



**ELEMENTARY**

**HANDBOOK**

**2022-2023**

North Newton School Corporation

Engage. Educate. Empower.

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**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 Elementary  
(219) 992-3311

Lincoln Elementary  
(219) 507-0180

Morocco Elementary  
(219) 285-2258

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,

Mrs. Kristen Hankins  
Lake Village Elementary

Mrs. Jennifer Neal  
Lincoln Elementary

Mrs. Christine Lawbaugh  
Morocco Elementary

Officially adopted by the North Newton School Board at the April 2022 Board Meeting.

## ***ATTENDANCE POLICIES***

Regular attendance is very important for every elementary child. **Indiana State Law requires attendance at school.** 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 followed:

- 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 Indiana Department of Education considers the student to have chronic absences. Chronically absent students will be reported to the Newton County Probation Department.
- Persistent, chronic absences may be considered educational neglect and as such, reported to the Indiana Department of Child Services.
- 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, phone, and/or address numbers.

### **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.

#### **UNEXCUSED/ 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.
4. No student should have an absence that has not been explained by the parent/guardian.

#### **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. This includes being tardy, signed out early, or being absent.

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

If an unusual circumstance arises that necessitates a student to be absent for an extended period of time, the parent/guardian must notify both the teacher and the school office. It is left to the teacher's discretion if the makeup work will be provided prior to the absence or upon the student's return.

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

If a student arrives at school after 8:15 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 10:00 AM, the student will be counted tardy. If a student arrives after 10:00 AM, he/she will be counted absent for  $\frac{1}{2}$  day. If a student is picked up after 2:00 PM but prior to dismissal, the student is counted as signing out early.

## ***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**

At all times students are expected to

- act in a safe, respectful, and courteous manner.
- refrain from fighting, play fighting, putting hands on others, threats, or aggressive actions.
- use clean language with no profanity or inappropriate gestures.
- complete assignments on time and as directed.
- follow adult directions.
- avoid the use or possession of illegal substances or look-alike substances, such as drugs, or alcohol, or any type of tobacco product. Possession includes a student's personal items such as a purse, book bag, etc.

### **FIGHTING**

Students who physically or emotionally 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.

### **CHEATING**

Academic honesty is important. Dishonesty is not tolerated in connection with any school activity at North Newton and should not be considered an acceptable path to success. Students are expected to uphold good character traits that set them up as leaders for their future. Work submitted by students should reflect their individual understanding and ability.

If students are found being dishonest in their work and learning in addition to a report being added to their behavior log, consequences may include:

- zero or partial credit on the assignment
- calls home to parents
- loss of privileges
- visit to the principal and consequences determined by administration and/or teacher

## **GENERAL DISCIPLINE**

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. Consequences for inappropriate student action may include the following: being counseled and warned, having parents contacted, serving lunch detention, being placed in an alternative classroom setting, or being suspended. 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. 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.

## **NONESSSENTIAL ITEMS**

All items not needed or essential for school should be left at home. Items causing a disruption will be confiscated by staff, and parents will be asked to pick them up from the office. The school maintains no responsibility for broken, stolen, or lost nonessential items.

## **COMMON CODE OF 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, and conducive for learning. As such the following are not permitted: hazardous clothing or accessories, sleepwear, clothing with excessive holes, bathing suits, clothing that exposes private body parts, and headwear and coats intended for outside use.

Additionally, clothing, backpacks, or other objects containing words or art with insinuations, “double meanings”, or the promotion of the use or advertisement of 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; or clothing with offensive or swear words, obscenities, or the promotion of illegal practices is prohibited.

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 POLICIES**

### **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: 8:00 a.m.--8:15 a.m.

Grades K – 6: 8:15 a.m. – 3:15 p.m. Mondays, Tuesdays, Thursdays, and Fridays  
8:15 a.m. - 2:15 p.m. Wednesdays

Buses Depart 3:15 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. Please mark clothing and items with at least a last name since the children often fail to recognize their lost items when they have circulated about the school. The “lost and found” box is emptied regularly since there are not sufficient storage places in the school. Unclaimed items will be given to a charitable organization or disposed of as the school sees fit.

### **STUDENT BIRTHDAYS**

Please check with the teacher prior to sending in birthday treats. **ONLY** store-bought treats may be brought to school. **Homemade items are prohibited.** Please make sure that all items meet the school wellness policy. Items with peanuts should not be brought due to allergies.

