. TARDY PROCEDURES

When arriving late to school, the student will report to the office, sign in, and request a class admittance slip. If excessive tardies occur, a letter will be sent to the parent/guardian notifying them of their student's accumulated tardies. A conference may be held to resolve the problem. Should the tardies continue, a report may be filed with the proper authorities.

G. LEAVING DURING THE SCHOOL DAY

Upon arriving at school, the student is expected to remain at school unless previous arrangements have been made with the teacher. **PARENTS NEED TO REPORT TO THE SCHOOL OFFICE** to sign students out. Students will only be released to parents or to a properly identified person listed on the child's Student Information. Students must check in at the office upon returning to school. All visitors are asked to report to the office upon arrival at school.

BOOK RENTAL

Northeastern Wayne Schools operate a book rental system for the convenience of the community. The cost of renting books is about 25% of the purchase cost. While the cost of books, materials, and fees is considerable, the school system works diligently to hold these costs down. Book rental systems are not only non-profit, but often struggle to break even. Parents will have the capability of making online payments for book fees, lunch fees, etc.

PAYMENT OPTIONS: (ALL PAYMENTS MUST BE MADE BY REGISTRATION)

*EFUND (online payment system)- check, debit card, credit card

*Mail a check to your child's school. (Separate checks are needed for each building).

*Pay in person at your child's school during Office Hours

Textbook/Technology Fees

Payment in full is expected at registration. If you cannot pay in full, a \$50.00 deposit is required and a payment contract must be signed by a parent or guardian. Those filing for Free and Reduced are asked to pay \$50.00 for their Lab Fees. Those who believe they qualify for textbook assistance shall complete a "Free lunch/textbook form" at the time of registration. A payment plan contract is also available through each school's treasurer. Those textbook/technology fees not paid by the end of October may be submitted to the Statewide Credit Bureau for collection. The Statewide Credit Bureau charges additional collection fees.

Financial Assistance For Textbooks

Since the corporation operates its textbook rental program on a non-profit basis, it is important for the corporation to collect 100% of the rental purchase cost of the materials. Indiana code 20-33-5 authorizes financial assistance for book rental to families who meet eligibility requirements. Information and forms are available at each school and may be picked up at registration or throughout the school year, as needed.

CHANGE OF ADDRESS/PHONE

It is vitally important that we have your correct home and work addresses, phone numbers, and e-mail contacts in case of an emergency. In addition, the name and phone number of a third contact person (a friend or neighbor) that can be reached in an emergency should be kept on file.

If you move during the school year, or your phone number changes, please notify school immediately.

CONFIDENTIALITY

Student records and information will be kept confidential in accordance with state and federal regulations. Students needing to meet with the school social worker will be able to speak and react confidentially, subject to the laws of the state of Indiana.

CONVOCATIONS

From time to time, we hold various performances for the entire student body. At all times behavior should be courteous. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct such as boisterousness, booing and talking during a program will not be tolerated. Students may lose the privilege to participate if improper behavior is displayed.

DISMISSAL PROCEDURES

A. BUS STUDENTS

Students will be dismissed to their buses when the bell rings at 3:00 p.m. Students are to go directly to their bus and remain on the bus until they reach home. We are asking that parents or other adults not go to the classroom nor to the bus area to get their child(ren) from the bus. Please come to the office and the office staff will contact the teacher or the bus driver.

B. CAR STUDENTS

Students who are picked up by car will be dismissed from the front of the building at 2:50 p.m. Please form a line of cars along the curb and avoid the area where buses are parked and children are loading.

C. EARLY DISMISSAL

Students will be dismissed early every Wednesday throughout the school year for teacher professional development. Car riders will be dismissed at 2:15 p.m. Bus riders will be dismissed at 2:25 p.m.

D. CHANGE OF PLANS

We realize plans can change in the course of the day. Should this happen, please notify the office and a message will be delivered to your child's teacher with instructions about what your child should do after school. It is important to contact the school before 2:00 p.m. We cannot guarantee that messages received later than 2:00 p.m. will be received by the teacher.

EMERGENCY SCHOOL DELAYS AND CLOSINGS

Emergency school delay or closing, while usually weather related, may occur for a variety of reasons. In addition to bad road conditions in winter and power failures due to storms, energy shortages and various mechanical failures may require closing the school temporarily.

A. NOTIFICATION

Decisions to close or delay school are made by the superintendent. Northeastern Wayne Schools utilizes the One Call system to notify parents. Calls will be made to each phone number listed in your child's contact information. Parents can obtain closing or delay information from three additional sources. Radio-WKBV-AM 1490, WFMG-FM 101.3, or WQLK-FM 96; Television-WTHR Channel 13, WISH Channel 8, or WRTV Channel 6; Internet-www.nes.nws.k12.in.us . Parents are asked not to call schools since these calls tie up lines which are needed to notify employees, bus drivers and media.

B. EARLY DISMISSAL PROCEDURES

Our first concern, as always, is the safety of our students. Should weather conditions warrant an early dismissal, it is imperative that students know their family emergency plan. Although we want to ensure that every student will have a place to go when dismissed early, it is not possible for the office to call every parent. We do, however, ask that you keep your child's enrollment card up to date with emergency numbers, work phone numbers, and current e-mail contacts. Our office will send out a One Call and e-mail notification to families in the event of an early dismissal. If you do not have e-mail access, information can be apprised of early closure by listening to previously mentioned media sources.

Please take a few moments to sit down with your child(ren) and discuss the following questions:

****What should I do if school is called off early?**

****What do I do when there is no one at my house when I arrive home?**

Please go over your emergency plan with your child so that he/she will know what to do should an early dismissal occur. **(Remember: The after school childcare program will not meet when school has been dismissed early due to emergency school closings.)**

EXTRA-CURRICULAR ACTIVITIES

In order to participate in extra-curricular activities the student must be present for a full day on the day of that activity. Exceptions may be granted by the administration for unusual or extenuating circumstances.

