

Fifth Street Elementary School

Parent Handbook

2018-2019



401 W. Fifth St.
Jasper, IN 47546
Phone: 812-482-1406
Fax: 812-482-1413

www.fifth.gjcs.k12.in.us
www.facebook.com/Fifth-Street-Elementary-School

Dear Families,

Fifth Street Elementary School is one of three elementary schools in the Greater Jasper Consolidated School Corporation. Approximately 450 students in preschool through grade two attend our school. The staff consists of 25 certified teachers and 29 support staff.

The locally developed curriculum at all grade levels is based on the Indiana College and Career Ready Standards. More information can be found on the Indiana Department of Education website, at <http://www.doe.in.gov/standards>.

Each classroom at Fifth Street Elementary is considered a supportive learning environment, with structures in place to meet and exceed the needs of each student. With high quality instruction, a strong curriculum, a 90 minute block of time for reading, flexible grouping, literacy workstations, continuous assessment, progress monitoring, positive behavior supports, organized space, materials, and a focus on leadership, students at Fifth Street Elementary will move beyond their limits while enjoying their educational experience. In fact, if your child is not enjoying his/her experience here at Fifth Street Elementary we desire to know. It is our goal to provide the necessary supports to make Fifth Street Elementary School a place where students, families, staff, and community thrive.

We take great pride in setting high standards of academic excellence for our students. Fifth Street staff provides children with a variety of learning opportunities for ALL students. Students experience educational opportunities through whole group and small group instruction in the classroom, and through art, music, library, physical education, and technology. Additional support services for High Ability (HA) learners, English Language Learners (ELL), special needs, Title I, speech, and counseling are embedded into everyday practices to provide for meeting the educational needs of all students.

The active Parent/Teacher Organization supports our school through various activities and projects. Volunteers spend countless hours assisting teachers and students with remediation and enrichment activities. We encourage you to join our parent teacher organization and support our children here at Fifth Street.

Together we will continue to strive for the academic excellence for our students. We look forward to our partnerships with our families. If you have questions, concerns, thoughts, or ideas I would love to hear from you! Call me at 812-482-1406 or email me at remy@gjcs.k12.in.us

Sincerely,

Ryan Erny

Mr. Ryan Erny
Principal

TABLE OF CONTENTS

School Calendar	5
Foreword	6
Mission Statement	6
Philosophy	6
Equal Education Opportunity	6
School Day	7
Student Rights and Responsibilities	7
Student Well-Being	7
Injury and Illness	7
Enrollment	8
Grade/Class Assignment	8
Early Dismissal.....	8
Transfer Out of Corporation	8
Immunizations	9
Use of Medication	10
Control of Casual Contact communicable Diseases/Pests	10
Special Education	10
Americans with Disabilities Act-Section 504	11
Student Records.....	11
Student Valuables	12
Meal Service	12
Healthy Snack Ideas for Recess.....	13
Fire and Tornado Drills.....	13
Emergency Closings and Delays	13
Visitors.....	14
Use of Library.....	14
Lost and Found	14
Use of Telephones	14
Advertising Outside Activities	14
Field Trips.....	14
Grades	15
Grading Periods.....	15
Promotion/Placement/Retention	15
Recognition of Student Achievement.....	16
Homework	16

Computer Technology and Networks.....	16
Student Assessment	16
Attendance	17
Tardiness.....	18
Dressing and Grooming.....	18
School Property	18
Code of Conduct.....	19
Harassment	19
Possession of Electronic Equipment.....	20
Use of an Object as a Weapon	20
Knowledge of Deadly Weapons or Threats of Violence	20
Bullying.....	20
Student Behavior Standards.....	21
Enforcement of Student Behavior Standards and Code of Conduct.....	21
Discipline	21
Bus Transportation	22
Bus Conduct.....	22
Procedures Regarding Drop-off and Pick-up of Students	23
Faculty and Staff.....	24

**GREATER JASPER CONSOLIDATED SCHOOLS
2018-2019**

Thursday	August 9, 2018	Full Day for Students
Monday	September 3, 2018	Labor Day - No School
Friday	October 12, 2018	End 1st Quarter (46 Days)
Wednesday	September 26, 2018	Parent/Teacher Conferences – 4:00 p.m. – 7:00 p.m.
	October 3, 2018	
Mon-Fri	October 22-26, 2018	Fall Break - No School
Wed/Thurs/Fri	November 21-23, 2018	Thanksgiving Break
Friday	December 21, 2018	End 2nd Quarter (42 Days) End 1st Semester (88 Days)
Wednesday	January 2, 2019	Snow Make-Up Day – No School
Thursday	January 3, 2019	School Resumes
Monday	January 21, 2019	Professional Development - No School
Friday	February 15, 2019	Snow Make-Up Day - No School
Monday	February 18, 2019	Snow Make-Up Day – No School
Friday	March 13, 2019	End 3 rd Quarter (47 Days)
Mon-Fri	March 25-29, 2019	Spring Break - No School
Friday	April 19, 2019	Good Friday – No School
Monday	May 22, 2019	Snow Make-Up Day – No School
Friday	May 24, 2019	End 4th Quarter (42 Days) End 2nd Semester (92 Days) Commencement

