

Princeton Community

Primary School



Student Handbook

2019-2020

PRINCETON COMMUNITY PRIMARY SCHOOL STUDENT HANDBOOK

The purpose of this handbook is to provide parents and students with general information and guidelines for PCPS and NGSC. If you have questions, please call an administrator at 812-386-1222. Student handbooks are derived from school board policy; therefore it is essential that students and parents become familiar with board policy by visiting www.neola.com/northgib-in/

Morning Arrival

The best time for students to arrive at school is between 7:45AM and 7:55AM. No students should arrive before 7:30 AM. All PCPS students are to report to the gym. Students who are eating breakfast are to go to the cafeteria immediately. Students should be dropped off before 8:00AM outside of the doors. All visitors must report to the school office between 7:30AM & 3:30PM. (Please refer to our visitor's policy.) For safety and transition issues, we kindly request that parents/guardians not stay with children in the gym at drop off times. The Principal may consider special circumstances. By 8:00AM students will go directly to their classrooms. Upon the arrival at their classroom, students should be seated and prepared for the start of school. School doors are locked by 8AM. An adult must sign in any student arriving after 8AM in the school office.

Drop off and Pick up

Please follow the following guidelines for students who do not ride the bus:

SOUTH SITE: Arrival.....7:30AM-8:00AM @ gym
After school pick-up....approx. 3:00PM @ Shade house

NORTH SITE: Arrival.....7:30AM-8:00AM @ gym
After school pick-up....approx. 3:00PM @ gym

It is our intent to keep our children safe. Please watch closely for children who may be crossing traffic with their parents.

Parents/guardians of students attending the south site are to escort their child from the shade house back to the parked vehicles in the parking lot. Students attending the north site should be picked up outside the gym door of the school. Children will not be permitted to go to any vehicle without being escorted by an adult.

PLEASE ARRIVE FOR CAR PICK-UP NO EARLIER THAN 2:45PM.

Recess Policy

We have established the following procedures to safeguard elementary students when cold weather approaches or a heat advisory is issued:

When the temperature/Heat Index is less than 95 degrees, normal recess will be held. If temperature/heat Index is 95-100 degrees, then outdoor recess will be limited to 10 minutes. The remainder of time will be indoors. (No asphalt. Other areas in use only, and if not available, then recess will be indoors.) If the temperature/Heat Index is 101 degrees or greater, then indoor recess will be held.

When the temperature/wind chill is at or more than 32 degrees, then normal recess will be held. If temperature/wind chill is at 26-31 degrees, then outdoor recess will be limited to 15 minutes. The remainder of time will be indoors. Temperature/wind chill of 25 degrees or below will result in indoor recess.

Parent/Guardian Requests for Gym and/or Recess

A parent/guardian may request that their child be kept out of gym and/or recess for up to three (3) consecutive days. For any longer period of time, a doctor's excuse is required.

Absences from School

When a student is absent from school for any reason, it is the parent's/guardian's responsibility to call the school office before 9am (South site: 385-4772; North site 386-1222) to report the absence and reason. In the event of a planned absence, please call the school office prior to the absence. This will help us ensure the safety of all our students. There are three levels of absences in the North Gibson School Corporation: unexcused, excused, and certified.

Unexcused—This means that the school has NOT been notified by a parent or guardian about the absence by phone or letter.

Excused- This means that the school has been notified by a parent or guardian about the absence by phone or letter.

Certified—This means that a doctor's slip or other professional certification to verify exemption has been provided for the absence.

Non-Certified- (The total of excused and unexcused days)

- 1) At five (5) non-certified days absent, the school and/or School and Child Advocate will initiate contact with the parent(s)/guardian(s) by letter.
- 2) At ten (10) non-certified days absent, a meeting should be scheduled with parent(s)/guardian, the School and Child Advocate, and/or building principal. A referral to Child Protection Services for educational concerns could be made.
- 3) At fifteen (15) non-certified days absent, a meeting will be scheduled with parent(s)/guardian(s) the School and Child Advocate, and the building principal. A referral to Child Protection Services for educational concerns could be made.
- 4) After twenty (20) non-certified days absent, the student may be retained at current grade level and/or required to attend summer school if offered. A referral to Child Protection Services could be made.

All class work missed during the absence must be made up.

Homework will only be prepared after two or more days of absences. Please call in the morning for your request of homework to allow the teacher an opportunity to get it ready for an afternoon pick-up.

Tardies

The school day begins at 8:00AM and ends at 3:00PM. A student arriving between 8:00AM and 11:30AM is tardy.

A student leaving between 11:31AM and 3:00PM is tardy.