A. SPORTS

The students at Northeastern Elementary will have available to them the following extracurricular activities:

Cross Country (5th Grade)
Wrestling (5th Grade)
Basketball (5th Grade)

Cheerleading (5th Grade)
Track (5th Grade)
Sports Clinics

B. ORGANIZATIONS

The following organizations are available for membership by the students at Northeastern Elementary:

Cub Scouts
Boy Scouts

Brownies
Girl Scouts

4-H Clubs

C. ELIGIBILITY

Students will be expected to maintain passing grades in all subjects. Students' grades will be monitored at grading periods and when progress reports are issued. **Students who are failing in one or more subjects will become ineligible to participate in extracurricular sports until the next progress report or report card is issued on which such grade circumstances no longer exist.** Following a review by school personnel, if sufficient progress has been made within two weeks, the student may be reinstated prior to the next reporting period. Students who develop poor attendance or tardies, display unacceptable behavior or engage in other inappropriate behavior may become ineligible for extracurricular activities. Teachers or administrators may initiate such a recommendation. The final determination will be made by the principal regarding the ineligibility and its length.

For all other participation requirements, please refer to the Northeastern Wayne Schools Athletic Handbook.

D. STUDENT ATTENDANCE

Northeastern Elementary encourages students to attend as many extra-curricular events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending after school events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. Northeastern Elementary will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Northeastern Elementary will continue to provide adequate supervision for all students who are participants in school activities.

FIELD TRIPS

A. PURPOSE

Students in Northeastern Wayne Schools have many opportunities for first-hand learning experiences such as field trips. Field trips are planned to support all curricular areas. Many lessons for students cannot be duplicated with media materials or textbooks. Teachers plan at-school activities to prepare students for what they will experience, as well as follow-up lessons. Teachers appreciate your support in these educational opportunities by both chaperoning and providing for the added expenses such as, transportation fees, activity fees, meal costs, or entrance fees.

B. CHAPERONES

We sincerely appreciate parental support of field trips. However, we must ask your cooperation with the following guidelines for chaperones:

- There are many field trip opportunities within the school year. We will schedule as many parents as is appropriate to help on each trip. Our destinations often have restrictions or requirements as to the number of participants, and our arrangements are made well ahead of the trip. It is necessary to schedule your participation to ensure a successful outing.
- If you are able to attend a field trip with us, we are counting on you to help us with the supervision of students. Since this is our primary goal, we need your undivided attention with our students. Therefore, we must ask that you do not bring preschoolers along.
- Chaperones are expected to follow the same rules and guidelines as if on school property.

- **ALL** chaperones for field trips will require a Limited Criminal History check.

FIRE AND EMERGENCY PREPAREDNESS DRILLS

Fire drills are held once a month. Fire drills are indicated by the alarm system, which is a continuous buzzer type alarm. Students will also be made aware of what to do in case of an earthquake or tornado while at school as well as at home. Tornado drills are held once per semester. Students are also instructed as to what do in the case of a man-made emergency; chemical spills, biohazards, or other impending threats to student safety. Emergency preparedness drills are held twice per school year.

FOOD SERVICES

School meals remain one of the best bargains in today’s economy. The Northeastern Elementary cafeteria operates under a federally approved program. Northeastern Wayne schools offer a breakfast program to students. School breakfast is open to every student, but not required. However, students must buy or bring their lunch each day. Milk can be purchased. Extra entrees or side dishes are also available for purchase to those who buy a school lunch. Our menus are sent home monthly. Occasionally these menus have to be changed; however, most are served as listed.

A. AUTOMATED PAYMENTS

The cafeteria is equipped with an automated system of keeping record of each student’s breakfasts/lunches. Each student is assigned a PIN that is used to access their account as they go through the lunch line each day.

Parents may send money daily, weekly, or monthly. Families may send one check for all children (with directions as to how much for each child). Parents may specify an amount for regular breakfasts/ lunches and an amount for extra items or place entire amount on the student’s account to use until it runs out. For the first time, parents will have the capability of making online payments for lunch fees, book fees, etc. using check, credit, or debit cards. Account statements showing each student’s balance will be sent home at the end of the month. Those students whose accounts show a negative balance (charges) are sent home each week.

Here is a brief explanation of the statement:

Account Balance:	-11.75 (means a charge)
	11.75 (means a credit)
0.00 (means zero on account)	
 Prepaid Lunch Qty: 5	 (credit of 5 lunches = \$11.75)
	(credit of 3 lunches = \$7.05)

With our automated system of recording lunches, we encourage parents to prepay as much as possible. However, we understand there are times when charges are necessary. The policy concerning charges is:

A student may not charge breakfast. Students can charge lunch for up to 2 weeks (10 lunches and at regular or reduced prices). Students who have reached the lunch charge limit will be provided the alternate lunch. When charges are paid up to date, the regular lunch will be served.

FUNDRAISERS

Only school-sponsored fundraisers are permitted at school. Fundraisers sponsored by external groups are not permitted on school grounds unless approved by the administration.

HEALTH SERVICES

The school maintains health services for all children, so they may attend school with the best physical, mental, and emotional health conditions attainable to facilitate learning. State regulatory agencies mandate much of what we do in this area to help ensure as healthful an environment as possible.

A. HEALTH REQUIREMENTS FOR REGISTRATION

When a student enrolls in a school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the school corporation with complete immunization records prior to the beginning of the school year.

Indiana State Department of Health
Quick Reference
School Immunizations Required for School Attendance

	3 – 5 Year Olds	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
DTaP/DTP/DT/Td *	4	5	5	5	5	5	5
Polio **	3	4	4	4	4	4	4
Measles	1	2	2	2	2	2	2
Mumps	1	2	2	2	2	2	2
Rubella	1	1	1	1	1	1	1
Hepatitis B	3	3	3	3	3	3	3
Varicella ***	1	2	2	2	2	2	2
Hepatitis A		2	2	2	2	2	

* Four doses of DTaP/DTP/DT are acceptable if the 4th dose was administered on or after the child's 4th birthday.

** If any combination of IPV or OPV was used, 4 doses are required regardless of age when administered; 4 doses of all IPV or OPV are a complete series or 3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the child's 4th birthday.

*** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 5th grade.

A student may be admitted to school on a provisional basis if a physician or health department indicates that immunization of the student has been initiated and that the student is in the process of complying with all immunization requirements. A schedule of proposed immunizations must

be on record at the school office. Such provisional admission shall be for a length of time not to exceed twenty (20) days. Students who do not have proof of immunization will not be registered in school, or if registered, will be excluded from school until proof of immunization is presented to the school nurse.

B. ACCIDENTS

If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. In the event that parents cannot be reached, the student will be discharged to the person designated as the “medical emergency contact” on the enrollment card. If you change your address or home/work telephone numbers during the school year, please inform the school as soon as possible.

C. VISION SCREENING

Vision screening is done in grades 1, 3, and 5 and in all teacher and Special Education referrals. Students failing the screening are referred for further evaluation.

D. HEAD LICE

Parents need to notify the school when their child has head lice. Children who have head lice will be excluded from school to be treated. After treatment, children will be checked by the school nurse before returning to the classroom. The following procedure will be utilized:

1. Any child with severe itching of the scalp will be sent to the school nurse to check for signs of head lice.
2. If signs of active head lice are found by the school nurse:
 - parents will be notified, and the student will be sent home
 - students in the child’s class will be checked for signs of head lice as deemed necessary
 - all siblings of the child will be checked at the school site
 - an informational bulletin will be sent home with all class members as deemed necessary

After the student has been properly treated and there are no lice in the child’s hair, the child may return to school but must be accompanied by an adult to the nurse’s office for a re-check before returning to the classroom. An excused absence of 24 hours is allowed for effective treatment for the eradication of head lice.

E. OTHER HEALTH PROBLEMS

Immediate first aid is provided in the event of illness or injury at school. Parents are contacted to assume responsibility in case of serious illness or injury. The school will call parents to take home any student who has a generalized rash or symptoms of a highly infectious disease such as: chicken pox, scabies, impetigo, ringworm and conjunctivitis. Students will be readmitted to school with a note from a medical doctor or proof of treatment.

F. ADMINISTRATION OF MEDICATION

Our medication policy is designed to safeguard your child and other students around them, so it covers both **non-prescription** (OVER-THE-COUNTER) and **prescription** medications. Only those medications which are absolutely necessary during the school day may be given at school. All other medications should be given at home either before or after school.

Indiana State law requires proper written authorization by a licensed prescriber and/or the parent/guardian before any medication can be administered to students. Parents can obtain forms for this purpose from the school office, school's website (Nurse's page) or from most local health care providers. Written requests (*see Authorization for Medication: Northeastern Wayne Schools*) must be submitted to the nurse's office, signed and dated. Details are listed on the second page of this form. Please read these instructions carefully.

1. Prescription medication must be sent to the school nurse in the **labeled prescription container** with the medication permission signed by the student's physician and parent/guardian, including dosage and time to be given at school.
2. Non-prescription "OVER-THE-COUNTER" medication (such as acetaminophen, ibuprofen, or cough drops) must also be sent to the school nurse in the **original container**, labeled with the student's name and the written permission form signed by the parent/guardian, including dosage, time of administration and reason for giving it.
3. Please send no more than one week's supply of any medication. Exceptions are long term medications i.e., stimulants, inhalers, allergy medications, and pain medications for chronic headaches.
4. All medication must be kept in the nurse's office.
5. Permission to give controlled drugs, such as Ritalin and Adderall, must be received from the doctor prior to giving the medicine at school and each time the dosage is changed. No medication will be given at school for the first dose. In other words, the child must have been given the first dose and had no adverse reactions to it before the medication may be given at school.
6. All medications should be picked up at the end of the school year. Those not picked up by parent or guardian will be disposed of by the school nurse.

The above policies must be adhered to. NO EXCEPTIONS.

HOME/SCHOOL COMMUNICATION

A. KNIGHTLINE

You can expect "The Knightline" (The Northeastern Elementary newsletter) via e-mail EVERY OTHER FRIDAY. If we do not have an e-mail address on file, a printed copy will be sent home with your child. This communicate will have announcements and articles of interest to Northeastern families and our community. It continues to be our best communication tool. Other communications will be sent home on Friday of each week.

B. TEACHER CONTACTS/PARENT CONFERENCES

Parent conferences will be scheduled in the fall. We know other conferences will be necessary from time to time and can be initiated by families or teachers. Due to daily schedules, teachers are not always available by phone, but will return calls as quickly as possible. We believe the best schools work together with families in the educational experience.

HOMEWORK POLICY

School time is generally provided for completion of necessary assignments. If students use their time wisely they should not have homework. However, there may be minimal homework if a student does not complete the assigned work at school.

1. Class work will be assigned on a regular basis, and the amount of work may differ from Primary to Intermediate.

All assignments that come home will be meaningful and will provide reinforcement activities as well as enrichment activities. The teacher will ensure that all assignments are clear and the expectations are understood.

2. It is the responsibility of the student to complete all work and turn assignments in on time.

HOMework SUGGESTIONS

If students do have all work finished at school, it may be beneficial to have your child bring their work home to be checked. This should allow for students to eat dinner with the family, play outside, enjoy family time, and get to bed early. It is highly encouraged that you do set aside some time for reading and practicing math facts with your student every night.

Every child needs to develop good study habits in order to be successful at school. We have prepared a method for you to help provide a “study routine” for your child(ren). We hope you will try it.

1. Select a regular time each day for homework and study. Allow the child some time after school to play, as well as TV time in the evening. Just before or after dinner may work best for completing homework.
2. Keep study/homework time reasonable.
3. Keep distractions to a minimum. Don't have the student working near the TV or radio. Try to keep brothers and sisters from bothering the student. Allow no interruptions, such as phone calls.
4. Check the work. When the student finishes, take a few minutes to look over the work. Check for neatness and obvious mistakes.