### **FLOWERS / BALLOONS**

The following procedures will occur 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 will be picked up at the end of the school day. Due to the size and possible student allergies, we suggest the student be picked up from the office or be a car rider that day.

### **RECESS**

Weather permitting, all students will go outside for recess unless the temperature is below 20 degrees factoring in the wind chill. Because the weather can and does change frequently, all students need to be prepared to go outside in a variety of weather situations. Coats, jackets, hats, and gloves may be needed most months of the year. Sturdy, close-toed shoes also allow for students to be physically active and play safely. If a student should remain indoors at recess for a reason such as recuperating from strep throat or an ear infection, a note to the child's teacher is required.

## SCHOOL SUPPLIES

The school provides textbooks, workbooks, and other instructional supplies for student use. The proper care and use of these items is essential. 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 supplies as they are used 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 to 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 throughout 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.

Students found by staff to be in possession of a cell phone will be required to turn it off and place it in their backpacks. Frequent violations of the policy will result in parent contact and possible disciplinary measures.

## VISITORS

All visitors must first report to the office for a visitor's badge. Any visitor wishing to work directly with students or chaperone a field trip must first have a completed background check through the district. Parents and other visitors are always welcome but are encouraged to make an appointment before arrival for a visit to the school.

## VOLUNTEERS

Our schools are appreciative of our volunteers! There are a variety of ways in which a volunteer can support the school: classroom volunteer, field trip chaperone, or at-home volunteer (working on projects for the school while at home). All volunteers that come into contact with students require an annual background check to be completed prior to volunteering. Forms are in the office or available upon request and should be returned to the school office.

## PARENT SUPPORT

A strong school and parent relationship yields the best student outcomes. Please keep in mind the following will help in creating a strong support system for our students:

- Please be informed--read all school newsletters and notices.

- If you have questions, ask your child's teacher. You may leave a voice message or use email.
- Check your child's grades regularly on PowerSchool.
- Please be positive about your school. Concerns should be brought to the teacher first. If it is not resolved, please contact the office.
- Refrain from making negative remarks about a teacher, the school, etc. in front of your child or to others in a public manner.

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

### **FIRST-AID PROCEDURES**

Despite supervision, accidents sometimes happen. Minor injuries are treated in the nurse's office. In the case of a more serious injury, the ability to reach parents quickly is essential. Parents are asked to provide home, work, and cell phone numbers as well as the names and numbers of others who may be contacted if the parents cannot be reached. Please keep these numbers updated with the school office.

### **ILLNESS**

The school nurse is not allowed, by regulation, to diagnose illness or prescribe treatment; however, knowledge of an underlying medical issue is vital to student health and safety. Any physical difficulty such as asthma, epilepsy, diabetes, bee sting or food allergies, or heart trouble, should be noted during annual registration and the school nurse informed.

Children who are ill should stay home from school. Be alert to such symptoms as an upset stomach, runny nose, fever, or sore throat. **Students must be fever free and have not thrown up for 24 hours before they are permitted to return to school. If a student has a fever or throws up during the academic day, he/she is not permitted to take part in after school events.** Check with your physician for diagnosis, treatment, and the proper time to return to school. A child who becomes ill at school should tell the teacher. The school nurse will call if there is suspicion of 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 complete the series, sign an objection form, or turn in a medical objection signed by a physician. Failure to do so will result in the child being 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 protect not only school personnel, but most importantly, 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.

### **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**

Prescription medication will be administered only if 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.

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.

Medication will be given to students by the nurse, secretary, principal, counselor, or designated office aide only.

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 permission in writing from both the parent and the doctor.

The parent must send written permission for the child to carry the medication and self-administer it.

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.

This authorization must be filed annually.

## **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 a substitute drink is needed.

## **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. Accumulated charges are expected to be paid in a timely manner. Notices of past due accounts will be sent home. Parents are urged to ensure that their child(ren) has 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 annually in the school office to determine eligibility under this federally-funded program. The costs for lunch and breakfast will be established yearly.

Students paying lunch fees should turn the money in the morning. The payment will be recorded into the child's account. If the parent chooses, he/she may pay lunch accounts online also.

**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.

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.