Snow days will be taken in order as follows: January 2, February 15, February 18, April 22

FOREWORD

This handbook was developed to answer many of the commonly asked questions families may have during the school year. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions, please contact the principal at 812-482-1406. This handbook is supplementary to Board policy. When a provision of this handbook contradicts Board policy, the Board policy will prevail. This handbook supersedes all prior handbooks and other written material on the same subject.

FIFTH STREET ELEMENTARY SCHOOL VISION

By the year 2020, Fifth Street Elementary School will be a Lighthouse school and ranked in the top 15% of all elementary schools in Indiana.

FIFTH STREET ELEMENTARY SCHOOL MISSION

It is our mission at Fifth Street Elementary School to create a learning environment that encourages all to strive for excellence, embrace the leader within, and celebrate diversity.

CORE VALUES

Our students, staff, and families will promote and model our core values of:

- *SAFETY
- *RESPONSIBILITY
- *RESPECTFULNESS

EQUAL EDUCATION OPPORTUNITY

It is the policy of this corporation to provide an equal education opportunity for all students. Any person who believes the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation or social or economic background has the right to file a complaint. A formal complaint may be made in writing to the principal or the school corporation's superintendent.

Dr. Tracey Lorey, Superintendent

Greater Jasper Consolidated Schools

1520 St. Charles St.

Jasper, IN 47546

Phone: 812-482-1801

The complaint will be investigated and a response, in writing, will be given to the concerned person. The superintendent or her designee may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

The typical school day for students in kindergarten, first, and second grade is from 8:00 a.m. until 3:00 p.m. The preschool morning class is from 8:00 until 11:00 and the preschool afternoon class is from 12:00 until 3:00 p.m. A student is considered tardy after 8:05; however, it is expected for all students to **arrive before 8:00 a.m.** Kindergarten students attend a full day of school.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and staff. Disciplinary procedures are designed to ensure due process before a student is disciplined because of his/her behavior.

Parents have a right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver this information for minor infractions. If necessary the following modes of communication may occur: U.S. Mail, e-mail, phone call, or hand delivery to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teacher and/or principal to better inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The laws are clear, expecting students to arrive to school on time. Please make sure your child is prepared to learn. Breakfast is provided for all children before school. If you desire for your son or daughter to eat breakfast at school, make sure he/she **arrives before 7:45 a.m. to give him/her a chance to eat breakfast** before class begins.

STUDENT WELL-BEING

Student safety is a responsibility of students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills, as well as accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify a staff person immediately.

All students must have emergency medical information completed, signed by a parent or guardian, and filed in the school office. This is typically accomplished during or before registration. However, if a phone number or address changes, families must notify the school so that proper emergency contact information is entered.

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The staff/nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I – GENERAL INFORMATION

ENROLLING IN SCHOOL

Students are expected to enroll in the corporation of residence in which they have legal settlement, unless other arrangements have been approved by the sending superintendent and the receiving corporation superintendent.

Parents or the legal guardian must be the person enrolling the student. In special circumstances, this may be accomplished differently with parent/guardian written permission. When enrolling, the following items will be needed:

- Original Birth certificate
- Court papers allocating parental rights and responsibilities or custody (if appropriate)
- Proof of residency (no homeless child will be denied enrollment based on a lack of proof of residency)
- Proof of immunizations
- Social security card

In some cases, a temporary enrollment may be permitted. If this is the case, parents will be informed of what records are needed to make the enrollment complete.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either a written request signed by the parent or legal guardian or the parent coming to the school office to personally request the release. In the event of an emergency, a phone call will be accepted **only with proper parent verification**. Proper parent verification will include the following: **(1) child's birth date, (2) last four digits of child's social security number, (3) name of emergency contact person**. Since all three items will be needed to verify the authenticity of the call, the parent/guardian is reminded to have this information available on them at all times. *No student will be released to a person other than a custodial parent without the appropriate permission by the custodial parent or other legal authorization.*

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Fifth Street Elementary School to another school corporation, the parent must notify the teacher and principal. School records will be transferred to the new school corporation when a signed release of records is received from the new school.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, school administration may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with **Indiana State law**. Any questions about immunizations or waivers should be directed to the school nurse.

Each student shall provide documentation of the following immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age:

GUIDELINES FOR IMMUNIZATIONS

2018-2019

The Greater Jasper Consolidated School Board requires that all students be properly immunized in accordance with State Board of Health regulations. The minimum required immunizations for entry for *kindergarten*.