HOW PARENTS CAN HELP

1. Help your child understand that he/she is responsible for his/her own actions and behavior.
2. Expect your child to grow toward independence and offer challenging opportunities. He/she needs limits within which to function and direction as how to respond.
3. Get both (or all) sides of the story before drawing conclusions. In case of a misunderstanding, contact the school.
4. Remember that teachers have about twenty-five children to care for and need all the data you have about your child if they are to be effective in providing the right kind of program. Such things as health problems (or other circumstances, which may affect your child's education) should be shared with the school.
5. Remind yourself teachers teach because they care about children, their objectives and yours are the same, and agreement on how to achieve the objectives requires good, two-way communication.
6. Ensure that your child has enough rest each night and eats a well-balanced diet, including breakfast, each day.

KINDERGARTEN INFORMATION

To qualify for kindergarten, a child must be five years of age by **August 1** of the school year. Kindergarten Round-Up is held annually in April. Parents will enroll their child for school while the children work through station activities. The child's original birth certificate, Social Security

number, immunization record, and proof of residency should be brought to the round-up. Information concerning Kindergarten Round-Up will be announced on local radio stations and placed in the Palladium-Item, Knightline newsletter, school and corporation websites, and kindergarten newsletters. Kindergarten parents are informed of classroom and school events and classroom goals on a regular basis through newsletters.

LOST AND FOUND

Articles of clothing found are placed in the “lost and found” area located in the front hallway. Unclaimed articles are donated to charitable organizations. Parents are advised to write children’s names on lunch boxes, sweaters, coats, etc.

NON-DISCRIMINATION POLICY

It is the stated policy of the Northeastern Wayne School Corporation not to discriminate on the basis of race, religion, national origin, sex, or disability. This non-discrimination policy applies to students’ access to courses and programs, to physical education and athletics, to counseling and guidance, to vocational educational programs, to financial assistance, to extracurricular activities and to other matters related to students. This policy further applies to all employees and patrons of the school corporation. A Compliance Officer has been appointed for the Northeastern Wayne School Corporation. It is the Compliance Officer’s responsibility to see that both the “letter” and the intent of the non-discrimination policy are followed. Inquiries, information or formal complaints should be addressed to Laura Blessing, Compliance Officer, Northeastern Wayne School Corporation, Administration Office, P.O. Box 406, Fountain City, Indiana. Telephone: 765-847-2821

PARENT TEACHER ORGANIZATION

We would like to encourage you to become a part of your child’s education by actively joining the Northeastern Elementary PTO. Participation in the PTO is a good way to find out first hand what is happening at the school. No experience is necessary to serve on the PTO committees. The PTO plays an important part in the school, as they provide many materials and donate much time to enhance the education of students.

REPORT CARDS

Report cards will be issued to students at the close of each nine weeks grading period. The ending dates are listed on the school calendar. Report cards will contain academic, effort, and conduct grades. Attendance will be reported on the report card. Report cards will be computer generated and sent home with students. We request that report card envelopes be signed by the parents and returned to the classroom teacher.

Parents/Guardians of students grade three through six may access their child’s progress at any time by using our website, www.nes.nws.k12.in.us. You must have a User ID and Password issued by the office. To set-up an account or for more information, contact the school office at 847-2595.

A. GRADING SCALE GUIDELINES

The following grading scale will be used for Kindergarten:

M=Mastery, P=Progressing, N=Non-mastery

The following grading scale will be used in Grades 1 and 2:

Primary Grading Scale	
100-99	E+
98-95	E
94-90	E-
89-88	S+
87-80	S
79-70	S-
69-0	U

E=Excellent, S=Satisfactory, U=Unsatisfactory

The following grading scale will be used in Grades 3-5:

100	A+	12 Pts		79-78	C+	6 Pts
99-93	A	11 Pts		77-72	C	5 Pts
92-90	A-	10 Pts		71-70	C-	4 Pts
89-88	B+	9 Pts		69-68	D+	3 Pts
87-82	B	8 Pts		67-62	D	2 Pts
81-80	B-	7 Pts		61-60	D-	1 Pts
				59	F	0 Pts

B. HONOR ROLL GUIDELINES

Grades 3, 4, and 5 are involved with Honor Roll. The third grade honor roll will be based on grades received in the following subjects: Reading, Math, Language, Spelling

The fourth and fifth grade honor roll will be based on grades received in the following subjects: Reading, Math, Language, Spelling, Social Studies, Science/Health

A twelve point system will be used to calculate eligibility for the honor roll. The point values are listed above. A student must have an average of eight (8) points to qualify for the honor roll. A student receiving any grade of D+ or below will be disqualified automatically from the honor roll for that grading period. The honor roll will be calculated at the end of each nine weeks grading period. Semester grades will not be used to determine eligibility for the honor roll.

C. PROMOTION/RETENTION: IREAD-3

The promotion and retention of students is a discretionary decision of parents and the professional staff except in the instance of the 3rd grade reading test. As per Indiana Code, students who do not pass the IREAD-3 exam during the spring semester **MUST** be retained in 3rd grade. Summer school and other remediation programs will be implemented to assist students in passing this state mandated test. An opportunity to retake the test is currently available to students during the summer prior to beginning their 4th grade year. All other decisions either to

promote or retain a student shall be based upon what is judged by the parents, teachers and administrators to be in the best interest of the child. Every effort will be made to communicate with parents in a timely manner, and parental input is encouraged.

SCHOOL DAY

Buses arrive and begin unloading at 8:00 a.m. Students brought to school by parents are to wait in the gymnasium until 8:00 a.m. No student should be dropped off without supervision before 7:45 a.m. A morning Latchkey program is available to families beginning at 7:00 AM. Please fill out an enrollment form and refer to the Latchkey handbook for fees and details. Northeastern Elementary School students will be dismissed early every Wednesday for teacher professional development. Car riders will be dismissed at 2:15 p.m. Bus riders will be dismissed at 2:25 p.m. Due to early release days, which will occur each Wednesday at Northeastern Elementary School, bus students will arrive home each Wednesday afternoon approximately 30 minutes earlier than other school days.