***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 Sally Siela, North Newton Jr./Sr. High School, 1641 West 250 North, Morocco, Indiana 47963 or phone 219-285-2252.

**TITLE IX COORDINATOR**

Sally Siela, Dir. of Guidance

North Newton Jr./Sr. High School

1641 West 250 North

Morocco, IN 47963

219-285-2252

**SECTION 504 COORDINATOR**

Mr. Rod Coffing, Principal

North Newton Jr./Sr. High School

1641 West 250 North

Morocco, IN 47963

219-285-2252

Any other information concerning policies may be obtained by contacting the office of the superintendent:

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

## **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:

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

### **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 to 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:

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

## **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 the 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.

## ***SMOKING AND OTHER TOBACCO USE POLICY***

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 and “vapor” or other substitute forms of 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

## ***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
- Two proofs of residency

Parents must also provide current address and phone numbers for home, work, and cell. They should notify the office of changes any time they occur.

### **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 the end of the current school year will be turned over to the school attorney.

### **TRANSFERS**

To withdraw from school, please contact the school office at least five (5) days prior to the child's last day of attendance. Student records will be forwarded to the new school 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:

<b>Grade</b>	<b>Percentage Range</b>		<b>Grade</b>	<b>Meaning</b>	<b>Percentage Range</b>
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	below 60				

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, 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 may 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.

## **REPORTING TO PARENTS**

Progress reports are available in the middle of each nine weeks for viewing online. Report Cards are distributed every nine weeks during the school year. At any time parents are able to view grades in PowerSchool. If you are unable to view grades, please contact your child's teacher.

From time to time retention is considered if it is in the best interest of the student. When retention is a consideration, the teacher and/or principal will communicate concerns with the parent. Board policy indicates the final decision on retention lies with the building principal.

### **RtI (Response to Instruction)**

Students whose data show a need for academic and/or behavioral intervention may be referred to the school's Response to Intervention (RtI) team. The teacher, principal, and other appropriate staff will meet regularly to look at data, determine a need for interventions, develop a plan of support, and update the plan as necessary.

## ***TRANSPORTATION-RELATED INFORMATION***

### **DELAYS/CANCELLATIONS**

Whenever North Newton schools are delayed, dismissed early, or closed, information will be disseminated via School Messenger, posted on the district website, and broadcast over the Newton County Sheriff's Department radio frequency for those with home scanners/monitors.

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

If school is canceled or released early, all after-school activities are canceled, including child care.

In the event students have already boarded buses prior to closure, the buses will return the students to their homes immediately.

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

If a student needs to leave school during the school day, please call the school office. The office will in turn notify the child's teacher. Students must be signed out in the office before being released. Signing a student out early will impact student attendance.

### **PARKING**

On any visit to the school, it is important that vehicles do not interfere with the bus lanes; there is marked visitor parking that must be used during the school day. If buses are present, please do not walk between parked buses! To allow emergency vehicle access, parking near the curb is not permitted.

## TRANSPORTATION REGULATIONS

### **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**

All bus drivers have the authority to keep their buses safe. Consequences for the above infractions include a misconduct report, contacting the child's parent, and/or revoking bus-riding privileges for a period up to three days. Frequent infractions may result in the loss of bus riding privileges for the rest of the school year. In the event bus privileges are revoked, it is the responsibility of the parents to provide transportation. All rule violations and disciplinary actions will be documented and kept on file in the student's respective school office and the Director of Transportation's office.

#### **A. Alcohol, Drugs, and Smoking/Tobacco Products**

Any student in possession of, using, dispensing and/or selling drugs, alcohol, and/or tobacco products on a school bus or at a bus stop shall be in violation of state law and school board policy.

#### **Disciplinary Action**

Students may be referred to the building administrator for disciplinary action. Multiple offenses may result in loss of bus riding privileges that could extend to the remainder of the school year.

#### **B. Fighting, Profanity, Abusive Language, and/or Defiance**

Any student engaged in physical aggression, fighting, profanity, abusive language, and/or defiance on a school bus or at a bus stop is in violation of school board policy.

#### **Disciplinary Action**

Students may be referred to the building administrator for disciplinary action. Multiple offenses may result in loss of bus riding privileges that could extend to the remainder of the school year.