2018-2019 School Year Indiana State Department of Health Immunization Requirements Updated November 2014

3 to 5 years old

3 Hep B (Hepatitis B)	1 MMR (Mumps, Measles, Rubella)
4 DTaP (Diphtheria, Tetanus & Pertussis)	1 Varicella
3 Polio (Inactivated Polio)	

K & Grade 1

3 Hep B	2 MMR
5 DTaP	2 Varicella
4 Polio	2 Hep A (Hepatitis A)

Grades 2 to 5

3 Hep B	2 MMR
5 DTaP	2 Varicella
4 Polio	2 Hep A

Grades 6 to 11

3 Hep B	2 Varicella
5 DTaP	1 Tdap (Tetanus & Pertussis)
4 Polio	1 MCV4 (Meningococcal conjugate)
2 MMR	

Grade 12

3 Hep B	2 Varicella
5 DTaP	1 Tdap
4 Polio	2 MCV4
2 MMR	

Hep B: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

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

Polio: Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 5th grade the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.

Live Vaccines (MMR, Varicella & LAIV): Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 8-12.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

Hep A: The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months. For children who have delayed immunizations, please refer to the 2015 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2015 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>

USE OF MEDICATION

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- All medications must be brought to the nurse's office by the parent in the original container in which it was given by the pharmacist.
- Parents, with their physician's counsel, should determine whether the medication schedule can be adjusted to avoid administering medication during school hours if at all possible.
- The Medication Request and Authorization form must be filed with the nurse/office personnel before the student will be allowed to begin taking any medication during school hours.
- Medication that is brought to the office will be properly secured.
- Students who may require administration of an emergency medication may have such medication stored in the nurse's office.
- Medication that is possessed by the school for administration during school hours may be released only to the student's parent or to an individual 18 years or older designated in writing by the parent.
- Any unused or unclaimed medication will be destroyed by the school nurse when the prescription date expires or at the end of the school year.
- A log of each prescribed medication will be maintained which notes the personnel giving the medication, the date, and the time of day.

Non-prescribed Medications

Parents may authorize the school to administer non-prescribed medication. Written authorization from the parent or guardian must be on file in the office of the school nurse prior to the administration of the treatment. Parents are expected to provide the non-prescribed medication and personally deliver to the nurse or office personnel.

HEAD LICE

Following the evidence based recommendations from the Center for Disease Control (CDC) and the American Academy of Pediatrics (AAP), defining pediculosis (head lice) as a nuisance and not a disease, students found to have nits and/or lice will remain at school until the end of the day. Parents of affected students will be notified of need for treatment and educated on proper treatment procedures. All siblings of affected students in the school corporation will be checked as well. Students will be rechecked the next day and if live lice are found following treatment, the student may not stay at school and will be sent home to be treated again. The presence of nits will not prohibit a student from attending school; however, education to parents will be reinforced of the importance of removing all nits to prevent the chance of a recurrence. Classroom checks will only be performed if 3 or more separate students in the same classroom have a confirmed case of head lice in a time span of 1 month. Parents are encourage to routinely check their child's hair. If parents find lice and/or nits on their child, they are to notify the school nurse. Information about the control of head lice, modes of transmission, diagnosis, treatment, and examination, can be found on the CDC website, or you may contact the Dubois County Health Department, your family physician, or the school nurse.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because schools have a high concentration of people, it is necessary to take specific measures when the health and safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by local and state health departments.

Any removal will be only for the contagious period.

SPECIAL EDUCATION

All schools must provide special education supports and/or programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. To inquire about the procedure, a parent should contact the school at 812-482-1406 and speak with a teacher, school psychologist, or principal.

AMERICANS WITH DISABILITIES ACT – SECTION 504

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act requires the school to ensure that no individual is discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the corporation programs and facilities.

Students with identified disabilities who do not qualify for IDEA may be served through a 504 Plan. This plan entitles the student his/her right to take part in the general education program with accommodations developed through an interactive dialogue between the school, the student, and the student's parents. Parents who believe their child may have a disability that interferes substantially with their child's ability to function properly in school should contact the principal at 482-1406.

STUDENT RECORDS

Many student records are kept by teachers, counselors, and administrative staff. The two basic kinds of records are directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested in writing to the principal, unless the parents of the student restrict the information.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of a parent. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parent's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record which originates from an outside professional or agency may be released to the parent through the originator. Parents should keep copies of such records for their home file. Also, parents may provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. If a review of records is desired contact the principal in writing stating the desire to review your child's records.

The Family Policy Compliance office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance office

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605

Washington, D.C.

www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov

PPRA@ED.Gov

STUDENT VALUABLES

Students must not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. DS games, Game Boys, CD players, iPods, cell phones etc. will not be permitted.

