



**ELEMENTARY**

**HANDBOOK**

**2018-2019**

**"North Newton School Corporation: Engage. Educate. Empower."**

## TABLE OF CONTENTS

1. <u>Table of Contents</u>	<u>2</u>
2. <u>Letter to Parents</u>	<u>4</u>
3. <u>General Philosophy of Education</u>	<u>5</u>
<b>Attendance Policies</b>	<b>5</b>
4. <u>Classification of Absences</u>	<u>5</u>
5. <u>Making Up Missed Work Due to Absence</u>	<u>6</u>
6. <u>Perfect Attendance</u>	<u>6</u>
7. <u>Pre-Arranged Absence/Vacation</u>	<u>6</u>
8. <u>Tardiness/Late Arrival/Early Departure Procedures</u>	<u>6</u>
9. <u>Truancy</u>	<u>6</u>
<b>Discipline &amp; Code of Conduct</b>	<b>7</b>
10. <u>Bullying</u>	<u>7</u>
11. <u>Code of Conduct</u>	<u>7</u>
12. <u>Fighting</u>	<u>7</u>
13. <u>Dangerous Possessions</u>	<u>7</u>
14. <u>Discipline (General)</u>	<u>7</u>
15. <u>Non-Essential Items</u>	<u>8</u>
16. <u>Dress Code</u>	<u>8</u>
17. <u>Student Dress</u>	<u>8</u>
<b>General School Procedures</b>	<b>9</b>
18. <u>Change of Address/Phone Number</u>	<u>9</u>
19. <u>Hours</u>	<u>9</u>
20. <u>Lost &amp; Found</u>	<u>9</u>
21. <u>Parties</u>	<u>9</u>
22. <u>Recess</u>	<u>9</u>
23. <u>School Supplies</u>	<u>9</u>
24. <u>Telephone &amp; Cell Phone Use</u>	<u>10</u>
25. <u>Visitors</u>	<u>10</u>
26. <u>Volunteers</u>	<u>10</u>
27. <u>Ways Parents Can Help</u>	<u>11</u>
<b>Health &amp; Medical Policies</b>	<b>11</b>
28. <u>First-Aid Procedure</u>	<u>11</u>
29. <u>Illness</u>	<u>11</u>
30. <u>Immunizations</u>	<u>11</u>
31. <u>Insurance</u>	<u>12</u>
32. <u>Medication Policy</u>	<u>12</u>
33. <u>Non-Prescription Drugs</u>	<u>12</u>
34. <u>Prescription Drugs</u>	<u>12</u>

<b>Lunch Policies</b>	<b>13</b>
35. <u>Closed Campus for Lunch</u>	13
36. <u>Lunch Charges</u>	13
37. <u>Lunch Program</u>	13
<b>North Newton School Corporation Policies</b>	<b>13</b>
38. <u>Harassment Policy</u>	13
39. <u>Internet &amp; Acceptable Use Policy &amp; IPAD Policy</u>	13
40. <u>Non-Discrimination Policy</u>	16
41. <u>Smoking &amp; Tobacco Use Policy</u>	16
<b>Notifications</b>	<b>17</b>
42. <u>Asbestos in Schools Rule</u>	17
43. <u>FERPA</u>	18
44. <u>Parent/Patron Complaint Procedure</u>	19
45. <u>Pest Control Compliance Information</u>	19
46. <u>Student Injuries Notice</u>	19
47. <u>Title I School-Parent Compact</u>	20
<b>Student Registration</b>	<b>22</b>
48. <u>Registration of New Students</u>	22
49. <u>School Book Rental</u>	22
50. <u>Transfers</u>	22
<b>Student Work</b>	<b>22</b>
51. <u>Grading Scale</u>	22
52. <u>Homework</u>	23
53. <u>Keeping Children After School</u>	23
54. <u>Reporting To Parents</u>	23
55. <u>RTI</u>	23
<b>Transportation Related Information</b>	<b>24</b>
56. <u>Delays/Cancellations</u>	24
57. <u>Early Pick-Up</u>	24
58. <u>Parking</u>	24
59. <u>Transportation Regulations</u>	24
<b>Athletic Policies</b>	<b>26</b>
60. <u>Eligibility</u>	26
61. <u>Game and Tournament Schedule</u>	27
62. <u>Volleyball Policies</u>	27
63. <u>Basketball Policies</u>	27

**NORTH NEWTON  
ELEMENTARY SCHOOL  
STUDENT-PARENT HANDBOOK**

Dear Parent/Guardian,

This booklet has been prepared for you, as parents of children attending North Newton Elementary Schools, in an effort to present the kind of information we believe will be most helpful in promoting understanding between home and school.

We sincerely believe that home and school must work closely together. The education of our children can be more effectively accomplished when parents understand and promote the school program and when there is personal communication between parents and teachers.

Parent-teacher conferences can be arranged by writing a note directly to the teacher or by calling the School Office:

Lake Village (219) 992-3311  
Lincoln (219) 345-3458  
Morocco (219) 285-2258

We enjoy talking with parents about the instructional program and the progress of their children.

The children attending North Newton Elementary Schools should be happy in their work. This we hope to accomplish through attention to individual differences and through providing a variety of experiences, well-chosen materials and competent, understanding teachers.

Please keep and refer to this guide when you have questions pertaining to the school. If at any time you are in doubt as to the purpose or meaning of any of its contents, please feel free to contact the School Office.

Thank You,  
Your Elementary Principals

Officially adopted by the North Newton School Board at the May 14, 2018 Board Meeting.

**NORTH NEWTON SCHOOL CORPORATION**  
A GENERAL PHILOSOPHY OF EDUCATION

The NORTH NEWTON SCHOOL CORPORATION has been founded as a part of, and was built upon, the traditions of the United States educational system, which have evolved since the founding of this nation. The only reason for the existence of this school system is to educate all of the children residing within a stated geographical area. We expect them to take their place as responsible members of a free democratic society.

The dignity of all, each individual person, remains the basis for a free and democratic society. All people must learn the traditional three-R's. The three-R's are old words which mean the development of a reasoning, reflective, responsible person.

We, the schools, serve our community in that we contribute the means by which the responsible community fulfills the commitment to the initiation of our children into adult society. The schools serve the community and at the same time shape that community. The NORTH NEWTON SCHOOL CORPORATION accepted this two-fold challenge and is wholeheartedly committed to striving toward that end. Only by working together can we continue in our heritage and train youth so that they may become responsible adults. To attain this one objective, we will use a diversity of methods and personalities limited only by our ingenuity as a group and our present responsible citizenship as individuals.

***ATTENDANCE POLICIES***

Regular attendance is very important for every elementary child. **Indiana State Law requires attendance at school.** In order to assure compliance with the attendance laws, the following procedure will be followed:

Absence: School officials are acting "in loco parentis," during school hours and are responsible for all students. In order to assure compliance with the attendance laws, the following procedure will be used:

- If a student must be absent from school, the parent or guardian is requested to call the school by 10:00 A.M. If telephone contact is not made, the student is required to bring a written excuse stating the student's name, grade, date of absence, and reason for the absence. A valid parent signature is required.
- All excuses must be turned in to the office upon return to school. If no telephone or written explanation has been made, the student will be considered truant, and the absence is unexcused.
- When five (5) unexcused/explained absences are accumulated by a student, the school will issue a letter to the home stating the number of absences and urging the parents to avoid legal proceedings by making sure that the student attends school. When ten (10) unexcused/explained absences occur, the **Newton county Probation Department will be notified.**
- If the truancies continue, the case will be referred to the Newton County Probation Officer.
- An absence due to a contagious disease requires a doctor's approval for admission.
- Any student leaving school during the school day or arriving late must be signed out/in at the office.
- If a child is ill or seriously injured at school, parents will be notified immediately. Unless it is an emergency requiring immediate attention at the hospital, parents will be asked to pick their child up at the school. It is therefore important that parents keep the office informed of any changes in job and home phone numbers. Changes in home addresses should also be reported to the school office.

**CLASSIFICATION OF ABSENCES**

**ABSENCE RECORDED AS BEING PRESENT**

1. Page or honoree in the Indiana General Assembly.
2. Witness in judicial proceedings. This includes any required court appearance such as for probation hearings.
3. Helper to a political candidate, a political party or to a precinct election board on the date of an election.