#### **E. Theft, Damaging and/or Destroying School Bus Property**

Any student engaged in theft, damaging and/or destroying school bus property on a school bus or at a bus stop is in violation of school board policy.

#### **Disciplinary Action**

Students may be referred to the building administrator for disciplinary action. Multiple offenses may result in loss of bus riding privileges that could extend to the remainder of the school year.

## **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.

### **Guidelines Concerning Transportation**

- Students will be transported to and from school from their designated bus stops.
- 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 office. The office will seek approval from the Director of Transportation. Requests made after noon will not be honored. We ask that you not request that several students ride a certain bus at the same time 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.

# **Appendix A:**

## **Title I**

# **Documentation**

## Parents' Right to Know Letter

August 12, 2022

Dear Parent/Guardian:

In accordance with the Every Student Succeeds Act, *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,

Superintendent of Schools

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

### ***Lake Village Elementary***

The Lake Village Elementary School Title I Staff, and the parents of the students participating in activities, services, and programs funded by Title I, Part A for the *Every Child Succeeds Act (ECSA)* (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 **2022-2023**.

#### **School Responsibilities**

The Lake Village Elementary School 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:
  - Use inclusion, small groups, and individual instruction.
- Hold annual parent- teacher meeting during which this compact will be discussed as it relates to the individual child's achievement.
  - This will take place **September 2022**.
  - Parent-teacher conferences will take place **October 2022** with times set up with the classroom teacher.
- Provide parents with frequent reports on their child's progress.
  - The classroom teacher will provide these reports through parent-teacher conferences, and NWEA (Northwest Education Association) Progress Reports which are distributed three times during the school year.
- Provide reasonable access to staff.
  - Title I staff members are available during school hours, conference days, and as requested by parents.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
  - Parents need to acquire a background check as described by the School Board Policy and refer to classroom teacher for arrangements.
  - Volunteers are subject to rules and guidelines of our staff and student safety.
  - Volunteers will be required to practice frequent hand washing and any other health mandates.

#### **Parent responsibilities**

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

- encourage good attendance
- check completed homework
- encourage reading in the home

- limiting television or electronics
- participate, as appropriate, in decisions relating to my child's education.

### **Student Responsibilities**

I, as the student, 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 either by myself or with an adult outside of school time.
- Practice my letters, words, or writing skills as needed.
- Give my parents, or guardian, all notices and information received by me from my school every day.

### **Parent Involvement Policy**

We recognize that each student's education is a responsibility shared by the school and the family. Meaningful family support is critical if a student is to achieve his/her potential.

In order to foster meaningful family involvement, we will practice the following:

- As appropriate to the situation, there will be opportunities for parents to participate in making decisions about their child's educational program and procedural matters that affect the way the child functions in school.
  - Offer multiple opportunities for annual parent-teacher meetings during which policies will be discussed as it relates to the individual child's achievement, curriculum, and programmatic structures.
  - Broad-based planning committee for high ability will involve parent membership.
  - Every parent will have the opportunity to provide feedback regarding the efficacy of programs and make suggestions for improvement when signing the Title I letter.
- Curriculum objectives will be shared with parents and, if curriculum committees are formed, the parents are invited to be members of the committee, when feasible.
  - Broad-based planning committee--such as that for high ability--will involve parent membership.
  - Teachers will share information with parents regarding curriculum and assessments used to measure student progress at both Meet the Teacher Night and also Parent-Teacher conferences.
- Offer multiple, timely opportunities for annual parent-teacher meetings during which the parent involvement policy, home-school compact, and the facets of Title I programming will be discussed.
  - This will take place **early fall of 2022**.
- When family issues arise that affect the child's effective participation at school, assistance will be provided to help the family establish a relationship with special service agencies and support groups in the community.
  - We will continue our partnership with Valley Oaks and make referrals when appropriate.
  - We will continue relationships with local businesses and churches to support families, such as with weekly food bags.
  - We will provide a Care Closet containing clothing and hygiene essentials available for distribution when needed.