MEAL SERVICE

Fifth Street Elementary School participates in the National School Lunch Program and makes meals available to students for the following fees:

Breakfast	regular	\$1.25/day	reduced	\$.30	adult	\$1.75/day
Lunch	regular	\$2.00/day	reduced	\$.40	adult	\$3.50/day

Breakfast and lunch money will be collected for deposit in each student's individual meal account. This can be paid weekly, monthly, quarterly, or yearly. Each student should bring money in a sealed envelope with his/her name, grade, teacher's name and amount of money enclosed written on the outside of the envelope.

Students may also bring their own lunch to school to be eaten in the cafeteria. While you have the right to send lunch with your child, you *do not* have the right to supply other children with food.

Applications for the Free and Reduced-Price Meal program are distributed to all students. Please contact the school office to inquire about this program.

Each student is expected to eat at school unless the parent writes a note regarding special arrangements. An adult may eat lunch with their child by notifying the office no later than 8:30 a.m. of that day. Breakfast and lunch menus are published in The Herald each Friday or on our website at www.fifth.gjcs.k12.in.us. Please inform the school nurse of any medical or allergy restrictions regarding meals.

If classroom celebrations include food they will be limited to one per month. Food items must meet the approved nutrition standards.

Greater Jasper Consolidated Schools Health and Wellness Policy and Food/Snack Guideline Adopted-2013

The Greater Jasper School Corporation Health and Wellness Policy can be viewed in detail on the Greater Jasper Schools website at: <http://www.gjcs.k12.in.us/>

Greater Jasper Schools promotes healthy lifestyles. Proper nutrition, exercise, and sleep are all key components in sustaining a healthy and happy lifestyle for our children. All three elementary schools serve nutritious, well-balanced lunches. Fifth and Tenth Street Schools also offer a nutritionally balanced breakfast.

Participation in your child's lunch and/or breakfast programs at their respective schools is strongly encouraged. If you choose to pack a lunch for your child, please focus on a variety of foods that supply your growing child with appropriate nutrition. A well-balanced meal with no junk food is the best choice for all children.

On special occasions or holidays, once a month or less classrooms may have a celebration where food items could be shared. This might be a special occasion as designed by the teacher and coordinated with families. Each classroom teacher will coordinate the celebrations as desired. We ask that you reference the recommended healthy food/snack guideline below when and if your child's classroom takes part in such a celebration:

Lunch/Food/Snack Guidelines:

- All snacks, school meals, and celebrations will consist of healthy foods.
- Teachers may choose to ask for donations and supply snacks to all children in the classroom as desired. This will be communicated to families if a teacher chooses to take this approach.
- The only beverage allowed with a snack is **water** (unless a special occasion and approved by the classroom teacher).
- Be mindful of allergies, *Avoid peanut products.*
- Due to health regulations no food will be stored in the classroom and all uneaten opened snacks will be disposed of. Unopened snacks will be returned home.

Healthy Choices:

Listed below are some healthy choices to help guide you when deciding on a healthy snack for lunch or special occasions. Acceptable foods/snacks include but not limited to:

- Any Fruit or Vegetable – cut into child size pieces.
- Pretzels, Chex Mix, Baked Chips, Baked Doritos, Goldfish
- Whole grain crackers, Reduced fat cheese-its, Triscuits, Wheat Thins, Rice Cakes, etc.
- Animal Crackers
- Granola bars, cereal bars, or whole grain dry cereal (in a snack baggie)
- Raisins, dried fruit
- Low fat cheese sticks
- Graham Crackers, Teddy Grahams, Rice Krispie Treats
- 100% juice fruit roll ups or fruit snacks

Thank you for your cooperation in adhering to our policy and guideline as we strive to become a healthier school corporation and bring good nutrition to the forefront.

<http://www.sleepforkids.org/html/uskids.html> <http://www.heroesinitiative.org/>

<http://www.pbs.org/parents/kitchenexplorers/2012/02/14/healthy-class-birthday-celebrations/>

FIRE, DISASTER (TORNADO) AND LOCK-DOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, staff, and principal's office. It is our responsibility to promote a safe and orderly evacuation of the building.

Disaster/Tornado drills will be conducted using the procedures prescribed by the State. Lock-down drills are conducted using the procedures prescribed by the administration of the Greater Jasper Community School Corporation.

If the school must be closed or the opening delayed because of inclement weather or other conditions, the following radio stations will be notified:

WITZ (104.7)

WBDC (100.9)

Parents will also be called using the School Reach notification system as soon as the closing has been announced by the Superintendent of GJCS.

Parents are responsible for knowing about emergency closings and delays. Visit www.gjcs.k12.in.us for school closing information.

VISITORS

Visitors are welcome at school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school through **door 1** to sign in and obtain a visitor's badge. Any visitor found in the building without the badge will be directed to report to the principal's office.

If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconveniences.

Students may not bring visitors to school without first obtaining written permission from the principal.

USE OF THE LIBRARY

The library is available to students throughout the school week. Books on the shelves may be checked out for a period of one week. Students will be held responsible for the proper use and safe-keeping of library books.