### EXCUSED ABSENCE

1. Verified, by doctor, illness of the student, medical, dental, and/or clinical appointments. (Doctor's excuse informs the school of the reason for absence. It does not excuse the student from making up the work nor does it guarantee a passing grade.) Forgery or altering written excuses will be considered a serious violation to school conduct and will be dealt with severely.
2. Death in the family.
3. Required church observance.
4. Quarantine and communicable disease.
5. Exhibiting projects at the Indiana State Fair.
6. School sponsored field trips.

### EXPLAINED ABSENCE

1. Parental approval for student absence is communicated to the school.
2. Reason for absence is not one of those listed above (Absence Recorded as Present or Excused Absence).
3. Make-up work is permitted for an explained absence. Explained absence days count as a part of the five (5) unexcused and/or explained absences per semester.

### **MAKING UP MISSED WORK DUE TO ABSENCE**

The responsibility for making up missed work for an excused absence rests with the student. When a student is absent, the assignments will be obtained the day the child returns to school. The student will have one day for every day of absence to make up the work, without penalty. For extended illnesses, contact your child's teacher.

### **PERFECT ATTENDANCE**

A student cannot have perfect attendance if he/she is out of class for any reason. This includes tardy, signed out early, or being absent.

### **PRE-ARRANGED ABSENCE / VACATION**

If an unusual circumstance arises for a family, the Principal or designee will make a determination in regard to work missed based upon the following criteria: The parent must give prior notification of the absence; a conference must be arranged with the Principal or designee; a family vacation; or related supervised activity that has not been covered in the attendance policy must also be prearranged. It is left to the teacher's discretion when makeup work will be assigned. (Before leaving or upon returning from pre-arranged absences)

### **TARDINESS/LATE ARRIVAL/EARLY DEPARTURE PROCEDURES**

If a student arrives at school after 8:20 AM he/she is to report to the office. Students arriving late by any other method of transportation other than a North Newton School Corporation school bus will be counted tardy.

If a student arrives at school prior to 10AM the student will be counted tardy. If a student arrives after 10AM they will be counted absent for ½ day. If a student is picked up after 2PM the student is counted as signing out early.

### **TRUANCY: A STUDENT IS CONSIDERED TRUANT WHEN**

1. Parental approval of student absence is not communicated to the school.
2. The reason for absence is not one permitting the absence to be classified as excused or explained.
3. Students who are truant shall receive "0s" for all daily work missed.

## ***DISCIPLINE & CODE OF CONDUCT***

### **BULLYING (Harassment and Intimidation)**

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying (Harassment and Intimidation) is conduct that disrupts both the student's ability to learn and the school's ability to educate its students in a safe environment. Indiana Code IC 20-33-8-0.2 defines bullying as "overt, repeated acts or gestures, including: 1) verbal or written communications transmitted, 2) physical acts committed; or 3) any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Bullying (Harassment and Intimidation) will not be tolerated at North Newton Schools. All instances of Bullying shall be investigated. Violations of this rule shall be dealt with in the same manner as listed in the **Discipline and Code of Conduct** section of this handbook. A form is available on the Corporation website to report bullying.

### **CODE OF CONDUCT**

Each student, at all times, shall be expected to:

- Treat adults and others with respect and courtesy.
- **DO Not** touch other students in an aggressive manner or by fighting (including play fighting).
- Use clean language with no profanity, or inappropriate gestures.
- Be respectful of his/her school and the property of others.
- Walk while in the building and act in a safe manner
- Act as responsible and cooperative school citizens
- Complete assignments on time and as directed.
- Conduct him/herself in a manner that does not endanger others (includes throwing objects).
- Act in a way that does not interfere with the educational process.
- **DO NOT** pass, or possess illegal substances or look alike substances, such as cigarettes including electronic cigarettes, drugs, or alcohol. Possession includes being in student's personal items such as a purse, book bag, etc.
- **DO NOT** chew gum.

### **Fighting**

Students who physically harm another person may face suspension or other disciplinary actions.

### **DANGEROUS POSSESSIONS**

Knives, firearms, ammunition, as well as "look alike" firearms, BB guns, water guns, slingshots, fireworks, lighters, matches, darts, and other items which could endanger the safety of children and adults will not be allowed. Such items will be confiscated and not returned and the student may be subject to disciplinary action under IC 20-33-8.

### **DISCIPLINE (General)**

The best discipline is SELF-DISCIPLINE. Therefore, we teach our students that proper conduct, as well as application to their studies is expected of them. Respect and courtesy are to be shown at all times. Students must conduct themselves in a manner that does not endanger others, themselves, or interfere with the education process. Students who violate school rules may be: 1) counseled and warned, 2) subjected to corporal punishment, or 3) suspended. Responsibility and discipline are to be fostered. In a case of disciplinary action that might lead to suspension or expulsion, the school will follow the due process procedure as defined in Public Law 162. This law is on hand in the School Office and will be made available to any parent who would like to read it. All students in the North Newton School Corporation shall be allowed due process rights afforded to them under the federal and state laws when being disciplined.

## NON-ESSENTIAL ITEMS

School is a place for learning. Children need to have the materials to perform adequately. Some items are considered a distraction to the task at hand. All items not needed or essential for school should be left at home.

**If students bring electronic devices to school and they are broken, stolen or lost, the school personnel are not responsible for them.**

## *DRESS CODE*

### STUDENT DRESS

Student dress and hygiene are the responsibility of both the student and parent/guardian. Properly dressed students wear appropriate clothes for every activity in which they participate. Clothing should be, clean, comfortable, loose-fitting, long enough, modest, in good taste, and suitable for school. Clothing should not cause disruptions in the classroom.

### CLOTHING NOT PERMITTED

- Hazardous clothing.
- See-through clothing, low-cut leotard body suits, fishnet tops, bare midriffs, strapless dresses, halter tops, tube tops, bare backs, low cut tops, yoga pants that are tight, and bicycle pants. Racer cut shirts cannot show undergarments.
- Pajamas, parts of pajamas, or any form of sleepwear.
- Unbuttoned shirts and blouses exposing the chest and/or midriff area.
- Torn clothing which exposes undergarments or private parts of the body. Students should wear shorts or other garments under pants with tears above the knee.
- Tank tops that have less than 1 inch wide strap unless worn under or over another shirt.
- Bathing suits or parts of bathing suits.
- Shorts that are less than mid-thigh length – No more than 4 inches above the knee
- Skirts and dresses with extreme slits. Skirts and dresses must be at least mid-thigh length. No more than 4 inches above the knee
- Headwear or coats intended for outside use. Upon arrival, headwear and coats should be stored in the classroom. In extreme conditions the classroom teacher may permit the use of coats in the classroom.
- Clothing, backpacks, or other objects containing words or art with “double meanings” or insinuations, or which promote the use of or advertise alcohol, drugs, tobacco, sex, violence, weapons, gangs, or racism.
- Any insignia, style, jewelry, or accessory that identifies an organization dedicated to the mistreatment of any person or group of people, religious, or ethnic group.
- Clothing with offensive or swear words, obscenities, or advocates illegal practices.
- Pants that sag or are so long they drag on the floor. Pants are to be worn at the waist.
- Chains or ropes made of any type of material.
- Any apparel that could cause danger to students or damage to any school property such as clothing with rivets, roller blade shoes, or shoes with heel/toe plates.

Realizing that dress, appearance, and grooming styles change continually, the administration reserves the right to determine appropriate dress for their school. The determination will be based on whether a student’s dress, appearance, and grooming may create health or sanitation problems, threats to safety, or causes a disruption, thereby affecting the educational function of the school. The principal has the right to limit and control extreme styles of dress and appearance.

# **GENERAL SCHOOL PROCEDURES**

## **CHANGE OF ADDRESS AND/OR PHONE NUMBER**

It is important that parents notify the school office immediately when there is a change in the home or work address or phone number. The importance of a phone number in the event of an emergency, severe illness, or accident cannot be overly emphasized.

### **HOURS**

Elementary Breakfast Program: 7:55-8:15 a.m.

Grades K – 6: 8:20 a.m. – 3:20 p.m.

Buses Depart 3:20 p.m.