Daily Schedule for Grades K-5 (Monday, Tuesday, Thursday, Friday):

Breakfast Bell 7:50 a.m.

First Bell 8:00 a.m.

Tardy Bell 8:10 a.m.

Car Rider Dismissal 2:50 p.m.

Bus Rider Dismissal 3:00 p.m.

Daily Schedule for Grades K-5 (Wednesday):

Car Rider Dismissal 2:15 p.m.

Bus Rider Dismissal 2:25 p.m.

SCHOOL SUPPLIES

Supply lists for each grade level are available on the school office, and on our school website.

TELEPHONE

Calls made from school by the students must be approved by the teacher in charge of the student at that time. Permission will be restricted to calls of an emergency nature. Band instruments, athletic equipment, homework, lunches, or lunch money left at home are not considered emergencies, nor are requests to stay at friends' homes or to stay for after school activities. These arrangements should be made before coming to school.

It is important that classroom interruptions be kept to a minimum. Students will not be allowed to take phone calls during school. Messages will be delivered in case of emergencies. For information pertaining to cell phones and cell phone use, please refer to page 28 of this student handbook.

VISITORS

To maintain safe conditions for our students, we ask that ALL visitors report to the office upon their arrival at school. They will be asked to sign-in and will be given a "Visitor" name- tag. This nametag should be worn at all times while in the school. Please return to the office to sign out. All parents and adults should follow this procedure, even for short visits. Visitors will not have

access to classrooms during instructional time without prior approval from the classroom teacher or approval from the front office staff.

WITHDRAWAL

Should it become necessary to withdraw your child from Northeastern Elementary, there are four important steps to follow:

1. Notify the office.
2. Return all textbooks to your child's teacher.
3. Return all library books.
4. Pay any outstanding lunch charges or book fees.

SPECIAL SERVICES

HEARING/SPEECH SERVICES

A. HEARING SCREENING ADMINISTRATION

The speech pathologist conducts hearing screening annually (traditionally at the beginning of school year) for all students in kindergarten, first, fourth, seventh, and tenth grades. Also tested are all who were identified as having a hearing problem the previous year and all students newly enrolled in the school system. Students may also be referred for hearing testing by a parent or teacher at any time during the school year.

B. SPEECH THERAPY SERVICES

The speech pathologist screens the speech of all students in grades one and four, all students who are new to the school system, all students who were identified the previous year as needing follow-up, and all students referred by parents or teachers. If the screening indicates further diagnostic testing should be conducted, the speech and language pathologist will obtain parental permission. After parental consent is obtained, the speech pathologist will conduct a diagnostic evaluation to help assess the needs of children in one or more of the following areas:

Language (vocabulary, grammar, sentence structure, auditory processing);
Articulation (pronunciation of speech sounds/words);
Fluency (stuttering or abnormal rate of speech);
Voice (voice quality, pitch, loudness)

A case conference will be conducted after testing is completed. At the conference the speech pathologist reports the results of the evaluation to the family. Eligibility for speech therapy services is determined by this case conference committee based upon the evaluation conducted by the speech pathologist, the input of all the case conference committee members and the eligibility criteria established by the state.

LEAST RESTRICTIVE ENVIRONMENT

Students with disabilities in the attendance area of the Northeastern Wayne School Corporation shall be educated and participate in academic, non-academic, and extracurricular activities with non-disabled students to the maximum extent appropriate. The educational placement of students with disabilities shall be determined annually by a case conference committee and shall be based

on the student's individualized education program. The case conference committee shall also take into consideration any potentially harmful effect of a suggested placement on the student or on the quality of the services needed.

Unless the individualized education program requires some other arrangement, a student with disabilities shall be educated with the student's chronological peers in the school the student would attend if not disabled. Placement of students with disabilities in special classes or separate facilities shall occur only when it is documented by the case conference committee that education in general education classes cannot be satisfactorily achieved. If necessary, a continuum of alternative educational placements shall be available to meet the individual needs of students with disabilities.

SECLUSION AND RESTRAINT

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

STUDENT CODE OF CONDUCT

BULLYING

No kind of harassment, hazing, or bullying will be tolerated. If you believe you are the victim of any kind of harassment, hazing, or bullying or have observed such actions taken by another student, staff member, or other person associated with the corporation, you should report it immediately to the principal or assistant principal. The complaint will be investigated in a confidential and timely manner. Students who are found to be "bullying" other students may be suspended and or expelled from school depending upon the seriousness of the actions. Parents will be contacted and a conference will convene to address the "bullying" concerns. Due to the severity, some cases may involve local law enforcement. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student (IC 20-33-8-13.5).

Bullying shall be defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment (IC 20-33-8-0.2):

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

BUS SAFETY

A. BUS RULES

A very essential part of bus safety is the pupil. The driver's first responsibility is to safely transport pupils to and from school. Since the driver must give his/her attention to the driving of the bus, it is necessary that the pupils practice self-discipline. Buses may be equipped with video cameras in order to eliminate and properly discipline students when discipline problems arise during transportation. In order to have a safe and successful transportation program, these rules must be followed:

1. Students are to be seated immediately upon entering the bus and remain seated at all times.
2. Students are to ask permission from the driver before opening or closing windows. No part of the body should be extended through the window opening. No objects should be thrown out of the bus windows or doors.
3. Students are to use appropriate language and behavior at all times.
4. Students are to keep hands and feet to themselves at all times.
5. Students should not enter or exit the bus until it is at a full stop.
6. Students must have a bus pass before they can ride a different bus or stop at a different location. To obtain a bus pass, read through the procedure outlined under ALTERNATE TRANSPORTATION.
7. Students are to keep the bus clean and in the best possible condition.
8. Students are not permitted to eat or drink on the bus, unless prior permission has been granted.
9. Students are subject to all Northeastern Elementary School rules, as well as all local, Indiana and federal laws while riding the bus.

Students will be denied bus privileges if they cannot obey the above rules. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. The driver or the administration can assign students seats at any time as deemed necessary. Students assigned a seatbelt on the bus must stay in the seatbelt at all times. Students who vandalize the bus may be suspended according to due process and will be financially responsible for damages.