LOST AND FOUND

The lost and found area is on the stage in the gym. Students who have lost items should check the gym and retrieve their items (if they give a proper description). Unclaimed items will be given to charity at the end of the school year.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are prohibited from possessing/using cellular phones on school property.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of one school days' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school co-curricular program. No student may participate in any school-sponsored trip without parental consent. 14 Attendance rules apply to all field trips. While the corporation encourages the student's participation in field trips,

alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to attend field trips.

GRADES

In July, 2014 the State Board of Education adopted a set of new standards titled, “Indiana College and Career Readiness Standards”. Standards are learning goals for what students know and should be able to do at each grade level. Because these standards are more in depth, higher quality, and have an increased rigor as the expectation for each grade level, our school district began the transition to standards based teaching, grading, and reporting. Look for more information throughout the year regarding our transition to standards based grading and reporting. Specifically, our Kindergarten and First Grade began the process a few years ago and continue to refine the process. A timeline of our transition to standards-based grading and reporting is provided:

TO: Parents/Elementary Teachers/Principals
FROM: Dr. Tracy Lorey
DATE: April 20, 2015
RE: Transition to Standards-based Grades

In light of the lessons we have learned in our transition from traditional assessment and grading practices to a more standards-based approach, we have determined that additional time for professional learning, as well as creation of appropriate assessments and proficiency scales would be beneficial and necessary. We are proposing the following as a plan for moving forward:

2015-2016

Grade 1 - Continuation of standards-based reporting and support of transition

Grade 2 – Continue the process of building professional knowledge, create assessments, create and refine proficiency scales, address PowerSchool issues. Teachers will track standards, however, student grades will be reflective of a traditional percent scale.

2016-2017

Grade 2 - Rollout standards-based reporting and support of transition

Grade 3 - Continue the process of building professional knowledge, create assessments, create and refine proficiency scales, address PowerSchool issues. Teachers will track standards, however, student grades will be reflective of a traditional percent scale.

2017-2018

Grade 3 - Rollout standards-based reporting and support of transition

Grade 4 - Continue the process of building professional knowledge, create assessments, create and refine proficiency scales, address PowerSchool issues. Teachers will track standards, however, student grades will be reflective of a traditional percent scale.

2018-2019

Grade 4 - Rollout standards-based reporting and support of transition

Grade 5 - Continue the process of building professional knowledge, create assessments, create and refine proficiency scales, address PowerSchool issues. Teachers will track standards, however, student grades will be reflective of a traditional percent scale.

2019-2020

Grade 5 - Rollout standards-based reporting and support of transition

GRADING PERIODS

Students will receive a report card at the end of each nine week period indicating their progress toward standards for each subject of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents. The collaboration of parents and teachers will then determine the action or additional instruction needed to extend and improve learning.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade is based on the following criteria:

- Current level of achievement – grades/mastery of academic standards
- Potential for success at the next level
- Emotional, physical, and/or social maturity
- Recommendation of the teacher and approval by the principal

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to academics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

- Perfect Attendance (Given to students who have been in school daily for the nine week grading period).
- Whisker's Award (Given weekly to students who display acts of good citizenship, volunteerism, and improvement).
- Daily positive reinforcement from teachers, staff, and principal

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of teacher selected work, including some outside assignments. Homework is also part of the student's preparation for assessment.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her schooling through participation in the school's computer network, parents must sign an agreement which defines the conditions under which the student may participate.

STUDENT ASSESSMENT

To measure student progress, students will be assessed (tested) in accordance with State standards and corporation policy. These assessments are given to monitor student progress and determine educational mastery levels. These tests are also used to help staff determine instructional needs. The Indiana State Test of Educational Progress (ISTEP+) begins in the third grade. Assessments at Fifth Street include the following:

IREADY Assessments: Specifically, the K-12 assessment system was chosen to better predict and monitor students' reading abilities and progress longitudinally across the district. Students take tests in math and reading. Teachers and parents can use test results to improve student learning. Parents will be informed of these results. The assessment is computerized and is at least given three times a year: Beginning of the year; Middle of the year; and End of the year. Progress monitoring occurs between these benchmarks to closely observe and respond to the ongoing progress of students.

Curriculum and Teacher developed assessments will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Other assessments will be used as needed, depending on the type of testing, specific information and/or parent consent may need to be obtained. Fifth Street Elementary School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III – STUDENT CONDUCT

ATTENDANCE

Students enrolled in school must follow attendance laws. It is imperative students attend school each day (unless sick or approved absence) to attain the necessary skills and mastery of academic standards. Many important experiences result from the active participation in classroom and other school activities which cannot be replaced by individual study. Additionally, arriving to school before 8:00 a.m. is critical as our students will receive periodic additional instruction and or fun activities from 7:50-8:00. Good attendance also helps students develop a high quality work ethic which is developed early.