Children walking to school will leave home in the morning only in time to preclude being tardy at school. **NO SUPERVISION CAN BE PROVIDED PRIOR TO THE START OF SCHOOL.** Parents are expected to keep their children at home allowing only sufficient time to arrive at school at the scheduled time.

## **LOST AND FOUND**

Every year, large quantities of sweaters, jackets, mittens, coats and other articles of clothing are lost or discarded in and around the school. We try to keep our “lost and found” box empty since we do not have sufficient storage places in the school. **PLEASE MARK SUCH ITEMS WITH YOUR CHILD’S NAME AND FIRST INITIAL** since the children often fail to recognize their lost items when they have circulated about the school. Unclaimed items will be given to a charitable organization or disposed of as the school sees fit.

## **PARTIES**

Most primary grade children like to include all their classmates in birthday parties. You may wish to bring refreshments to school to celebrate his or her birthday. Please check with the teacher prior to sending in birthday treats. You may **ONLY** bring store-bought refreshments to parties. **Homemade refreshments are prohibited.** Please make sure that refreshments meet the school Wellness Policy and are on the list of acceptable items. Items with peanuts should not be brought due to allergies. All items must be under 200 calories per serving.

## **FLOWERS / BALLOONS**

Due to bus safety and allergies, the following procedures will be followed when flowers or balloons are sent to school. We will call the student down to see the item at the office. We will then keep the flowers or balloons in or near the office until after school. The balloons / flowers would have to be picked up at the end of the school day most likely making the student a car rider that day.

## **RECESS**

As a part of our curriculum, a recess period is scheduled daily during which time the children participate, in supervised play. Health authorities tell us that outdoor recesses are very beneficial to all children who are well enough to be in school and **if they are properly clothed for the weather.**

As a general rule, we do not have outside recess in extreme cold or when the weather is inclement in some other way. Occasionally, teachers may take students outside for a few minutes of fresh air even though the weather is cold. When students are properly dressed, a short play time in brisk temperatures is important to good health, regardless of how a child feels about playing in cold weather. **Please see that your child leaves home properly attired for playing out-of-doors.** If your child can attend school but should remain indoors at recess for a reason such as recuperating from strep throat or an ear infection, a note to your child’s teacher is required.

## **SCHOOL SUPPLIES**

The school provides textbooks, workbooks, and other instructional supplies. The proper care and use of these items should be stressed to help the child develop a feeling of personal responsibility for books and supplies furnished for his/her use. Students who lose or damage school books or other school property will be held accountable for the loss or damage. A classroom supply list will be furnished at registration. Please remember to replace your student's supplies as he/she uses them through the school year.

## **TELEPHONE & CELL PHONE USE**

The **office telephones** are intended for use in transacting school business. Use of the phones will not be denied students if there is an emergency. (Forgotten items do not fall under the category of an emergency.)

The North Newton School Corporation Board of Trustees believes that the presence of **cellular devices** in school facilities disrupts the classroom and educational programs. Therefore, the use of cellular phones shall be restricted and limited as follows:

1. Students may possess a cellular phone on school property during the school day, but it must be kept out of sight in backpacks and turned off during the student instructional day and during extra-curricular, after-school events.
2. Cell phones must be turned off during the regular school day and during, before, or after school activities sponsored by the school unless the supervising teacher or sponsor grants permission for student use or if use is needed in an emergency.
3. Cell phones may not be used in any manner that will cause a disruption to the educational environment or will otherwise violate student conduct rules.
4. Cell phones may not be used on school buses or other corporation-provided forms of transportation unless permission is given by a trip sponsor or the assigned bus driver.
5. Cell phones may not be used for text messaging at any time while on school property.

### **Consequences for violation of this policy shall include, but not be limited to:**

1. Confiscation of the cell phone. On first offense the cell phone may be returned to the student by the Principal or a designee at the end of the school day.
2. On a second offense, the cell phone will be confiscated and will be returned to the parent by the Principal or designee.
3. On a third or subsequent offenses, the cell phone will be confiscated and will be returned to the parent. The student may be assigned ISS for up to three days.
4. Additional incidents will be considered habitual and may result in further disciplinary actions as needed to modify the habitual behavior.

## **VISITORS**

There is limited instructional time during the school day. Parents are always welcome but are encouraged to make an appointment before arrival for a visit to the school.

***ANYONE VISITING THE SCHOOL MUST FIRST CHECK IN AT THE OFFICE BEFORE GOING TO THE CLASSROOMS.***

## **VOLUNTEERS**

“IN-SCHOOL VOLUNTEERS” are parents who have the time to come to the school once or twice a week to actually help in our daily program. The emphasis will be on placing the volunteer where he/she can make the most contributions to the school. This does not necessarily mean in the classroom of a volunteer's child. Responsibilities would be tutoring students, clerical work, supervision of large or small groups of children, making teaching materials, etc. All activities would be under the supervision of the teacher.

“HOME VOLUNTEERS” are parents who have obligations at home and thus, cannot come to school but can provide valuable assistance to the school's curriculum programs. They can help by preparing

materials at home, tracing, typing, cutting out letters, patterns, material, sewing, etc. Any work to be done at home will be accompanied by directions from the teacher.

“PARTY PLANNERS” are parents who volunteer to plan and prepare our big school parties. They come on the designated day to help with food and games. (These are planned beforehand with the teacher so that there is a correlation with some ongoing classroom activity).

“CHAPERONES” are parents who are chosen to help supervise trips away from the school. These parents are on our volunteer roster list and they understand children. The students respect them and obey them. These chaperones understand the need that is always present for “close supervision and cooperation with the teacher.”

**For the safety of all children, a criminal background check must be completed before the parent/guardian will be allowed to participate in any school activity or function. For more information, please contact the School.**

PLEASE VOLUNTEER TO BE A PARTNER IN EDUCATION.

### **WAYS PARENTS CAN HELP**

Please be informed about your school. Read all school newsletters and notices. If you are in doubt about some phase of school life, ask your child’s teacher or ask the Principal. We hope you always feel welcome to visit the school. One of the nicest things that can happen to a teacher is to have a parent drop into the office to tell the Principal how pleased he/she is with this child’s teacher.

Please be positive about your school; support your school. If you question school policy or teaching procedures, please come in and discuss it with your professional educators. Above all, refrain from making negative remarks about a teacher, the school, etc. in front of your child. By working together, educators and parents can create a positive learning environment and work toward every child’s education.

## ***HEALTH & MEDICAL POLICIES***

### **FIRST-AID PROCEDURES**

Although teachers attempt to see that children observe safety practices, accidents do happen. Treatment for a child’s injury will depend on the seriousness of the injury. Minor injuries are treated in the school’s first aid rooms. In the case of a more serious injury, we must be able to reach the parents for emergency measures. Parents are asked to provide home, work and cell phone numbers and also the names and numbers of others who may be contacted if the parents cannot be reached. The school nurse maintains a schedule that includes all elementary buildings. The high school (285-2252) will be able to provide the location of the nurse at any time.

### **ILLNESS**

Please remember that the school nurse is not allowed, by regulation, to diagnose illness nor prescribe treatment. He/she must refer parents/children to the hospital or family physician for this information. If your child has a physical difficulty such as asthma, epilepsy, diabetes, bee sting, food allergy, or heart trouble, the school must be informed. Parents are to indicate these health conditions on the proper forms at registration. If your child is ill, keep him/her home from school. Be alert to such symptoms as an upset stomach, runny nose, fever, or sore throat. **Students must be fever free for 24 hours and have not thrown up before they are permitted to return to school. If a student has a fever during the academic day or throws up they are not permitted to take part in after school events.** Check with your physician for diagnosis, treatment, and the proper time to return to school. If your child becomes ill at school, he/she should tell the teacher. We will call you if we feel there is an illness (such as fever, vomiting) or injury that requires treatment.

## IMMUNIZATIONS

Indiana Law (IC 20-8.1 7-10.1) requires that parents of school children furnish the school with a record showing proof of required immunizations. This information should be supplied at the date of registration. If your child is still working on immunizations, please keep school personnel up-to-date on the progress. Even if his/her series is completed, school personnel would appreciate knowing when he/she receives boosters. If immunizations are not complete, you will be required to either: 1) complete the series, 2) sign an objection form, 3) turn in a medical objection signed by a physician, or 4) be excluded from school.

## INSURANCE

North Newton School Corporation does not provide student accident insurance coverage.

