

Student/Parent Handbook

Shipshewana-Scott Elementary School
325 W. Middlebury Street
Shipshewana, IN 46565
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Principal: Mr. Ian Zuercher

Welcome

The Shipshewana-Scott Elementary staff welcomes you to a new school year. We believe the connection between the school and home is vital in helping your child learn and grow. The following pages provide some guidance to key areas of our school and will provide you with some important information.

Mission Statement

Shipshewana-Scott Elementary will create a safe environment that will build student confidence and help each student learn and grow (academically, socially, emotionally, and physically).

Lifelong Guidelines

An important part of our school environment is the practice of making choices and be responsible for the choices. We will use the language of “Do the right thing” and “Treat people right” with our students. We also emphasize these lifelong guidelines and life skills:

Be Trustworthy, Be Truthful, Use No Put-Downs, Use Active Listening, Do Your Personal Best, Integrity, Initiative, Courage, Flexibility, Perseverance, Organization, Sense of Humor, Effort, Common Sense, Problem Solving, Responsibility, Patience, Friendship, Curiosity, Cooperation, Caring, Respect.

Discipline and Bullying Policy

Maintaining a safe environment for our students is the responsibility of all staff members. Students are given the opportunity to make choices and are held accountable. The staff will celebrate when good choices are made and apply appropriate consequences for poor choices. These may include loss of privileges, loss of recess, isolation from lunch, removal from class, special seating assignment, and phone call to parents, note to parents, in-school suspension, expulsion, or any other reasonable action. If a student continues to make poor choices, parents may be required to attend a conference with the teacher and principal to develop a behavior plan to help the child choose appropriate behavior.

Bullying will not be tolerated. Bullying as is defined by Senate Enrolled Act 285 is prohibited. “Bullying is considered as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” Forms are available in the office or on the school website for parents to report bullying.

The following is a summary of the Indiana law concerning student conduct. The items listed are grounds for SUSPENSION and/or EXPULSION:

- *Use of any type of violence, fear, force, coercion, noise, intimidation, threat, or other act to interfere with regular school classes. Such acts could include: (a) sit-ins; (b) blocking room or doorway entrances; (c) causing fires or explosions; (d) having any firearms, explosives, knives, or other weapons on school grounds; and (e) disrupting any school class or program with noise, disorder, or physical interference.
- *Theft or damage to school property of substantial value or repeated theft or damage to school property of small value.
- *Stealing or damaging private property of students, teachers or other adults.
- *Intentionally causing or attempting to cause physical injury to any student or adult.

- *Intimidating any student through either individual or group threats or violence.
 - *Bullying is prohibited. Bullying is considered as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student.
 - *Knowingly possessing, handling or transmitting any object that could be considered a weapon, including but not limited to: firearms, explosives (including firecrackers), knives and clubs.
 - *Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a prescription from a registered physician is accepted.
 - *Selling or giving away any of the items listed above, or any substance, which the receiver is led to believe, contains one of the listed substances.
 - *Failing in a substantial number of instances to comply with directions of the teacher and other school officials.
 - *Engaging in any activity forbidden by the laws of the State of Indiana.
 - *Fighting, throwing objects, tampering with fire alarms or extinguishers, using vulgar or obscene language
 - *Possessing and/or using any tobacco products including cigarettes, snuff, cigars, lighters and matches.
 - *Leaving the school grounds or any assigned classroom without written consent from the classroom teachers or the office.
- NOTE: These rules are in force during any of the following times: (a) any time the student is on school property; (b) on the way to and from school; (c) at any school sponsored event; (d) at any school where a Westview School Corporation school is participating.

Student Language

Students are expected to use respectful language when addressing adults and other students. All comments and opinions voiced should be stated politely and respectfully. Students should address all school staff by using their titles (Mr. _____ or Mrs. _____ or Ms. _____) unless given permission to do otherwise. Students should only speak English while at school and on the bus.

Student Dress

Student dress and appearance are the responsibility of the parent. We ask that you dress your child in clothing and footwear that is appropriate for their safe movement throughout the school and on the playground. The students do go outside during the winter months and need to dress to accommodate the changing weather conditions. Student appearance disruptive to the school environment is not permissible. Non-streaking tennis shoes are suggested for physical education classes and indoor recess.

PHONE CALLS

Phone calls will be transferred to voicemail during classroom instruction. Voicemail will be checked regularly and return calls will be made.