Students should be waiting at their boarding stations when the school bus arrives. Unless drivers are early, they are not required to wait for students. It is the responsibility of the students to be at the bus stop at the regular pick-up time.

B. ALTERNATE TRANSPORTATION

Anytime a child is to ride home on a different bus or is getting off their bus somewhere other than the normal stop, we need written permission from the parents. Please send a note stating your child's destination and what bus number he/she is to ride. A bus pass will then be issued to the child from the school office. Students **MUST HAVE A BUS PASS**, or they will not be allowed to board a bus other than their own. Passes are issued only in the school office. Once students have boarded the bus to go home, they will not be allowed to get off the bus until their stop. For safety reasons, we ask that parents or other adults not ask the bus drivers to get

their children off the bus once they have boarded. Should an emergency occur, come to the office and the office staff will radio the bus driver. In addition, we also need a note for occasional uses of the after school childcare program, for children who have scout meetings, etc., or for children who are to be picked up by car. Our goal is to know the whereabouts of every student in our building and to assure that each student arrives home safely. Your help is needed to achieve this goal.

DRESS AND GROOMING

Northeastern Elementary recognizes that appearance and grooming are important aspects in the training and education of young people. All clothing and apparel must promote a safe, learning environment. The administration and staff will emphasize the following dress code values:

1. Hair should be neat and clean and worn in a style that allows hair to be out of the eyes.
2. Clothing should be appropriate and not present oneself as indecently exposed. Short shorts and mini-skirt styles are not appropriate for classroom dress. See-through blouses, bare midriffs, halter tops, off-shoulder blouses, spaghetti straps, mesh shirts, shirts with open sides and other inappropriate clothing are prohibited. One's appearance should not be vulgar, obscene, or lead to a disruptive atmosphere.
3. Jewelry that is disruptive or presents an element of danger (i.e.: metal wallet chains, etc.) is not recommended. Jewelry will not be worn during physical education classes for safety reasons.
4. Students are not to wear hats, bandannas, gloves, sunglasses, jackets, coats (long or short) or other unnecessary outdoor attire in the building.
5. Clothing which promotes alcohol, drugs, tobacco, vulgarity, violence, or secret organizations will not be worn. Additionally, clothing will not be permitted which advertises, promotes, or via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school.

EXPECTATIONS FOR STUDENT BEHAVIOR

A. STUDENT BEHAVIOR STANDARDS

A major component of the educational program at Northeastern Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. At Northeastern Elementary we expect students to conduct themselves in a courteous and mannerly way and respect the rights of others. We teach students to observe and practice the life skills of “no put downs, active listening, truthfulness, and trust.” We also encourage students to do their personal best.

Expected Behaviors

Each student shall be expected to:

1. Abide by national, state and local laws as well as the rules of the school.
2. Respect the rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other.

B. DISCIPLINE CODE

Certain behaviors are disruptive to a positive learning environment and cannot be tolerated.

These behaviors include but are not limited to the following:

1. Disrespect or insubordination to any school employee
2. Continuously distracting or acting in any manner as to interfere with the educational process
3. Failing or refusing to comply with directions of an adult supervising a class or school activity
4. Leaving scheduled assignments without permission
5. Displays of public affection
6. Disregard for the established dress code
7. Possession of prohibited items such as: iPods, MP3 players, and hand held gaming systems is discouraged without prior approval. Permission may be granted by school personnel for use in the classroom or on the bus
8. **Cell Phones:** Students are discouraged from bringing cell phones to school. Students are required to keep all cell phones **OFF** and **out of sight** during school hours. Students who are found to be using a cell phone or any other device that is not deemed to be school appropriate will have it confiscated for the remainder of the school day and will be subject to disciplinary actions as noted below. Students may also be held accountable for the content found on their cell phones as applicable by Indiana state law (see **Cell Phone Content and Display**, page 32)
9. Attempting or conspiring with another person to violate any student behavior standard
10. Engaging in misrepresentation, such as lying, falsifying documents or spreading damaging rumors
11. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating
12. Use of profanity, vulgarity, or obscenities or any type of indecent display or exposure
13. Engaging in harassment of another person which includes verbal, nonverbal, or physical harassment (see **Harassment**, page 31)
14. Threatening another person with bodily injury
15. Pinching, pushing, shoving, wrestling, slapping or hitting another person
16. Causing bodily harm to another person (i.e., fighting)
17. Stealing school or private property
18. Setting fire to or damaging school or private property
19. Failure to report weapons, drugs, and/or threats of violence
20. Consuming or being under the influence of a drug, alcohol, tobacco product (Except as authorized by prescription and by medical documentation)
21. Possessing, providing, using, or conspiring to sell to another person lighters or matches, tobacco or tobacco products, alcohol products, over the counter medication, any type of drug except as authorized by prescription, or drug paraphernalia
22. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks, explosives)
23. Engaging in any activity forbidden by local, Indiana or Federal law
24. Any activity or behavior not covered herein which is not in keeping with the purpose of promoting education and the educational values of this school

C. DISCIPLINARY ACTIONS

When a teacher or staff member in charge of supervision observes these behaviors, a variety of disciplinary practices may be utilized, depending on the individual situation. If a staff member deems it necessary to consult with an administrator, the following options, up to and including expulsion may be used by an administrator (not necessarily in the order listed):

1. Conferencing with the student
2. Revocation of privileges such as recess or special activities
3. Assignment of special duties (i.e. cleaning up area they damaged)
4. Parent contact
5. Confiscation of inappropriate items
6. Isolation within the classroom or cafeteria
7. After school detention
8. In-school suspension, time out (with work to be done)
9. Behavior modification plan
10. Suspension from school for one to ten days, including all extracurricular activities
11. Expulsion for the remainder of a semester and/or the school year, including all extra-curricular activities

NOTE: Suspension/expulsion occurs according to the Public Law I.C. 20-33-8.