## MEDICATION POLICY

There are guidelines that must be followed concerning the dispensing of medication to your child while at school. These rules are to protect not only school personnel, but most importantly, to protect the health and well-being of your child. **Students may not transport medications to and from school.**

**Necessary non-prescription and prescription drugs will be administered only in the School Office.**

***NO MEDICATION WILL BE ADMINISTERED UNLESS PROPERLY***

***IDENTIFIED WITH THE FOLLOWING INFORMATION:***

- a) Child's name,
- b) Name of the medicine,
- c) Dosage (must be on the bottle),
- d) Time medicine is to be given, and
- e) Doctor's name.

The following personnel are authorized to administer medication to students: nurse, secretary, principal, counselor, or designated office aide.

Senate Bill 376: Any student with a chronic disease or medical condition may possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event. If the school receives in writing two statements – one from the parent and one from the doctor.

**The parent must send written permission for the child to carry the medication and self-administer it (such as inhalers, etc.). A physician must state in writing the following:**

**The student has an acute disease or medical condition for which the physician has prescribed medication;**

**The student has been instructed in how to self-administer the medication; and**

**The nature of the disease or medical condition requires emergency administration of the medication.**

The physician determines what is acute or chronic, not the school. The authorization must be filed annually. **A child in grade K – 8 may NOT take home any medication from school. The parent must pick up the medication from school or authorize in writing someone 18 years of age or older may pick up and take home the medication. The law does not allow children to bring medication to or from school.**

Milk allergies: Federal guidelines require milk to be served with school lunches. Orange/grape drink is available if a child is allergic to milk. Please submit a doctor's note if your child does need a substitute drink.

## NON-PRESCRIPTION DRUGS

A note from the parent must accompany the medication stating what it is, what amount needs to be given and the time it should be given. Nonprescription medication shall be in its original container. The medicine and the parent note will be stored in the nurse's office. **Please remember that students may not transport any medications to or from school.**

## **PRESCRIPTION DRUGS**

A note signed by the parent and the labeled prescription bottle must accompany the medication stating what it is, how much needs to be given and the time it should be given. It is very important that the bottle be identified properly and thoroughly, including name of medicine. When the pharmacist fills the prescription, it may be easiest for them to put the medicine in two bottles, both of which are properly identified. This way one can be kept at home and the other one sent to school. If at any time the medicine, dosage, or time should change, please notify the school immediately. The medication should be brought to the school by the parent and given to the designated school personnel who will be administering it. If this is not possible, the parent should call the Principal or school nurse to make the necessary arrangement.

NO MEDICATION WILL BE DISPENSED AT SCHOOL UNTIL A NOTE FROM THE PARENT (nonprescription) OR PARENT AND PHYSICIAN (prescription) ARE ON FILE IN THE OFFICE.

## ***LUNCH POLICIES***

### **CLOSED CAMPUS FOR LUNCH**

North Newton Schools prohibit students from leaving school during the school day, unless signed out of school by a parent or guardian. Parents wishing their child(ren) to walk home for lunch must come into the school and sign their child(ren) out by established procedures.

### **LUNCH CHARGES**

Occasionally, a student may forget his/her lunch or lunch money. In these circumstances, a student may charge a lunch for that day. It is expected that the charge will be paid on the following day. Parents are urged to ensure that their child(ren) have lunch taken care of each day. A lunch will be served to students even if money is owed.

### **LUNCH PROGRAM**

North Newton Elementary Schools serve breakfast each day and provide a hot lunch program for each student. Parents whose children may qualify for free or reduced breakfast/lunch must fill out application forms in the school office to determine eligibility under this federally-funded program. The costs for lunch and breakfast will be established yearly.

Students must pay for their lunch fees in the morning (coming into school or with the teacher during attendance-taking) to avoid receiving a charge slip notice. The payment will be recorded in the child's account. If lunch fees aren't paid on time, consequences may occur.

## **NORTH NEWTON SCHOOL CORPORATION POLICIES**

### ***HARASSMENT POLICY***

It is the policy of the North Newton School Corporation to maintain a learning and working environment that is free from harassment.

It shall be a violation of this policy for any employee of the North Newton School Corporation to harass another employee or student through conduct or communications of a harassing nature. It shall be a violation of this policy for students to harass other students through conduct or communications of a harassing nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

## **NORTH NEWTON SCHOOL CORPORATION ACCEPTABLE USE POLICY**

### **Technology Usage**

The North Newton School Corporation recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The school corporation's technology exists for the purpose of maximizing the educational opportunities and achievement of corporation students. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the school corporation are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the school corporation's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the school corporation's technology resources. Development of students' personal responsibility is itself an expected benefit of the school corporation's technology program.

### **Definitions**

For the purpose of this policy and related regulations, procedures and forms, the following terms are defined:

*User* – Any person who is permitted by the school corporation to utilize any portion of the school corporation's technology resources including, but not limited to, students, employees, School Board Members, and agents of the school corporation.

*User Identification (ID)* – Any identifier that would allow a user access to the school corporation's technology resources or to any program including, but not limited to, email and Internet access.

*Password* – A unique word, phrase or combination of alphabetic, numeric, and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### **Technology Administration**

The School Board of Trustees directs the Superintendent or designee to create rules and procedures governing technology usage in the school corporation to support the school corporation's policy, as needed.

The School Board of Trustees directs the Superintendent or designee to assign trained personnel to maintain the school corporation's technology in a manner that will protect the school corporation from liability and will protect confidential student and employee information retained or accessible through school corporation technology resources. Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on school corporation technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the school corporation's technology resources to diagnose and investigate network problems or potential violations of the law or school corporation policies, regulations, and procedures.

### **User Identification and Network Security**

The school corporation technology resources may be used by authorized students, employees, School Board Members, and other persons such as consultants, legal counsel and independent contractors.

Use of the school corporation's technology resources is a privilege, not a right. No student, employee or other potential user will be given an ID, password or other access to school corporation technology if he/she is considered a security risk by the Superintendent or designee. Users must adhere to school corporation policies, regulations, procedures, and other school corporation guidelines. All users shall immediately report any security problems or misuse of the school corporation's technology resources to an administrator or teacher.

### **User Agreement and Privacy**

Unless authorized by the Superintendent or designee, all users must have an appropriately signed *Receipt of Student Handbook Agreement* on file with the school corporation before they are

allowed access to school corporation technology resources. All users must agree to follow the school corporation's policies, regulations, and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the school corporation's network and technology resources only on condition that the user consents in his/her sign off of the Receipt of Student Handbook Agreement to interception of or access to all communications accessed, sent, received or stored using school corporation technology.

#### **Content Filtering and Monitoring**

The school corporation will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the school corporation's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the school corporation. Filtering/Blocking devices are not foolproof, and the school corporation cannot guarantee that users will never be able to access offensive materials using school corporation equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the school corporation is prohibited.

The Superintendent, designee, or the school corporation's technology administrator may disable the school corporation's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the school corporation's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the school corporation.

#### **Closed Forum**

The school corporation's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The school corporation's webpage will provide information about the school corporation, but will not be used as an open forum. The school corporation's webpage may include the school corporation's address, telephone number, and email address where members of the public may easily communicate concerns to the administration and the School Board of Trustees.

All expressive activities involving school corporation technology resources that students, parents, and members of the public might reasonably perceive to bear the imprimatur of the school and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school corporation for legitimate pedagogical reasons.

All other expressive activities involving the school corporation's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Adopted: 3-14-16

Legal References: Children's Internet Protection Act, 47 U.S.C. 254(h)

Electronic Communications Privacy Act, 18 U.S.C. §§2510-2502

Family Educational Rights and Privacy Act, 20 U.S.C. §1232(g)

Federal Wiretap Act, 18 U.S.C. §§2511 et. Seq.

Stored Communications Act, 18 U.S.C. §§2701 et. Seq.

### ***IPAD Policy***

# Elementary 1:1 iPad Digital Learning Guide

This guide answers questions regarding North Newton’s Elementary iPad initiative

1.....	General Information
2.....	iPad Care
3.....	iPad Use At School
4.....	Saving and Managing Work
5.....	Managing Content
6.....	Responsible Use
7.....	Discipline, Behavior, and Liability
8.....	Technical, Damage and Lost

## 1:1 iPad INITIATIVE GOALS

- o Continually improve access to technology
- o Guarantee an Engaging Curriculum
- o Promote Collaboration
- o Advance Critical Thinking

## 1.0 GENERAL INFORMATION

The procedures and information within this document apply student iPad use at North Newton Elementary Schools: Lincoln, Lake Village, and Morocco.