Unexcused absences from school is not acceptable.

Excused Absences and Tardies are as follows: Personal illness/injury or exposure to a contagious disease, death in the immediate family, required court attendance, professional appointment, celebration of a religious holiday, suspension from school, military connected families' absences related to deployment, and other such good cause as may be acceptable of the Superintendent or permitted by law.

- Excused absences are recorded
- Make-up work is allowed if completed in a reasonable time for excused absences

Unexcused Absences and Tardies are as follows: Missing the bus, trips, car trouble, oversleeping, and truancy are examples of unexcused absences

- Unexcused absences WITH make-up credit: Arrangement ahead of time AND approval must be granted. In this case make-up work is allowed
- All completed work is due upon return to school
- Unexcused absences WITHOUT make-up credit: (No arrangement or approval of the absence) Make-up work may be expected for educational development; however, credit will not be applied to grades.

Habitual Truancy: A student who has been found to be truant for the fifth time in a school year is considered a habitual truant.

School Activities: Students who miss school for more than one-half (1/2) of the school day because of illness or unexcused absence may not attend after school activities the same day unless permission is granted by the principal.

Illness: If a child is ill, the parent must notify the school before 10:00 a.m. If a call has not been received by this time, we will call home, work, or an emergency number.

Return to school: Students returning to school from an absence when no call was made shall have a note from a parent. The note should contain the student's name, reason for absence, date (s) and time of absence, a parent signature and the phone number where the parent can be reached. The note (or call) is to be presented to the school office upon return.

Professional Appointments: Families are encouraged to schedule medical, dental, legal, and other necessary appointments at other times than during the school day if at all possible. If this is not possible the student must:

- Have a statement from his parents
- Bring a signed statement from the doctor, dentist, lawyer, counselor, etc.
- Report back to school immediately after his/her appointment if school is still in session

Vacations during the school year: If this is requested, parents must discuss this with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- The corporation will only approve a student's absence for a vacation when he/she will be in the company of his/her own parent unless there are extenuating circumstances deemed appropriate by the principal
- Assignments and materials may be given to the student and all assigned work is due back on the date of return to school

5 days of accumulated absence per semester: Written notice to the parent from the principal's office

10 days of accumulated absence per year: Personal contact and written notice to the parent from the principal or counselor

15 days of accumulated absence per year: conference with the principal or designee, a letter, or other solutions

TARDINESS

The term "tardy" means being late to school, class or an activity, with or without permission of parents/guardian or school personnel. The building administrator in consultation with staff will establish a specific building definition of what constitutes "being late to school, class or an activity." All teachers will inform their respective classes of the building's definition of "being late to school, class or an activity." The teacher will counsel with those students who are developing a pattern of being tardy. The teacher will refer to a school administrator those students who in the teacher's judgment are not making progress towards correcting the problem. **After 8:05 a student is considered tardy. However, students should arrive before 8:00 a.m. as school begins at 8:00 a.m. with announcements in the gymnasium.**

Penalty for Tardiness

The penalty for tardiness will be left to the discretion of administration. Teachers may not deduct percentages from grades for tardiness, but may use other methods of dealing with the problem of students arriving late to class.

Repeated tardiness to each class and accumulated tardiness will be handled by the teacher and building administrator.

Any dress, accessory, or hairstyle that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Parents are primarily responsible for the attire and appearance of their children. Students should be dressed appropriately for weather conditions. Tennis shoes are the preferred footwear. Sandals with straps around the heel are acceptable. However, Flip flop sandals are not safe anywhere in the building and are especially dangerous on the playground. Students may not wear flip flop sandals. If worn, parents will be called to bring shoes to replace flip flops. Shorts are acceptable in very hot weather; however, spaghetti tops are not acceptable at any time.

SCHOOL PROPERTY

Students are expected to respect school property and take pride in their school building and facilities. If a student causes damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to student behavior standards.

CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. This Code of conduct is applicable to students:

- On school property at any time
- During and immediately before and after any school activity at any location
- Traveling to and from school or to and from a school activity

Violations of the Code of Conduct may be punishable by suspension or expulsion:

- Knowingly interfering with school purposes or inducing another student to do so
- Stealing or damaging school property or property of another person
- Knowingly causing bodily harm to another person
- Threatening another person with bodily injury
- Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others
- Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription
- Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia
- Possessing or providing an alcoholic beverage
- Consuming or being under the influence of a drug or alcohol except as authorized by prescription
- Possessing, providing, or using tobacco or any tobacco product
- Knowingly failing to report to scheduled assignment without permission or acceptable excuse
- Failing or refusing to comply with directions of an adult supervising a class or school activity
- Directing unwelcome statements, communications, or conduct of a sexual nature to another person
- Materially altering any school document
- Violating Indiana or Federal law
- Leaving a school activity or school property without prior approval of a teacher or supervising adult
- Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating
- Attempting to conspiring with another person to violate any student behavior standard

HARASSMENT

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment.