RECESS

The school will make every effort to go outdoors for recess during the school year. Children should be dressed appropriately for recess play. Boots, mittens, and hats are important for participation in outdoor recess during the winter months. Recess will only be excused with a parent note for one day. If your child needs to stay inside for more than one day, a doctor's note will be requested along with a parent conference. Students are allowed to bring mitts to play softball. All other balls and bats need to stay home.

Bringing Things to School

Students are not to bring toys to school. The school is not responsible for any items that are brought to school that become broken, misplaced, or damaged.

POWERSCHOOL

Westview School Corporation utilizes the PowerSchool computer program to manage all student information. Parents can access their student's information with an assigned user name and password. Available information includes grades and teacher comments for first through fourth grades and attendance. Lunch account information is not currently in the PowerSchool system. If parents need a print out of the log-in information, please contact the school.

Monday – 30 Minute Delay Arrival

Each Monday school will begin 30 minutes late. Students will enter the building at 8:10 and the tardy bell will ring at 8:20. Buses will run 30 minutes later on Mondays. Breakfast will be served on Mondays 30 minutes later than the other days of the week. Students entering school between 8:20 – 8:50 will be counted tardy on Mondays. Students will be dismissed at 2:15.

Tuesday – Friday Arrival and Dismissal Times

Students enter the building at 7:40 am to start the day. Classes begin at 7:50 am. Students are dismissed at 2:15 pm. Parents dropping off their students, please use the east side of the building along State Street. Parents may pull in parallel to the school, drop off their students, and pull away. Parents picking up students after school will pick them up on the west side of the school at door #4 after the buses have left campus. If a parent wants to come into the building, please park on the west side of the building in the visitor parking area and check in at the office through door #3.

Attendance

Regular attendance is very important. In the event of an absence, please contact the school by phone or note to indicate a reason for the absence. Excessive absences make it difficult for your child to receive the full benefit of their learning experience. Students entering school on Mondays between 8:20 – 8:50 will be counted tardy. On Mondays if students are gone from 8:50 – 11:30, they will be counted as one-half day absence in the am. Students entering school on Tuesday – Friday 7:50 – 8:20 will be counted tardy. If students are gone from 8:20 – 11:30 students will be counted as one-half day absence in the am. If students are absent between 11:30 – 1:45, Monday - Friday, they will be counted as one-half day absence in the pm.

Family Vacations

Family vacations when school is in session are discouraged. The principal must be contacted in advance. Parents assume responsibility to teach the concepts and skills covered while the child is absent. If a student is absent for two weeks or more for family vacation, the student will be un-enrolled from school. Upon return to school the student will be re-enrolled.

Leaving School

Students are expected to remain at school throughout the school day unless the school office receives a note or telephone call. The school will not allow a child to leave the school unattended during the school day. Parents arriving to pick up a student before dismissal are required to come to the school office and sign out their child. The office will contact the student's classroom.

Visiting School

All parents and visitors are required enter at the main entrance and report to the office when they arrive at the school. Parents and visitors need to sign in and receive a visitor badge from the office. Parents are always welcome and may visit any time. All other visitors must have prior approval by the principal/school designee before visiting. Visitation by students enrolled in other schools is not permitted due to class disruption.

STUDY TRIPS GUIDELINES

Each grade level will participate in at least one study trip during the school year. Some study trips require parent volunteers to be active participants. The number of volunteers needed is at the discretion of the teachers planning the trip. Parents who volunteer for a study trip will adhere to the following guidelines.

- Non emergency cell phone use is prohibited
- Must be 21 years of age
- Will be subject to a criminal history check
- No tobacco use
- No pictures are to be posted on any social media such as Facebook, Vine, Google+, or Twitter

School Delays and Closings

Road and weather conditions will be evaluated prior to 6:15 am. Delays or cancellations will be announced on the following stations:

WOWO 1190 AM

WTHD 105.5 FM

WNDU 92.9 FM

WNDU TV 16

WSBT TV 22

WSJV TV 28

In the event of an early dismissal, information will be announced as soon as a determination is made. When school is cancelled for the day, all conferences, activities, and meetings are cancelled.

If a Two hour delay is issued on any school day (Monday-Friday), buses will run two hours later. School will begin at 9:50. Dismissal is regular dismissal time.

Health Information

Schools have particular legal responsibilities for health concerns at different grade levels. Mrs. Peg Carpenter, the school nurse at Shippshewana-Scott Elementary School, will be administering the following programs in accordance to those requirements.