### 1.1 Receiving your iPad

iPads will be distributed within the classroom during the months of August and September.

### 1.2 Personal iPad

Students are not allowed to use personal iPads in place of district issued iPads due to the use of a mobile device management system.

## 2.0 CARE OF THE IPAD

### 2.1 General Care

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads should be away from food and liquids when students are eating.
- Avoid long-term exposure to temperature extremes and direct sunlight.
- Do not alter the iPad in any manner that will permanently change the iPad.
- Do not put any permanent marks on the iPad or case (identifiable stickers are acceptable)
- Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads will need to be taken to the Library in the student’s respective building.
- Do not upgrade the iPad operating system (IOS software update) unless directed by technology staff.
- Do not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jail breaking” the device.
- Do not sync the iPad with a district or home computer. Student documents or files will be emailed or saved to a cloud based storage app (Google Drive, My Big Campus or iCloud).

## **2.2 Carrying and Transporting iPads**

- iPads must always remain in their assigned cases and are NEVER to be removed by a student
- Do not leave the iPad unattended at any time during class, extra-curricular activities, lunch, locker room, etc. unless secured in the iPad cart or class assigned iPad storage location.

## **2.3 Screen Care**

- When cleaning the iPad screen, use a soft, dry, anti-static cloth.
- Do not place anything against the screen.
- Do not drop the iPad or the screen could break
- Do not touch the iPad screen with anything other than your finger or an appropriate stylus.

## **2.4 Security**

- Students are responsible for the safety and security of their school-owned iPad.
- Labels, stickers, or screen protectors placed on the iPad and iPad case by the technology department shall not be removed.
- Each iPad will be registered with the district by an asset tag, along with the serial number which should never be altered or removed.
- Do not let others use your iPad.

## **3.0 USING YOUR IPAD AT SCHOOL**

iPads are intended for use during school each day.

### **3.1 iPad Undergoing Repair**

Loaner iPads may be issued to students when the assigned iPad has been sent in for repair.

### **3.2 Screensavers/Background Photos**

A standard screensaver or background will be preset on the iPad. Changes to the background must be school appropriate.

### **3.3 Sound, Music, Games, or Programs**

Sound must be muted while in class unless permission is obtained from the teacher. All content including but not limited to games, apps, and music on the iPad must be appropriate, used in a responsible manner and at the discretion of the teacher.

### **3.4 Use of Camera and Video**

Each student iPad is equipped with a digital camera and video recorder. The camera will allow students to create projects to enhance the learning environment.

Examples of Use:

- Recording and/or taking pictures for project-based learning assignments.
- Assisting in ensuring accurate notes are taken in class.
- Submitting work digitally

Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in discipline measures.

**IPADS ARE NOT TO BE USED IN LOCKER ROOMS, BATHROOMS OR AREAS WHERE THERE IS AN EXPECTATION OF PRIVACY.**

### **3.5 Photos and Videos**

All videos, photos, and images that are taken or reside on the iPad must be appropriate and are subject to inspection by district staff at any time.

## **4.0 MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving Documents**

Students may save work directly on the iPad through Google Drive or another cloud-based storage or e-mail documents to their teachers or themselves as a backup. iPad malfunctions are not an excuse for not submitting school work.

### **4.2 Printing from iPads**

At this time North Newton does not allow for printing to school printers. Students may use PC workstations to print work to school printers.

### **4.3 Network Access**

North Newton School Corporation cannot guarantee the school network will be up and running 100% of the time. In the case that the network is down, the district will not be responsible for lost or missing data.

## **5.0 CONTENT MANAGEMENT**

### **5.1 Originally Installed Software**

The Software/Apps and profiles installed by North Newton School Corporation must remain on the iPad and be easily accessible at all times. The district may add/remove Apps for use in a certain situations. Devices will be monitored through our Mobile Device Management (MDM) system to ensure that students have not removed required apps or added apps that are not appropriate for school use. They will also monitor whether students have made changes to their iPad.

### **5.2 App Management and responsibilities**

Students will be able to add/remove apps from the MDM portal. This is where district purchased and approved apps will be located. Removing a district purchased app from your iPad does not permanently remove the App; it is moved back to the MDM portal for future use if needed. All downloaded Apps/music must be appropriate and recommended for educational use.

### **5.3 Inspection**

North Newton School Corporation owned iPads may be inspected by district staff at any time. North Newton School Corporation maintains the right to delete any App, song, video, picture, book, or file that is not deemed appropriate for student use. Storage/space on the iPad and iCloud is limited. Any non-required student Apps, songs, videos, pictures, books, or files will be subject to removal and be deleted to preserve storage space.

### **5.4 Restoring of iPad**

If technical difficulties occur or non-authorized software/apps are discovered, the iPad may need to be restored. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

### **5.5 IOS Upgrades**

Upgrade versions of Apps/software are available from time to time that may require students to check in their iPads to apply upgrades.

### **5.6 Personal iPad/iTunes Accounts**

Students are NOT to use their school issued iPad to access their personal iTunes account. iPads are for school related content.

## **6.0 RESPONSIBLE USE**

### **6.1 Statement of Responsibility**

The use of North Newton School Corporation technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the school North Newton School Corporation technology resources may be denied, and the appropriate disciplinary action may be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be contacted. Disciplinary action will follow district policy and the guidelines contained within each respective school's Student Handbook.

### **6.2 Parent/Guardian Responsibilities**

Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the iPad and the use of the Internet, just as you do on the use of all media information sources such as television, cell phones, movies, and radio.

The parents release North Newton School Corporation and its personnel from any and all claims and damages of any nature arising from their child's use of, or inability to use the district technology, including

but not limited to claims that may arise from the unauthorized use of the iPad to purchase products or services.

The parents understand that it is impossible for North Newton School Corporation to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.

### **6.3 School Responsibilities**

North Newton School Corporation Reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize Find My iPad in order to track an iPad while on our school network in order to locate an iPad if lost or stolen. The school agrees to provide:

- Internet and Email access to its students.
- Curricular Apps and content.
- Internet blocking of inappropriate materials as able.
- Support using cloud based storage.
- Staff guidance to aid students in doing research and help ensure student compliance of the guidelines contained within this document and those within the district's Student Technology Responsible Use Guidelines.

### **6.4 Students Responsibilities**

The following are the expectations for students in respect to the use of North Newton School Corporation technology and equipment:

- Use computers/devices in a responsible and ethical manner.
- Follow the guidelines within this document.
- Report to a building administrator any email containing inappropriate or abusive language or if the subject matter is questionable.
- Check in your iPad for periodic IOS updates. Do not update the iPad IOS unless you are told to do so.
- Students are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

### **6.5 Student Activities that are Strictly Prohibited:**

- Using the school network for illegal activities such as copyright and/or license violations.
- Using the iPad as the vehicle for plagiarism.
- Unauthorized downloading of apps and/or jail-breaking of the iPad.
- Accessing and/or using websites or materials that is not in direct support of the curriculum and is inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately.
- Programs that are capable of hacking the network should not be possessed or used.
- Gaining unauthorized access anywhere on the network.
- Invading the privacy of individuals.
- Using and/or allowing use of another person's login/password to access the network.
- Being a passive observer or active participant with any unauthorized network activity.
- Participating in cyber-bullying of any person.
- Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- Obtaining, modifying, or using username/passwords of others.
- Modifying files belonging to another student.
- Attempting to access or accessing websites blocked by the school's Internet filter.
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.

### **6.6 Cyber-Bullying**

The National Crime Prevention Council defines cyber-bullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."

- Cyber-Bullying will not be tolerated and is strictly forbidden.
- The user should remember that digital activities are monitored and retained.

- Report cyber-bullying immediately to school personnel.

### 6.7 Student Discipline

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the district Responsible Use Policy, Student Handbook, and School Board Policy.

### 6.8 Student Technology Responsible Use Guidelines

North Newton School Corporation Student Technology Responsible Use Policy can be found in their Building Specific Student Handbook online.