Any student who believes that he/she is the victim of harassment or has observed such actions taken by another student, staff member, or other person should make contact with the principal or another staff member with whom the student would most likely be comfortable in discussing a matter of this kind. During this contact, the student should provide the name of the person(s) responsible for the harassment and the nature of the harassing incident(s). Each report received shall be investigated in a timely and confidential manner.

POSSESSION OF ELECTRONIC EQUIPMENT

Students are not allowed to bring radios, portable televisions, electronic toys, cellular phones, etc. to school. Any forbidden equipment will be confiscated. Disciplinary action may occur.

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to pens, pencils, jewelry, etc. Students are not to bring any item to school that can be used as a weapon or resembles a weapon. Intentional injury to another will result in disciplinary consequences and may result in a report to the police. The threat of injury to another will result in disciplinary consequences. This violation may subject a student to suspension or expulsion.

KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE

Students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

BULLYING

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or 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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, or disability. It would include, but not be limited to such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Bullying will not be tolerated at Fifth Street Elementary School.

Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board president.

Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

STUDENT BEHAVIOR STANDARDS

BE SAFE, BE RESPONSIBLE, and BE RESPECTFUL!

The expectations at Fifth Street School for all students and staff center on our motto: Be **Safe, Responsible, and Respectful**. The staff developed school-wide behavioral expectations and teach these expectations explicitly the first week of school. All expectations are taught to students in each of the following settings: classrooms, hallways, restrooms, cafeteria, recess/playground, arrival and dismissal areas, and the bus. Students will also have access to a variety of positive supports for displaying the appropriate behaviors in each of the settings. A major component of the educational program at Fifth Street Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The Leader In Me: Fifth Street Elementary began a new program titled: *The Leader in Me*. As an introduction to personal leadership, all students learn they have the capacity to lead in their own lives and affect those around them by making positive choices. *The Leader in Me* provides students with activities that will help them learn practical character and life skills that will lead to those positive choices. Students will be presented with fun activities designed to get them thinking. Your child is about to embark on an exciting journey and our hope is that you will ask how he/she is doing along the way. An activity guide will give families an opportunity to engage “hands-on” in what your children are learning and will lead to many “teachable moments.” Having your son or daughter reteach the content to you will give him/her an even deeper understanding and will give both of you an opportunity to learn together! More information regarding our Leader In Me program will be sent home throughout the 2016-2017 school year.

ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT

The standards and Code of Conduct will be enforced by school administration, teachers, instructional assistants, bus drivers and any other adults authorized by the school to supervise students.

The objectives of the enforcement of these standards and the Code of Conduct are:

- To protect the physical safety of all persons and prevent damage to property
- To maintain an environment in which the educational objectives of the school can be achieved
- To enforce and instill the core values of the Greater Jasper Consolidated Schools and the school community

The seriousness of the offense, as well as the nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:

- The nature and extent of any potential or actual injury, property damage, or disruption
- The student’s prior disciplinary history and the relative success of any prior corrective efforts
- The willingness and ability of the student and the student’s parents to participate in the corrective action
- The interest of other students in the school in a school environment free from behavior that violates the school’s behavior standards
- Any other aggravating or mitigating factor or circumstance

SCHOOL-WIDE DISCIPLINE/CONSEQUENCES

Clip Chart: Fifth Street Elementary School began a school-wide positive behavior system in 2011-2012. This system is called “The Clip Chart” and is a strategy promoting positive behavior. The Clip Chart replaces the card change system that has been used in the past by various teachers. Our faculty and staff will continue implementing our school-wide Positive Behavioral Instructional Supports (PBIS) program in conjunction with the classroom Clip Chart strategy. We have refined this school-wide effort, placing more emphasis on positive behavior. Teachers will send out a letter explaining the benefits and steps involved in the Clip Chart program the first week of school.

Consequences for behavior: A student can be suspended from school and or school transportation for infractions of school and/or bus rules. School administrators have the authority to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. It is the principal’s and teachers’ responsibility to maintain a safe, orderly learning environment for students. In all cases, the school shall attempt to make discipline prompt and equitable. Consequences should match the severity of the incident.

Informal discipline within school includes but is not limited to:

- Changing seating or location
- In-school restrictions
- Removal from class or activity
- After school detention
- In-school suspension
- Out-of-school suspension

SECTION IV – TRANSPORTATION

BUS TRANSPORTATION

The school corporation provides bus transportation for all students, as the bus schedule and routes are now electronically developed and manipulated. If you have questions or concerns, please call our office at 812-482-1406.

Our central office administration will assign students a school bus based upon the location of pick-up and drop-off. A change in a student’s regular bus assignment may be granted for special need, if a note from a parent is submitted to the teacher/office stating the reason for the request and the duration of the change. However, all changes must be approved as the capacity of each bus is different and our central office administration will closely monitor the routes.