Immunizations –The required immunizations for a student entering Kindergarten and First Grade are 5-DTP, 4-Polio, 2-MMR, 3-Hepatitis B, 2-Hepatitis A, and 2-Varicella or history of the disease. If your child has not completed the required immunizations, a written statement or a schedule of upcoming immunization dates will allow the child to remain in school. The LaGrange County Health Department may be contacted at 260-499-4182 ext. 228 for information and to make an appointment. When your child receives an immunization please send the record or copy to the school.

Vision Screening – All students in grades one and three will be screened for vision problems at the beginning of the school year. Students who wear glasses, have had previous borderline results on vision tests, or are new to Westview, will also be screened. A note will be sent home if a referral to an eye doctor for more complete testing is indicated. A teacher or parent may request a vision screening for a student anytime during the school year.

Hearing Screening - All students in grades one and four will be screened for hearing problems at the beginning of the school year. Guidelines for additional screenings and referrals are done similarly to vision screenings.

Illness – Please keep your child out of school if they have/had a temperature of 100 degrees or more, diarrhea, or vomited in the past 24 hours. This reduces chances of exposing others to that illness and allows for your child to get adequate rest and fluids. If there is a need to contact someone to pick up a sick child, it is helpful to have at least two local emergency phone numbers as well as your home and work numbers. Your help in keeping these numbers current is greatly appreciated.

Medications – If your child is to take medication during school hours, it is necessary to have all medicine in an original container or package. A parent must sign a medical authorization form or a signed permission note stating medicine dosage and administration information to be on file with the nurse. All medications will be kept in the health clinic and will be administered by the nurse or designated school personnel. Thank you for your cooperation this matter. If you have any questions, please call the school to talk to the nurse or principal.

Student Information

Please update any changes in address, phone, employment, or emergency contact to the school office.

Breakfast and Lunch

Our school cafeteria provides a nutritious, well-balanced breakfast and lunch. Meals are paid through a deposit in your child's lunch account. A "Lunch Money Deposit Envelope" is included. Additional envelopes are available at school throughout the school year. If a breakfast and/or lunch charge is necessary, the charge needs to be paid the following day. The cost for breakfast is \$1.50. Any student is welcome to eat breakfast. Breakfast is served from 7:35-8:00 am Tuesday-Friday; on Monday breakfast is served from 8:05-8:30 am. The cost for lunch is \$2.20 with milk provided. Additional cartons of milk are available for 40 cents. An extra sandwich or serving for lunch is \$1.00. An asterisk (*) on the monthly lunch menu indicates an extra serving. A cafeteria meal must be purchased to buy an additional sandwich or serving. A non-student lunch is \$2.80. Children carrying their lunch may purchase a carton of milk for 40 cents.

An "Application for Free or Reduced Price Meals and Other Benefits" and a letter explaining the process were mailed during the summer. Completed applications should be returned to Shishewana-Scott Elementary School as soon as possible. Notification of benefits will be made as quickly as possible to parents. The "Application for Free or Reduced Price Meals and Other Benefits" may be completed at any time during the school year.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled for October 13 and 18, 2016 in the evening. However, parents may contact the school when the need arises. We believe the most effective learning comes with a good partnership between home and school. If you wish to have a conference with your child's teacher, please call ahead to make an appointment. This allows for the best use of time.

Progress Reports

All students will receive four formal progress reports per year. The formal progress reports will be sent home on the Wednesday following the end of the grading period. First through fourth grade will receive four mid-term reports. Mid-term reports will be sent home with your child approximately four and one-half weeks into the nine-week period.

Textbooks and Fees

Textbooks issued to the student are the property of the Westview School Corporation. They should be used with care and returned in good condition. Students are responsible for books that are lost, stolen, or damaged beyond use.

Fees – Kindergarten – fourth grade book rental is \$90.00 for the school year 2016-17. Book rental should be paid separately from lunch payment. A separate receipt will be issued for each fee paid. Please make checks payable to Shishewana-Scott Elementary School. A "Textbook Rental Money" envelope is included.

Parent/Teacher Organization (PTO)

The Shishewana-Scott Elementary PTO's mission is to work together to support the educational opportunities at our school, to enrich the lives of our students so they may achieve their greatest potential. PTO supports several educational and social activities for our school community. Parents are encouraged to join and

participate in the PTO activities and meetings. PTO meetings are held on a Thursday each month beginning August 25 at 6:30 pm. Please get involved with your child's school and join PTO.