### 7.0 Behaviors and Discipline Related to Student iPad Use

iPad/Technology Violations	Common Classroom equivalent
Missing Cover	Not having required supplies
Email, texting, Face Time, Internet surfing	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. to iPad	Vandalism/Property damage to school owned equipment
Using account belonging to another student or staff member	Breaking into someone else's locker or classroom
Accessing inappropriate material	Bringing inappropriate material to school in print form
Cyber-Bullying	Bullying/Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/Forwarding assignment to another student to use as their own and/or copy	Cheating, copying assignment, plagiarism Violations

Attempts to defeat or bypass the district's internet filter and/or security settings	Violation of Computer Use Policy
Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.	Violation of Computer Use Policy
Unauthorized downloading/installing of Apps.	Violation of Computer Use Policy

### 8.0 Liability

The parent/guardian/student is responsible for the cost to replace, at the date of loss, the iPad or case if the property is intentionally damaged.

### 9.0 Damaged

At the time of enrollment, insurance will be made available to all parents at the cost of \$41. Those who do not elect to enroll in the insurance will be responsible for the full cost to repair a broken device (broken screen, headphone jack, charge port, or home button).

The following are guidelines to protect the iPad:

- Students will keep the provided case on their iPad at ALL times.
- Student must report any damaged iPads to School Authorities by the end of the school day.
- Student will bring report the damaged iPad to his/her teacher.
- Technology Staff will make final determination of what needs to be done with the iPad.

### ***NON-DISCRIMINATION POLICY***

North Newton School Corporation has adopted a policy stating that no person shall, on the grounds of race, national origin, sex, age, or handicap be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program, activity, event or job.

Any person who feels that they have been discriminated against should contact Karen Fatouros, North Newton Jr./Sr. High School, 1641 West 250 North, Morocco, Indiana 47963 or phone 219-285-2252.

TITLE IX COORDINATOR (sex)  
Karen Fatouros, Dir. of Guidance  
North Newton Jr./Sr. High School  
1641 West 250 North  
Morocco, IN 47963  
219-285-2252

SECTION 504 COORDINATOR (handicapped)  
Destin Haas,  
Superintendent of Schools  
North Newton School Corporation Office  
310 South Lincoln Street/PO Box 8  
Morocco, IN 47963  
219-285-2228

Any other information concerning policies may be obtained by contacting the Corporation Superintendent:

Destin Haas, Superintendent of Schools  
North Newton School Corporation  
310 South Lincoln Street/PO Box 8  
Morocco, IN 47963  
219-285-2228

### ***Smoking & Other Tobacco Use Prohibited on School Grounds***

The Board of School Trustees for North Newton School Corporation is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. The Board remains committed to reducing involuntary exposure to tobacco products and by-products among students and staff. The Board believes that the use of tobacco products in a school building denies students, staff and visitors access to clean air, introduces a substantial health hazard to those persons, is in conflict with current health curriculum and interferes with learning and teaching. The Board further joins with the American Cancer Society, the American Lung Association, and the American Heart Association in promoting a tobacco-free young America.

The Board also believes that education has a central role in establishing patterns of behavior related to good health, and shall take measures to help students and staff to resist tobacco use. A curriculum related to student tobacco use prevention shall be developed, introduced and continued at the primary grade levels, and given even greater in-depth concentration at secondary levels, grades 7-12. Moreover, the

Board recognizes and supports the positive impact and the importance of adult role-modeling for students during their formative years in a tobacco-free environment.

It is the intent of the Board to create a “tobacco-free” school environment. Appropriately, the Board prohibits students’ possession or use of all tobacco products of any kind or in any form and school employees’ and visitors’ use of all tobacco products within any building, vehicles, or on any grounds owned, leased, or utilized to provide education to its students. This includes, but is not limited to, school buildings, administration buildings, storage facilities, press boxes, and all athletic facilities including outdoor facilities. The North Newton School Corporation also prohibits the use of tobacco products by any person acting in an official school capacity in the presence of students of the North Newton School Corporation.

This policy covers all tobacco products, including cigarettes, cigars, pipes, snuff, chewing tobacco, and any other tobacco product. Look alike products including electronic cigarettes are prohibited.

The implementation of this policy, through the development of appropriate regulations, shall be designed primarily to enhance health and safety education for all students and staff, and to promote air cleanliness in all school buildings and all school-owned and contracted vehicles in which students, staff and patrons travel to and from school events.

Enforcement: The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures.

Students: Any violation of this policy by students shall be referred to the building principal. Students who violate provisions of this policy shall be subject to the student discipline procedures at the building level.

Employees/School Representatives: Any violation of this policy by an employee or school representative shall be referred to the appropriate supervisor.

Citizens: Citizens who are observed smoking or using tobacco products in school buildings, on school grounds, or in school owned vehicles shall be asked to refrain from smoking. If the individual fails to comply with the request, his/her violation of policy may be referred to the building principal or other North Newton School Corporation supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering North Newton School Corporation property for a specified period of time. If deemed necessary by school administration, the local law enforcement agency may be called upon to assist with enforcement of this policy. School principals or supervisors in charge of school buildings shall post conspicuous signs that read, “Tobacco Use is Prohibited.”

Effective Date: July 1, 1994 I.C. 20-10.1-4-9.1

Revision Effective Date: July 1, 2003

Adopted: May 16, 1994

Revised: January 20, 2003

## ***NOTIFICATIONS***

### **ASBESTOS IN SCHOOLS RULE**

North Newton School Corporation is making notification to parents, teachers and staff of the availability of the school corporation’s asbestos management plan.

As required under the Asbestos Hazards Emergency Response Act, 763.93 g(4), this notification is to inform interested persons that the asbestos management plan is available for viewing, upon request.

Any questions regarding the North Newton School Corporation's Asbestos Management Plan should be directed to:

Destin Haas, Superintendent of Schools  
North Newton School Corporation  
310 South Lincoln Street /PO Box 8  
Morocco, Indiana 47963  
(219) 285-2228

## **FERPA**

Rights for Elementary Students under FERPA:

The Family Education and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are:

- The right to inspect and review the student's educational record within 45 days of the day the School Corporation receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place the records may be inspected.

- The right to request the amendment of the student's educational records that parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the North Newton School Corporation to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting school officials in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that Administers FERPA is:

Destin Haas  
North Newton School Corporation  
Administration Office

310 South Lincoln Street / PO Box 8  
Morocco, IN 47963  
219-285-2228

North Newton Jr/Sr High School  
1641 West 250 North  
Morocco, IN 47963  
219-285-2252

## **PARENT/PATRON COMPLAINT PROCEDURE**

The Board of Trustees would like each parent and patron to know that a procedure is established to address legitimate concerns and complaints regarding North Newton School Corporation personnel, programs, and operations.

If you have any questions, please feel free to contact any Building Principal or Administration Office.

## **PEST CONTROL COMPLIANCE INFORMATION**

**Schedules of Pest Control Inspection and Services in North Newton Schools will be posted at each location.**

Substances used on scheduled services in the schools are paste and gel bait insecticides, which are **not** subject to the provisions of the regulations.

All applications of the pesticides are done in strict compliance with label instructions by duly certified applicators.

In case of an emergency, when any other pesticides are needed to be used in and around the schools, the matter will be discussed with school administration and proper action will be taken in accordance with School Corporation Regulations and School Board Policy.

***A copy of the School Corporation Pest Control Regulations and School Board Policy pertaining to Air Quality are available upon request.***

***FORMS ARE AVAILABLE IN THE MAIN OFFICE OF EACH SCHOOL***

## **STUDENT INJURIES NOTICE**

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing up process our children go through.

Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district does not provide medical insurance. This is the responsibility of the parents or legal guardians.

**NORTH NEWTON SCHOOL CORPORATION**

**ADMINISTRATION OFFICE**

**310 South Lincoln Street - PO Box 8**

**Morocco, Indiana 47963**

**Phone: (219) 285-2228**

**Fax: (219) 285-2708**



**Mr. Destin L. Haas, Ed. S.**

*Superintendent of Schools*

**May 14, 2018**

Dear Parent/Guardian:

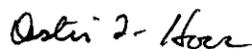
In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from North Newton School Corporation to every parent/guardian of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

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

Additionally, in accordance with the Elementary and Secondary Education Act, Section 1111(h)(6)(B)(A-ii) A timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

If you have any questions or concerns, please feel free to contact the school principal.