BUS CONDUCT

Students riding to and from school on transportation provided by the school are required to follow basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain safety. The following behaviors are expected of all students:

Prior to Loading

- Be on time at the designated loading zone

- Stay off the road at all times while walking to and waiting for the bus
- Line up single file off the roadway to enter
- Wait until the bus is completely stopped before moving forward to enter
- Refrain from crossing the highway until the bus driver signals it is safe
- Go immediately to a seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not be boarding. The bus will not wait.

During the Trip

- Remain seated while the bus is in motion
- Keep head, hands, arms, and legs inside the bus at all times
- Do not litter in the bus or throw anything from the bus
- Keep books, packages, coats, and all other objects out of the aisles
- Be courteous to the driver and to other bus riders
- Do not tamper with the bus or any of its equipment

Leaving the Bus

- Remain seated until the bus has stopped
- Cross the road, when necessary, at least 10 feet in front of the bus, but only after the driver signals that it is safe
- Be alert to a possible danger signal from the driver

A driver will not discharge a student at a place other than their regular stop unless he/she has proper authorization from school officials.

A student who becomes a behavior problem on the bus shall be disciplined and may be deprived of the privilege of riding the bus.

PROCEDURES REGARDING DROP-OFF AND PICK-UP OF STUDENTS

8:00 A.M. Arrival (Always arrive BEFORE 8:00 a.m.)

Students riding buses and walkers will enter the east entrance, (door 3), of the building on St. John Street.

To drop children off in the morning take Scott Rolen Drive proceeding to the back of the school building to drop them off at the southwest entrance (door 7). (After 8:00 a.m., doors will be locked and students should enter the main entrance, door 1, by the flagpole). **STUDENTS SHOULD NOT ARRIVE BEFORE 7:10 A.M. as there is no supervisor for them prior to this time.**

3:00 P.M. Dismissal

Students riding buses will be loaded from the east exit of the building on St. John Street. Parking in this area is prohibited.

Students who walk home will leave the school through door 2 on Fifth Street. A supervisor will dismiss the walkers.

There is no office pick-up at dismissal time. All students who do not ride a bus are considered car riders or walkers and will be sent to the areas as indicated above. Students may be picked up from the office during the school day only for medical or other appointments that cannot be scheduled outside the school day. **Call us before 2:00 to make any dismissal changes.**

Students riding in cars will leave the building through the southwest exit (door 7) at the back of the building. Parents should turn south on Scott Rolen Dr., enter the parking lot and proceed east to the southwest door in a single line. **Passing of parked cars will not be permitted and do not block the Heartland parking lot entrance.** Students will enter cars from the curb only as directed by the supervisor. Cars should exit the parking lot using Scott Rolen Dr. Drivers should remain in cars to ensure timely dismissal.

Additional Precautions

No student should ever cross other lanes of traffic, or in front of other vehicles. In addition, please be extra cautious and alert to the buses and other drivers around our school.

**FIFTH STREET ELEMENTARY SCHOOL
FACULTY AND STAFF
2018-2019**

Principal

Ryan Erny

School Social Worker

Heather Goodhue

Preschool Teachers

Ashtynn Gore
Holly Nowotarski

Title 1 Coordinator/Literacy Coach

Lynne Bohnert

Kindergarten Teachers

Kristy Dilger
Adrienne Kraft
Kamasia Schnaus

School Nurse

Sherry Fleck

Valerie Small
Alyssa Weisheit

School Secretaries

Gina Weyer
Chelsea Seibert

Grade 1 Teachers

Diane Brescher
Michelle Corbin
Chloe Dilger
Lisa Guthrie
Janelle Hasenour
Audra Jahn
Brooke Lewis

Instructional Assistants

Cheri Acton
Gerri Buchta
Lisa Burch
Charity Elkins
Dianne Elmore
Melissa Vogler
Rhonda Kellams
Sabrina Peters
Beth Teder
Cindy Newkirk
Audrey Nordhoff
Tina Pfau
Shannon Seifert
Susan Stetter

Grade 2 Teachers

Angie Cox
Erin Heubner
Karen Pieper
Lisa Hurt
Heather Yarbrough
Nicole Gadlage

Resource Teachers

Holly Knies
Emily Dills

Custodial/Maintenance

Marla Braunecker
Deb Elkins
Jim Wigand

E-learning Coach

Megan Messmer

Cafeteria

Geri Wehr
Jane Werner
Michelle Witte

ENL Teacher

Lindsey Healy

Art Teacher

Sharon Loveless

Music Teacher

Mary Burke

Speech Therapy

Stacy Hilgefert

PTO Officers for 2018-2019

President

Sarah Leinenbach

Vice President

Treasurer

Kim Hagan

Teacher Representative

Michelle Corbin
Audra Jahn