D. SCHOOL RESOURCE OFFICER (SRO)

The primary duty of the School Resource Officer (SRO) is to serve Northeastern Wayne Schools as a community officer and to enforce all municipal, state, and federal laws. The officer is expected to create relationships with stakeholders (school administrators, parents, students, and greater community), formulate crime prevention tactics, and make himself or herself available for meetings regarding law enforcement related topics.

E. CLASSROOM CONDUCT

Students shall follow rules established for their individual classrooms.

F. GENERAL AREAS

1. The following guidelines will be observed:
2. There is no running or loud talking permitted in the halls or restrooms.
3. There is to be no chewing of gum in the school.
4. Students should not bring large amounts of money or other valuable personal items to school. **The school assumes no responsibility for any monies lost or for any items damaged, lost or stolen.**
5. Use of any and all electronic devices is prohibited in common areas. Use of such items is restricted to buses or individual classrooms and must have prior approval.
6. Students are to respect school property and the property of others. If something is accidentally damaged, it should be reported to the office or the custodians as quickly as possible.

4

G. DUE PROCESS

The Fourteenth Amendment to the Constitution guarantees due process to individuals. Due process in education implies that rules and regulations of school are published and distributed;

that students know and understand these rules and regulations; that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur; and that if expulsion or exclusion from school is a recommended consequence and if the student or his or her parent wishes, a hearing must be held. Appeals to the Superintendent, School Board, and to the civil courts may follow in sequence. Indiana Codes 20-33-8-0.2 through 20-33-8-31, as indicated in the most current Indiana School Laws and Rules Handbook, will be used as a guide for due process procedures.

H. GROUNDS FOR SUSPENSION OR EXPULSION

Any student may be suspended or expelled from school in the following circumstances, subject to the procedural provision of Indiana law (Indiana Code 20-33-8-14):

1. Student misconduct
2. Substantial disobedience
3. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where on account thereof the student's presence in school would constitute an interference with an educational function or school purposes.

I. "NO CHILD LEFT BEHIND" REQUIREMENTS

As per requirements of the federal law "No Child Left Behind," discipline records are a part of a student's permanent educational record and will be included at such time as the student withdraws from Northeastern Elementary and transfers to another school.

HARASSMENT

The school believes every individual deserves the right to attend school without fear of demeaning remarks or actions. The harassment of other students, members of the staff, or any other individuals is not permitted and will not be tolerated. This includes any speech or action that creates a hostile, intimidating or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member or other person associated with the Corporation, or third parties.

Nonverbal: Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member or other person associated with the Corporation, or third parties.

Physical: Threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing the body or coerced sexual intercourse, with a fellow student, staff member or other person associated with the Corporation, or third parties.

Gender, Religion, Race, Color, National Origin, Age, Disability Harassment

Verbal:

1. Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, race, color, age, disability, etc. toward a fellow student, staff member or other person associated with the Corporation, or third parties.
2. Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.

Nonverbal:

1. Placing insulting or threatening objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with the Corporation, or third parties.

Physical:

1. Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member or other person associated with the Corporation, or third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the Corporation, or by third parties should make contact with the Principal, Assistant Principal, School Nurse or School Social Worker.

The student may make contact either by a written report, telephone or personal visit. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). Each report will be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding, no one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- a) Protect the confidentiality of the student who files a complaint,
- b) Encourage the reporting of any incidents of sexual or other forms of harassment,
- c) Protect the reputation of any party wrongfully charged with harassment.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to the proper authorities in compliance with state law.

CELL PHONE CONTENT AND DISPLAY

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

1. It is "child exploitation," a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

2. It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4(c), for any person/student to knowingly or intentionally *possess* a picture, drawing, photograph, negative image, undeveloped film, a motion picture, a digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 18 years of age or who appears less than age 18.

3. “Sexual conduct” is defined by I.C. 35-42-4-4(a) (4) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

4. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Metal Detectors

Reasonable Suspicion

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

Administrative Suspicion

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

1. School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

2. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each elementary, middle, and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

Use of Metal Detectors--Procedures

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each elementary, middle, and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each elementary, middle, and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each elementary, middle, and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

Metal Detector Random Checks

- A. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- B. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
- C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.

- D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
- E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

LUNCHROOM MANNERS

The following manners and rules are expected to be observed by the students in order to make lunch a pleasant and relaxing time:

1. Students will be courteous and polite while waiting for their trays.
2. Good eating manners should be observed by all students.
3. The cafeteria should be left in a clean/tidy condition.
4. After dismissal, trash should be placed in the proper receptacle.
5. Food may not be taken from the cafeteria.
6. Students may talk quietly with their neighbors in the cafeteria.
7. Students should treat the cooks with respect and courtesy.
8. Food and trash are not to be thrown.
9. When entering or leaving the cafeteria, the students will walk quietly in line.
10. Students must listen to and obey instructions given by the cafeteria supervisors.
11. Since the school provides a nutritious, hot lunch, food from fast food restaurants should not be brought into the cafeteria for a student. In addition, carbonated beverages or glass bottles should not be packed in a student's lunch.

12. After eating, students will be dismissed to go to the recess area or to return to their classroom.

RECESS

Recess is scheduled for all students at least once during the day. Students need this time for fresh air and activity. However, recess time is considered a privilege, and may be used for student/teacher resource time or extra instructional assistance. We want recess to be a safe activity period for all students and expect the following procedures to be followed.

1. Noise must be kept to a minimum when going to and from recess.
2. Only one person may be on a swing and no one will push. There will be no standing or sitting sideways on the swings.
3. Students are to go down slides feet first at all times. Only one person may go down the slide at a time.
4. Fighting is not allowed at recess or at any other time at school.
5. There is to be no eating on the playground.
6. Rough play, tackle football, and rock throwing are not permitted.
7. Throwing snowballs and sliding on the ice is not acceptable.
8. Children should play fairly, courteously and respectfully at all times.
9. Students will obey and follow all directions of teachers and supervising assistants.
10. All students are to go outside for recess. **EXCEPTIONS:** Students having a note from home stating the reason for not going out for recess. A doctor's statement is necessary when a student misses three consecutive recesses. Also, a teacher may require a student to remain inside.
11. Students are not to come into the building during recess. If there is an emergency, permission will be given to the student by the recess supervisor.
12. Recess will be outside, weather permitting.