Sincerely,



Destin L. Haas, Ed.S.  
Superintendent of Schools

## ***TITLE I SCHOOL-PARENT COMPACT***

The North Newton School Corporation Title I staff, and the parents of the students participating in activities, services, and programs funded by Title I, Part A for *No Child Left Behind Act of 2001* (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year 2018-2019.

### **SCHOOL RESPONSIBILITIES**

The North Newton School Corporation Title I staff will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

We provide this by using inclusion, small groups, and individual instruction.

Hold annual parent-teacher meetings during which this compact will be discussed as it relates to the individual child's achievement.

Provide parents with frequent reports on their child's progress.

We will provide these reports through parent-teacher conferences, bi-monthly reports, and DIBELS assessment results.

Provide reasonable access to staff.

Title I staff members are available during school hours, the annual meeting, conference days, and as requested by parents.

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:

Volunteers need to acquire a background check as described by School Board Policy and contact classroom teacher for arrangements.

### **PARENT RESPONSIBILITIES**

We, as parents, will support our child's learning in the following ways:

Encourage good school attendance.

Check completed homework.

Encourage reading in the home.

Participating, as appropriate, in decisions relating to my child's education.

### **STUDENT RESPONSIBILITIES**

I, as the students, will share the responsibility to improve my academic achievement and achieve the State's high standards.

Do my homework every day and ask for help when needed.

Read every day outside of school time.

Give my parents, or guardian, all notices and information received by me from my school every day.

# ***STUDENT REGISTRATION***

## **REGISTRATION OF NEW STUDENTS**

Parents will come to the School Office to register their children. The following papers are necessary:

**Any report cards or transfer cards from previous school, including special education placement/IEP, if applicable, and any other documentation.**

**Legal birth certificate (not hospital) for Kindergarten through sixth grade students.**

- Immunization record.
- Parents MUST also provide the following information on the enrollment card and NOTIFY US OF ANY CHANGES: a. Home & Work addresses and phone numbers.

Children who register during the school year will attend school the day after registration. This is to allow the teacher enough time to prepare for the new student.

## **SCHOOL BOOK RENTAL**

Book rental for all students will be collected in the School Office, at the beginning of the school year or when new students are enrolled. Parents should impress upon their children the importance of proper care and treatment of books. Students will be charged for lost or damaged books.

ALL BOOK RENTAL NOT PAID IN FULL BY END OF THE CURRENT SCHOOL YEAR WILL BE TURNED OVER TO THE SCHOOL ATTORNEY.

## **TRANSFERS**

If you have to withdraw your child(ren) from school, please contact the School Office by telephone or letter at least five (5) days prior to the child's last day of attendance. This period of time is necessary for adequate clearance. It is the policy of the North Newton School Corporation to forward student records to the school to which your child is transferring after a records request has been received from the transferring school.

# ***STUDENT WORK***

## **ELEMENTARY SCHOOLS' GRADING SCALE**

The North Newton School Corporation Board of Education adopted the following grading scale on June 2, 2003:

Grade	%	Grade	Meaning	Percent
A	95-100	S+	Satisfactory	98-100
A-	90-94	S	Satisfactory	85- 97
B+	87-89	S-	Satisfactory	80- 84
B	83-86	N	Needs Improvement	70- 79
B-	80-82	U	Unsatisfactory	0-69
C+	77-79	P	Pass	
C	73-76	F	Fail	
C-	70-72			
D+	67-69			
D	63-66			

D-	60-62
F	59 and below

A letter grade will be given in Science and Social Studies for 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students. This grade will apply to the Academic Honor Roll.

Physical Education, General Music and Art grades will be given every nine weeks. These grades will count toward the Academic Honor Roll. Grades for these classes will be S+, S, S-, N, and U.

## **HOMEWORK**

Homework is an out-of-school assignment that should contribute to the educational process of the students. It is an extension of class work and should be related to the objectives of the curriculum presently studied. Homework should include additional practice exercises, reading of material on a specific subject, in-depth extension of classroom activities, or independent project work related to the subject. Above all else, homework gives students responsibilities that must be met in order to receive the best possible education. Homework may not count more than 10% of a student's total grade.

- **TEACHERS** - The teacher decides what, when and to whom homework will be assigned. Teachers should always view homework as an extension of the class-room and never a substitute.
- **PARENTS** - Parents are not expected to play the role of tutor, but they are expected to insist that homework be completed. They should also provide a place and a block of time for doing homework. Requested homework should be picked up the day it is requested.
- **STUDENTS** - Homework is the combined responsibility of teacher and student, but once the assignment has been made it is up to the student to see that it is completed.

The following general guidelines will be followed for length of homework assignments:

- Grades 1 - 3 - Individual assignments will be given as needed.
- Grades 4 - 6 - Normally, assignments should not exceed an average of one-half to one hour daily.

## **KEEPING CHILDREN AFTER SCHOOL**

Keeping children after school is sometimes an effective means of dealing with misbehavior or for not completing assignments. If your child is to be kept after school, you will be given advanced notice. If your child is a bus rider, the parents will be notified in advance so that adequate transportation can be arranged for a child's return home.

## **REPORTING TO PARENTS**

**Progress reports** are distributed to students at the middle of each grade period.

Grades are computed every nine weeks during the school year. Scholarship and effort grades are regularly included on the **report card** with space available for conduct or additional notes. When the report card is sent home, it is to be signed by the parent and returned to the school within three days. The principal, teacher, parent, and RTI Team will discuss what is best for each student. You will be notified if your child is having severe problems in his/ her classes early in the year. In this way we can identify interventions and methods of helping your child. If retention is a consideration, then the Team shall discuss the option with you during the meeting. The principal, based upon the recommendation of the Team, will make the final decision for retention.

## **RTI (Response to Instruction)**

Students who encounter difficulty with instruction may be referred for an RTI procedure. This process involves the teacher, principal, and others who meet to determine how to best meet the needs of the student.

## ***TRANSPORTATION RELATED INFORMATION***

## DELAYS/CANCELLATIONS

Whenever the North Newton Schools are delayed/closed, especially due to inclement weather, it will be announced through the **Alert Now** messaging to those registered, will be posted on the school website, and broadcast over the Newton County Sheriff's Department radio frequency for those with home scanners/monitors.

### **DO NOT CALL THE SCHOOL!**

**It is important that parents plan for such early closings. If parents are both absent from the home during the day, make sure that your child knows where he is to go. The schools cannot call parents to notify them of the early release.**

**Also, if school is cancelled or released early because of emergency procedures, all after school activities are cancelled, including after school child care.**

**If the students have boarded the buses in the morning and school must be closed, the buses will return the students to their homes immediately.**

### **EARLY PICK-UP (also covered under the attendance policy)**

If your child needs to leave school during the school day, please call the School Office and notify us. The office will in turn notify your child's teacher. You **MUST** come to the office when picking up your child to sign them out. This will help us to insure that you do have your child and he/she has not been lost or picked up by someone else. Walkers, bike riders, or students picked up by car will be dismissed after buses depart.

**Remember, signing a student out early will result in loss of perfect attendance.**

## PARKING

On any visit to the school it is important that you leave your vehicle parked away from the bus lanes. **DO NOT WALK BETWEEN PARKED BUSES!** There is marked visitor parking that must be used during the school day. To allow emergency vehicle access, we do not allow parking by the curb near the entrances.

## TRANSPORTATION REGULATIONS

### **Rule Violations and Disciplinary Policy**

#### **A. Alcohol and/or Drugs**

Any student in possession of, using, dispensing and/or selling drugs and /or alcoholic beverages on a school bus shall be in violation of state law and school board policy.

**Disciplinary Action** Student may have bus-riding privileges revoked for the remainder of the school year.

#### **B. Smoking/Tobacco (Including smokeless tobacco)**

Indiana statutory law prohibits the sale and/or use of tobacco products to minors. The School Corporation does not permit its use and/or possession on school property, including school buses. This rule applies to look alike products.