- 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.
  - Use inclusion, small groups, and individual instruction.
  - Provide parents with materials to assist them in supporting their children academically.
  - Continue supporting families through our partnership with Head Start.
- Information will be provided to parents through the parent-student handbooks regarding their legal rights and responsibilities.
  - Corporation and Title I handbooks will be provided at registrations and will continue to be available online throughout the year.
  - At all conferences for 504s and IEPs, parent rights and procedural safeguards will be offered.
- Relevant staff members will be provided the type of professional development activities that will enhance their effectiveness with parents.
  - Staff will receive professional development twice per month in relevant topics.
  - Additionally, staff will have opportunities to attend professional development training and conferences as warranted.
- Outreach procedures will be in place for encouraging parents who may have limited literacy skills and/or those for whom English is not the primary language.
  - We will continue to share information in both English and the home language for parents with limited English proficiency.
  - We will provide a translator when needed for parents attending case conferences, parent-teacher conferences, or other instances where decisions regarding their child's education are made.

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

### ***Lincoln Elementary***

#### **Home-School Compact**

The Lincoln Elementary Title I Staff and the parents of the students participating in activities, services, and programs funded by Title I, Part A for the *Every Child Succeeds Act (ECSA)* (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 **2022-2023**.

#### **School Responsibilities**

The Lincoln Elementary School 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:
  - Use inclusion, small groups, and individual instruction.
- Offer multiple opportunities for annual parent- teacher meetings during which this compact will be discussed as it relates to the individual child's achievement.
  - This will take place \_\_\_\_\_.
- Hold annual parent-teacher meetings to discuss individual student progress.
  - Parent-teacher conferences will take place \_\_\_\_\_ with times set up online through PowerSchool.
- Provide parents with frequent reports on their child's progress.
  - The classroom teacher will provide these reports through parent-teacher conferences, and NWEA Progress Reports which are distributed three times during the school year.
- Provide reasonable access to staff.
  - Title I staff members are available during school hours, conference days, and as requested by parents.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.
  - Parents need to acquire a background check as described by the School Board Policy and refer to classroom teacher for arrangements.

#### **Parent responsibilities**

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

- encourage good attendance.
- check completed homework.
- encourage reading in the home.
- limit television or electronics, particularly age-inappropriate topics.
- participate, as appropriate, in decisions relating to my child's education.

## **Student Responsibilities**

I, as the student, 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.

## **Parent Involvement Policy**

We recognize that each student's education is a responsibility shared by the school and the family. Meaningful family support is critical if a student is to achieve his/her potential.

In order to foster meaningful family involvement, we will practice the following:

- As appropriate to the situation, there will be opportunities for parents to participate in making decisions about their child's educational program and procedural matters that affect the way the child functions in school.
  - Offer multiple opportunities for annual parent-teacher meetings during which policies will be discussed as it relates to the individual child's achievement, curriculum, and programmatic structures.
  - Broad-based planning committee for high ability will involve parent membership.
  - Every parent will have the opportunity to provide feedback regarding the efficacy of programs and make suggestions for improvement when signing the Title I letter.
- Curriculum objectives will be shared with parents and, if curriculum committees are formed, the parents are invited to be members of the committee, when feasible.
  - Broad-based planning committee--such as that for high ability--will involve parent membership.
  - Teachers will share information with parents regarding curriculum and assessments used to measure student progress at both Meet the Teacher Night and also Parent-Teacher conferences.
- Offer multiple, timely opportunities for annual parent-teacher meetings during which the parent involvement policy, home-school compact, and the facets of Title I programming will be discussed.
  - This will take place \_\_\_\_\_.
- When family issues arise that affect the child's effective participation at school, assistance will be provided to help the family establish a relationship with special service agencies and support groups in the community.
  - We will continue our partnership with Valley Oaks and make referrals when appropriate.
  - We will continue relationships with local businesses and churches to support families, such as with weekly food bags.
  - We will provide a Care Closet containing clothing and hygiene essentials available for distribution when needed.
- 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.

- Use inclusion, small groups, and individual instruction.
  - Provide parents with materials to assist them in supporting their children academically.
  - Continue supporting families through our partnership with Head Start.
- Information will be provided to parents through the parent-student handbooks regarding their legal rights and responsibilities.
  - Corporation and Title I handbooks will be provided at registrations and will continue to be available online throughout the year.
  - At all conferences for 504s and IEPs, parent rights and procedural safeguards will be offered.
- Relevant staff members will be provided the type of professional development activities that will enhance their effectiveness with parents.
  - Staff will receive professional development twice per month in relevant topics.
  - Additionally, staff will have opportunities to attend professional development trainings and conferences as warranted.
- Outreach procedures will be in place for encouraging parents who may have limited literacy skills and/or those for whom English is not the primary language.
  - We will continue to share information in both English and the home language for parents with limited English proficiency.
  - We will provide a translator when needed for parents attending case conferences, parent-teacher conferences, or other instances where decisions regarding their child's education are made.