TECHNOLOGY ACCEPTABLE USAGE POLICY

The computer system is the property of the corporation, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet, e-mail, computers, and network. The system is designed to keep a record of all activity on and off the Internet, and this information is also corporation property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private.

The corporation may modify these rules and guidelines at any time by publishing modified rules on the system. The signatures on the AUP at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Children's Internet Protection Act (CIPA)

Northeastern Wayne School Corporation is in compliance with the Children's Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation.

User Account Passwords

All users, staff and students, are given an account upon their entry into the district. Any person to whom an account is given is the *only* person to use that account. Each user is responsible for the security of the system. Passwords should not be shared. If a user shares a password with another,

that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable.

Internet Access

The Internet can contain information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. Northeastern Wayne School Corporation does not condone or permit the use of this material. The use of technology within the school setting is a privilege, not a right and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

Internet Safety

In order to ensure the safety and security of students when using electronic email, chat rooms, or any other means of electronic communications, Northeastern Wayne Schools will monitor the use by students such communications when using school-provided electronic equipment or when using other electronic equipment enabled by school-provided software, network, or wireless connection.

Electronic Mail (E-Mail)

Students will be assigned e-mail addresses by the corporation. Students will also have access to any web based e-mail accounts that are theirs. All e-mail must follow the rules of appropriate use. Please see Rules for Communicating with Others Via E-Mail for more information.

Activities that Are Not Permitted

- searching, viewing, sending or retrieving materials that are not related to school work, community service, employment or college information (hence, searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials is not permitted);
- plagiarism, copying, saving or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted); Source, author, website source and date accessed, etc. must be present on any printed copy or inclusion in any paper, on the same basis as using quotes from a text book or periodical;
- subscription to any services;
- any use of district computers for financial gain;
- sharing of the user's or another's home address, phone number or other personal information;
- playing games or using other interactive sites such as chats, unless specifically assigned by a teacher;
- unauthorized access, including "hacking", and any activity that violates a school rule or a local, state or federal law;
- offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law;

- forging electronic mail messages or using an account owned by others;
- gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user;
- invading the privacy of others;
- posting anonymous messages.

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Student Rights

Students' right to free speech applies to communication on the Internet. Northeastern Wayne School Corporation's electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

The district will cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

In the event there is an allegation that a student has violated the district acceptable use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before an administrator.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

The corporation makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The corporation is not responsible for the accuracy or quality of the information obtained through or stored on the network. The corporation will not be responsible for financial obligations arising through the unauthorized use of the network.

**NORTHEASTERN ELEMENTARY SCHOOL
2017-2018**

Student Name: _____ **Grade** _____ **Teacher** _____

PERMISSION TO PHOTOGRAPH/VIDEO

We do _____ do not _____ grant permission for photographs or videotapes of our child's image and/or work to be used.

Student's Initials: _____ Parent's Initials: _____

TECHNOLOGY ACCEPTABLE USAGE AGREEMENT

We have read the Acceptable Use Policy for School Technology and understand its significance. We have discussed the rules for technology use at school. We understand that access to technology is designed for educational purposes, and it is the student's obligation to use the resources in a responsible manner. We recognize it is impossible for the school district to totally restrict access to controversial materials, and we will not hold them responsible for materials children may acquire on the network. We accept full responsibility for supervision of technology use outside of school. We hereby give permission for my child to use school technology.

Student's Initials: _____ Parent's Initials: _____

HANDBOOK

We have read and reviewed the Northeastern Elementary Student/Parent Handbook. In signing, we indicate an awareness of school practices and procedures. Failure to sign and return this form does not exempt your child from being bound by the school practices and policies set forth in the Student/Parent Handbook.

Student's Initials: _____ Parent's Initials: _____

CONSENTS & EMERGENCY MEDICAL AUTHORIZATION PERMIT

I understand that in order to provide the safest possible environment and most complete educational program for my child, the school needs to be informed of any health or medical conditions that may affect my child's school day or impact their learning. I understand that medications of any kind are not allowed on school grounds without the proper medical authorization on file. I understand that for the safety of my child, or to provide for their educational program, the school nurse may need to share information about my child's condition with appropriate school staff. This will be done in a confidential manner. If I do not wish that information shared, I must request this in writing and file it with the school nurse. Whenever my child is involved in a school activity and I am unavailable or otherwise unable to provide authorization directly, I grant the school principal or his/her designee the authority to act for me and to provide any required consents and authorization for the delivery of emergency medical care, diagnosis, and treatment, including surgical intervention, if necessary, on behalf of this minor child and do all the other necessary things as I might or could do to provide for the child's health and safety, if I were present. This authorization is valid for the current year or until such time as I withdraw the authorization.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Important Notice to Students and Parents Regarding Cell Phone Content and Display

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

1. It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

2. It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4(c), for any person/student to knowingly or intentionally *possess* a picture, drawing, photograph, negative image, undeveloped film, a motion picture, a digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 18 years of age or who appears less than 18 years of age.

3. “Sexual conduct” is defined by I.C. 35-42-4-4(a) (4) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

4. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

5. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

By signing below, the student acknowledges a level of understanding of the rules and regulations concerning cell phone use and possession as outlined in the Student/Parent Handbook. The student also understands the degree of consequences possible for the contents of his/her cell phone and its use as described by the afore mentioned Indiana Codes.

As the student’s parent or legal guardian, I acknowledge my understanding of the degree of consequences possible for the contents of my student’s cell phone and its use as described by the afore mentioned Indiana Codes and will reimburse the Corporation for any fees, expenses, or damages incurred as a result of my child’s violation of any of the regulations presented within the Student/Parent Handbook.

Student’s Name _____ Grade: _____

Student’s Signature _____ Date: _____

Parent’s Name _____ Date: _____

Parent’s Signature _____ Date: _____

(This section must be returned to school.)