**Disciplinary Action** Student may have bus-riding privileges revoked for the remainder of the school year.

#### **C. Fighting**

**Disciplinary Action**

FIRST OFFENSE – Student may be referred to the Administration of the building for disciplinary action.  
SECOND OFFENSE – Bus-riding privileges may be revoked for three (3) days by the building administrator.  
THIRD OFFENSE – Bus-riding privileges may be revoked for the remainder of the school year by the building administrator.

#### **D. Use of Abusive Language, Profanity and/or Defiant Behavior**

##### **Disciplinary Action**

FIRST OFFENSE – Student may be referred to the Administration at respective buildings for possible disciplinary action.

SECOND OFFENSE – Bus-riding privileges may be revoked for three (3) days by the building administrator.

THIRD OFFENSE – Bus-riding privileges may be revoked for the remainder of the school year by the building administrator.

#### **E. Stealing From School Bus or Another Student/Damaging and/or Destroying School Bus Property**

##### **Disciplinary Action**

FIRST OFFENSE – Bus-riding privileges may be revoked for three (3) days and student(s) or School Corporation shall be reimbursed for the stolen or damaged property.

SECOND OFFENSE – Bus-riding privileges may be revoked for the remainder of the school year.

#### **F. Any Other Action Which is considered Dangerous to Any Individual on the Bus May Result in the Loss of Bus Privileges For An Indefinite Period of Time, To Be Decided By The School Administrators.**

**G.** All NNSC Bus drivers reserve the right to suspend a student rider from 1-3 days by contacting the parent/guardian the day of the incident that occurred on the bus. The administration will also be made aware of this. It will be the parent/guardian's responsibility to have transportation for their student(s).

#### **General Rules and Disciplinary Action**

1. Each student shall be seated immediately upon entering the bus.
2. No student shall stand or move place to place during the trip without permission of the bus driver.
3. Loud, boisterous or indecent conduct shall not be tolerated.
4. Students are not allowed to tease, scuffle, trip, hold or use their hands, feet, or body in any objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver. Windows will not be allowed to be lowered below halfway.
6. No student shall enter or leave the bus until it has come to a complete stop and the door has been opened by the bus driver.
7. Squirt guns, water balloons, portable radios, CD or DVD players, IPOD or MP3 players, fireworks or any objects determined to be dangerous by the bus driver, will be prohibited on the school bus.
8. No throwing objects in the bus or out of windows of the bus.
9. No snowball throwing will be allowed in the bus parking lot nor will snowballs be allowed on the school buses.
10. It will be determined by individual bus drivers as to whether they will allow "pop, candy, gum, etc., to be consumed on their bus.
11. The bus driver has the authority to assign a seat to any student.

#### **Disciplinary Action – For Rules #1 -#11 Above:**

FIRST OFFENSE – Bus driver calls the parent(s) and completes a misconduct report. A conference will be held with the student, parent(s) principal, and bus driver. (Disciplinary action for additional infractions explained.)

SECOND OFFENSE – Bus-riding privileges may be revoked for three (3) days.

THIRD OFFENSE – Bus-riding privileges may be revoked for the remainder of the semester.

Note: All rule violations and disciplinary actions will be documented in writing and kept on file in the student's respective school office and in the office of the Director of Transportation.

## **Transportation Related Information:**

### **Arrival of Buses in the Morning**

The student should be waiting at his/her bus stop when the school bus arrives. In case of an emergency causing late arrival by the student at his/her bus stop, the school bus driver will be required to wait no longer than one (1) minute for the student. If a student is continually late arriving at his/her bus stop, the parents of the student will be contacted by the bus driver and/or the Director of Transportation. As a courtesy, we are asking those families having a school bus turn-around on their property to call the bus driver if their child/children will not be riding. This call should be made before the bus driver begins his/her bus route. Also, if there is a change in the student's bus schedule, we ask that the parent contact the bus driver. Notifying the bus driver of transportation changes will save time and fuel.

### **All Bus Parking Lots**

If you must take your child off a bus in the afternoon, we ask that you do not drive into the designated bus parking area. Please park in the teacher/visitor parking area and walk to the bus loading area. It is dangerous to have cars moving in and out of the bus parking area while students are boarding buses.

### **Questions Concerning Transportation**

Questions concerning transportation should be directed to the Transportation Director (219) 285-2160 the building principal, or the Superintendent (219) 285-2228.

### **Guidelines Concerning Transportation**

- Country students will be transported from their homes to school and back to their homes. Town students will be picked up and dropped off at designated bus stop areas in town.
- The bus driver and school must have written permission from a parent/guardian for a student to go home with another student who lives on the same bus route.
- In the case where a parent/guardian would like the student to ride home on a different bus route and an emergency does not exist, the parent/guardian must contact the Director of Transportation at (219) 285-2160. We ask that you not request that several students ride a certain bus at the same times, as this may cause overloading.
- Buses will not travel on any roads other than those that are assigned as the designated route.
- School bus drivers are to have control of all students conveyed between the homes of the students and the school buildings. The bus driver shall keep order and maintain discipline among the students while on the bus or along the route. The bus driver shall treat all the students in a civil manner, see that no student is imposed upon or mistreated, and shall use every care for the safety of the children under his/her care.
- The principal has the right to restrict activities on the bus which could pose a possible risk to safety or comfort of students and driver, or condition of the bus.

Through your cooperation and support, the North Newton School Corporation Schools will continue to provide one of the finest and safest transportation systems in the state.

## **North Newton Elementary Athletic Rules and Policies**

### **Eligibility**

Students will be ineligible to play in any game if they have an 'F' in any subject. During each sport season the building principal will check grades every Monday to determine eligibility, if a student has any F's they will be ineligible until the following Monday when the building principal checks student grades. The ineligible student may practice and travel to games, per building principal approval.

## **Game and Tournament Schedule**

1. All games will be played on Tuesday and Thursday, whenever possible. The 5<sup>th</sup> grade game will begin at 5:30 PM.
2. The tournament will be seeded at the end of each season. Tuesday will be the 5<sup>th</sup> and 6<sup>th</sup> grade First Round games. Winners will play Thursday night against the team who had the best record during the season for 1<sup>st</sup> Place. If a tie occurs at the end of the season a coin toss will determine who gets the bye.
3. The first tournament game will begin at 5:30 PM.

## **Volleyball**

1. Games will be played 6 on 6.
2. Each match will be played the best two out of three games. There will be a coin toss to determine side & serve before the match begins and before the third game.
3. All games will be played with rally scoring.
4. Each game, except the third, will be played to twenty-five points rally scoring, win by 2, no cap. The third game will be to twenty-one, win by two, cap at twenty-five.
5. Teams will be given one time-out per game, 45 seconds in length. Time-outs do not carry over.
6. There will be two minutes between games.
7. Substitutions may be made after play has ended and before the next serve.
8. Net height will be set at 7 feet 6 inches.
9. Warm-up will be 10 minutes in length for passing, spiking and serving.
10. Regulation weight volleyballs will be used.
11. Servers may serve underhand or overhand.
12. All spiking must be done with an open hand.
13. All players must serve.

## **Basketball**

1. Games will be played 5 on 5.
2. There will be four (six minute) quarters. Halftime will be 5 minutes in length.
3. Overtime will be 3 minutes in length. Games cannot end in a tie.
4. The game will begin with a jump ball and then the alternating possession rule is in effect. If overtime is required, a jump ball will start the overtime.
5. All substitutions must check in at the scorer's table and will enter the game at a dead ball. No substitutions are allowed while the ball is in play.
6. All defenses must be man-to-man (no zones are allowed).
7. No full-court pressing is allowed. They can guard the opposing player half way between the three-point line and half-court.
8. The three second rule will be enforced.
9. All shooting fouls will result in free-throws. The regulation foul line will be used. No points will be allowed if the shooter crosses the foul line on their shot. Free throws count for one point.
10. Once a team reaches seven fouls the one and one rule will be used and two free throws after reach the tenth team foul. Any student earning their fifth personal foul will foul out of the game. The home team must keep the official book and keep track of individual and team fouls.
11. All technical fouls are two free throws and possession is retained. Technical fouls count as a personal and a team foul.
12. Foul totals carry over to overtime.
13. Each team is allowed four timeouts during regulation and one timeout during overtime. Timeouts do not carry over from regulation to overtime.

14. A running clock will be used if one team is ahead by twenty points or more. The running clock will stop during free-throws and time-outs.
15. All games will be played with a 28.5" basketball.