PTO Board:

President – Heather Engle

Vice President –

Secretary – Kathryn Wasson

Treasurer – Lori Troyer

Media Center

The media center offers a variety of books for students to check out. Each class goes to the library to listen to a story and learn different library skills. Students with books that are one month overdue will receive an overdue notice. Letters will be sent to parents after two notices asking for return of the book or payment for the book. The student may have limited checkout privileges or not be able to check out books if the book is not returned or paid for within a reasonable amount of time. If a book is damaged and we cannot reshelv the book, the replacement cost may be charged to the student.

Computer/Internet Usage

Computer usage by students is for educational purposes, and school personnel will determine student access to programs. The Internet offers resources to students and staff. Westview School Corporation has taken precautions to restrict access to inappropriate sites. Below is the Westview School Corporation Acceptable Use Guidelines for Students.

WESTVIEW SCHOOL CORPORATION TECHNOLOGY ACCEPTABLE USE GUIDELINES FOR STUDENTS

The following guidelines and procedures are to be utilized by all students attending Westview School Corporation. All students will have access to use the District's computers, Network, or on-line services unless a parent refuses to allow access to on-line services and expresses this refusal in writing yearly to the school principal. In addition users in violation of any part of this policy, or who are identified as a security risk, or having a history of problems with other computer systems, can be denied access to the Network and/or on-line services for the remainder of the school year. Repeat offenders may have their rights suspended indefinitely.

1. The use of the Network and on-line services is a privilege, which may be revoked by the Corporation at any time, for any reason.
2. The system shall be used only for purposes related to education. Commercial and/or political use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications.
3. Students will adhere to all rules and regulations posted in labs and classrooms regarding specific computer use. Rules and regulations are subject to modification administered by the appropriate staff members at any time.
4. Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users.
5. The student, in whose name the Network user account is issued, is responsible for its proper use at all times. They shall use this system only under their own account number. All users are held accountable for the activity of their account number and will not share their account number with others.
6. Students may not save information in any directory other than their user account unless otherwise deemed acceptable by authorized staff members.
7. Copyrighted material may not be placed on the system without the author's permission.
8. Students may not install or copy software to their user account, or download programs on any corporation owned computer.

9. The Corporation reserves all rights to any material stored in files on corporation networks and may remove any material which the Corporation, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
10. Students found saving inappropriate material to their personal user account may be suspended from access to the Network.
11. Users shall not transmit, or view material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or defamation of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
12. All communications and information accessible via the network should be assumed to be private property. Copying of software applications from the Network is illegal, and will be considered stealing.
13. Use of the computer and/or network will not be for financial gain.
14. Students may not use the Network/Internet as a means of purchasing items for personal or school use. The Westview School Corporation makes no warranties of any kind, either expressed or implied, for the Westview Network. The corporation will not be responsible for unauthorized financial obligations resulting from the use of the Westview Network by a student.
15. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
16. Vandalism or abuse will result in the cancellation of user privileges. This includes, but is not limited to: uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
17. Any student involved in showing another student how to accomplish an activity that violates any part of these guidelines may be punished along with the violator.
18. Users shall report any security problem or misuse of the network to the teacher, principal, immediate supervisor, or network administrators.
19. Students must notify a staff member immediately if they discover a problem with the network or corporation computers.
20. The Westview School Corporation utilizes a filtering service for on-line activities. If material that could be considered inappropriate is not filtered students must report this immediately to a staff member. Failure to report such materials may result in loss of network privileges.

Parents/Guardians may be legally responsible for their child's actions concerning illegal activity on the Corporation Network.

Bus Safety

Listed are some bus safety tips to discuss with your student.

- Be on time.
- Stand at the bus stop and walk when you get on.
- When crossing the road, stay 6-10 feet from the front of the bus so you can see the driver and the driver can see you.
- Find your seat and stay sitting in it facing forward.
- Keep your hands and feet to yourself.
- No fighting of any kind.
- Talk, but do not yell to each other.
- No food or drink on the bus.
- No throwing of anything on or off the bus.
- Inappropriate language is not permitted on the bus.

PARENTS RIGHT TO KNOW

August 2016

Dear Parents or Guardians:

As a school that receives federal funding, we are required to notify parents of information regarding the professional qualifications of their student's classroom teachers. Please be assured that adults in your child's class are qualified professionals. You have the right to request and receive in timely manner information regarding your student's teacher, including:

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

In addition, you should be assured that if at any time your student is taught for four (4) or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school.

Please sign the back side of the registration form to fulfill a federal requirement for your son's/daughter's participation.

If you have questions or concerns, please contact your child's school principal.

Sincerely,
Michelle Grewe
Curriculum/Instruction/Assessment
Westview School Corporation

Up-dated 7-16