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

### ***Morocco Elementary***

#### **Home-School Compact**

The Morocco Elementary Title I Staff and the parents of the students participating in activities, services, and programs funded by Title I, Part A for the *Every Child Succeeds Act (ECSA)* (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 **2022-2023**.

#### **School Responsibilities**

The Morocco Elementary School 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:

- Use inclusion, small groups, and individual instruction.
- Offer multiple opportunities for annual parent- teacher meetings during which this compact will be discussed as it relates to the individual child's achievement.
  - This will take place in the fall.
- Hold annual parent-teacher meetings to discuss individual student progress.
- Provide parents with frequent reports on their child's progress.
  - The classroom teacher will provide these reports through parent-teacher conferences and NWEA progress reports which are distributed three times during the school year.
- Provide reasonable access to staff.
- Title I staff members are available during school hours, conference days, and as requested by parents.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.
  - Parents need to acquire a background check as described by the School Board Policy and refer to the classroom teacher for arrangements.

#### **Parent responsibilities**

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

- encourage good attendance.
- check completed homework.
- encourage reading in the home.
- participate, as appropriate, in decisions relating to my child's education.

## **Student Responsibilities**

I, as the student, 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 and return paperwork to school as required in a timely manner.

## **Parent Involvement Policy**

We recognize that each student's education is a responsibility shared by the school and the family. Meaningful family support is critical if a student is to achieve his/her potential.

In order to foster meaningful family involvement, we will practice the following:

- As appropriate to the situation, there will be opportunities for parents to participate in making decisions about their child's educational program and procedural matters that affect the way the child functions in school.
  - Offer multiple opportunities for annual parent-teacher meetings during which policies will be discussed as it relates to the individual child's achievement, curriculum, and programmatic structures.
  - Broad-based planning committee for high ability will involve parent membership.
  - Every parent will have the opportunity to provide feedback regarding the efficacy of programs and make suggestions for improvement when signing the Title I letter.
- Curriculum objectives will be shared with parents and, if curriculum committees are formed, the parents are invited to be members of the committee, when feasible.
  - Broad-based planning committee--such as that for high ability--will involve parent membership.
  - Teachers will share information with parents regarding curriculum and assessments used to measure student progress at both Meet the Teacher Night and also Parent-Teacher conferences.
- Offer multiple, timely opportunities for annual parent-teacher meetings during which the parent involvement policy, home-school compact, and the facets of Title I programming will be discussed.
  - **This will take place in the fall.**
- When family issues arise that affect the child's effective participation at school, assistance will be provided to help the family establish a relationship with special service agencies and support groups in the community.
  - We will continue our partnership with Valley Oaks and make referrals when appropriate.
  - We will continue relationships with local businesses and churches to support families, such as with weekly food bags and other needs as they arise.

- 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.
  - Use inclusion, small groups, and individual instruction.
  - Provide parents with materials to assist them in supporting their children academically.
  - Continue partnering with Head Start.
- Information will be provided to parents through the parent-student handbooks regarding their legal rights and responsibilities.
  - Corporation and Title I handbooks will be provided at in-person and online registration and will continue to be available on the corporation website throughout the year.
  - At all conferences for 504s and IEPs, parent rights and procedural safeguards will be offered.
- Relevant staff members will be provided the type of professional development activities that will enhance their effectiveness with parents.
  - Staff will receive professional development twice per month in relevant topics.
  - Additionally, staff will have opportunities to attend professional development conferences as appropriate..
- Outreach procedures will be in place for encouraging parents who may have limited literacy skills and/or those for whom English is not the primary language.
  - We will continue to share information in both English and the home language for parents with limited English proficiency.
  - We will provide a translator when needed for parents attending case conferences, parent-teacher conferences, or other instances where decisions regarding their child's education are made.

# **Appendix B:**

# **North Newton Elementaries**

# **Athletic Handbook**

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

### **Spectator Code of Conduct**

In the spirit of sportsmanship, we ask that all fans act responsibly and courteously. Abusive language or disorderly conduct is unacceptable and not welcome at North Newton events. Afford the student-athletes, coaches, officials, and other fans the respect they deserve.

### **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, he/she 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.
4. Schedules are subject to change due to weather or other unforeseen circumstances.

### **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 each 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.

# **Appendix C:**

# **Elementary 1:1**

# **Digital Learning**

# **Guide**

# **Elementary 1:1 Digital Learning Guide**

This guide answers questions regarding North Newton's Elementary technology initiative

1.....	General Information
2.....	Device Care
2.....	Device Use At School
3.....	Managing Files and Saving Work
4.....	Managing Content
4.....	Responsible Use
6.....	Liability
7.....	Damaged Devices
7.....	Behaviors and Discipline Related to Device Use

## **1:1 TECHNOLOGY INITIATIVE GOALS**

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

## **1.0 GENERAL INFORMATION**

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

### **1.1 Receiving your iPad/Chromebook**

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

### **1.2 Personal iPad/ Chromebook**

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

## **2.0 DEVICE CARE**

### **2.1 General Care**

- Cords and cables must be inserted carefully into the iPad/Chromebook to prevent damage.
- iPads/Chromebooks 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 iPads/Chromebooks in any manner that will permanently change it.
- Do not put any permanent marks on the iPads/Chromebooks or case (identifiable stickers are acceptable)
- Do not attempt to repair a damaged or malfunctioning iPads/Chromebooks. All damaged and malfunctioning iPads/Chromebooks will need to be taken to the Library in the student's respective building.
- Do not upgrade the iPads/Chromebooks operating system (IOS software update) unless directed by technology staff.
- Do not remove or circumvent the management system installed on each iPad/Chromebook. This includes removing restrictions or "jail breaking" the device.
- Do not sync the iPads/Chromebooks 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/ Chromebooks**

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

### **2.3 Screen Care**

- When cleaning the screen, use a soft, dry, anti-static cloth.
- Do not place anything against the screen.
- Do not drop the iPad/Chromebook or the screen could break

- Hold the Chromebook by the keyboard and put hand on back; Do not hold by the screen
- Do not touch the iPad/ Chromebook 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/Chromebook
- Labels, stickers, or screen protectors placed on the iPad/Chromebook and iPad/Chromebook case by the technology department shall not be removed.
- Each iPad/Chromebook 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/Chromebook.

### **3.0 USING YOUR TECHNOLOGY AT SCHOOL**

iPads/Chromebooks are intended for use during school each day.

#### **3.1 Technology Undergoing Repair**

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

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

A standard screensaver or background will be pre-set on the iPad/Chromebook. 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/Chromebook 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/Chromebook is/may be 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/CHROMEBOOKS 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/Chromebook 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/Chromebook through Google Drive or another cloud-based storage or e-mail documents to their teachers or themselves as a backup. iPad/Chromebook malfunctions are not an excuse for not submitting school work.

### **4.2 Printing from Devices**

Is allowed for printing to school printers. Students may also 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. Students are encouraged to save their work regularly and often.

## **5.0 CONTENT MANAGEMENT**

### **5.1 Originally Installed Software**

The Software/Apps and profiles installed by North Newton School Corporation must remain on the devices and be easily accessible at all times. The district may add/remove Apps for use in 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/Chromebook 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 devices 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 Devices**

If technical difficulties occur or non-authorized software/apps are discovered, the iPad/Chromebook 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 Accounts**

Students are NOT to use their school issued iPad/Chromebook to access their personal iTunes or Google accounts. iPads/Chromebooks 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/Chromebook 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/Chromebook 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/Chromebook 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/Chromebook as the vehicle for plagiarism.
- Unauthorized downloading of apps and/or jail-breaking of the iPad/Chromebook.
- 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 LIABILITY**

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

## **8.0 DAMAGED DEVICES**

At the time of enrollment, insurance will be made available to all parents for a fee. 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/Chromebook:

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

## **9.0 BEHAVIORS AND DISCIPLINE RELATED TO STUDENT DEVICE USE**

<b>Technology Violations</b>	<b>Common Classroom Equivalent</b>
Missing Cover	Not having required supplies
Email, texting, FaceTime, Internet surfing	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. to device	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