A student arriving after 11:30AM or leaving before 11:30AM will be counted absent one-half (1/2) day.

The building principal reserves the right to consider unusual circumstances.

Health Policies and Procedures

Routine vision and hearing screens as required by law are administered to all Kindergarten and First Grade students during the school year. Vision and hearing screens are administered to second grade students only if time allows or by teacher request.

Periodic checks for head lice may be administered as needed. A parent of a child found to have live lice or nits less than 1/2 inch from the scalp will be called to take the child home. Siblings will also be checked. **The student may return only when he/she has been treated and is clean of all live lice and nits are greater than 1/2 inch from the scalp.** Parents should provide information on the type of treatment used. **The school nurse or health aide is to inspect the student's head before he or she will be allowed to return to the classroom. Students must be brought to school by the parent(s)/guardian(s) for the inspection.** The student will be re-checked within 7-10 days after treatment. Our school's full procedure on head lice is available from the school nurse.

Health Services

The following guidelines will be followed when considering whether a student should remain at school when experiencing health problems. The child's parents will be contacted and will be asked to pick-up their child when any of the following conditions exist.

1. A fever over 100 degrees and/or specific complaints of pain, such as sore throat or earache. A child must be fever free for 24 hours before returning to school.
 2. A child with a rash that is undiagnosed, extensive, or includes facial swelling.
 3. Eye infection that has not been treated
 4. Vomiting and/or diarrhea- must be absent for 24 hours
 5. Coughing that is constant, concerning, or disruptive.
 6. Head lice (see above)
 7. Any child who is unclean or emits an offensive odor may be excluded.
- Protocols and regulations established by the County Health Department shall be followed.

Immunizations

The Superintendent shall require parents to furnish to their child's school, no later than the student's first day of school attendance after enrollment, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the State immunization data registry. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) school days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) school day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a health care provider's statement that the needed immunizations are contraindicated. The religious exemption letter must come from the parents/guardians and must indicate the vaccine(s) they are objecting to and indicating the religious objection to said vaccine. This letter must be provided to the Superintendent. The medical exemption requires a form to be completed by a physician certifying a particular immunization may be detrimental to a student's health. Both exemptions must also be accompanied by a signed "Acknowledgement of Consequences of Incomplete Vaccination" in order for student to attend school.

Medications

If medication needs to be given at school, it must be brought to school by an adult in the original container. A signed medication permit with specific instructions must be on file with the medication(s). This is to include Tylenol and ibuprofen. Students are not allowed to transport medication to and from school. Each student receives a medication permit form on the first day of school. Extra copies may be requested from the school office.

Early School Closing

An automatic call service will call phone numbers in our system. It is very important to notify the school when your phone numbers and/or address changes. In cases of early closings, children will be released to go home in their usual method of transportation.

Parent Participation Policy

Parents are expected to play an active role in the education of their child. The education of children is a joint responsibility, one we share with the parents of the school community

A parent, guardian, or custodian of a dependent, student shall be required to participate in any disciplinary action authorized under the Student Due Process Code as well as the student discipline handbook of this school corporation, at the discretion of and upon proper notice by a school official.

Parent participation includes, but is not limited to, attending Open House, meetings, conferences, and hearings, as well as supervising after-school home-study time, reviewing homework, signing and returning school paperwork, and assuring regular school attendance.

Visitors and Volunteers to the School/Classroom

Any person planning on visiting the classroom or building during the school day must have a scheduled time and a cleared Limited Criminal History Record Check on file with the North Gibson School Corporation each school year. In an attempt to maintain a safe environment for our students, all visitors are expected to sign in and obtain a visitor pass from the office. If parents wish to meet with the teacher, please call to schedule an appointment. The student day begins at 8:00AM and we ask that parents who are not volunteering for the day excuse themselves from the classroom, so the teacher can utilize every instructional minute. For this reason, we restrict calls, unscheduled visitors, and other disruptions to the classroom as best we can. Parents are welcome to join their child for lunch. We kindly request that you notify us in advance, and then excuse yourself after lunch. Only NGSC staff should be present on the playgrounds. Younger siblings may also visit school with parents for lunch, class parties, or birthday celebrations. For their safety, we ask that parents closely supervise them. During instructional times or field trips, only parent/adult volunteers will be allowed.

School Volunteers have always been an integral part of the success of our school. Without the help and cooperation of school volunteers, the activities which are now offered, would surely be curtailed. If you would like to volunteer some time to help the school, please contact your child's teacher or the school office. Volunteers and visitors must coordinate a schedule with the teacher. Any person planning on visiting the classroom to volunteer during the school day must have a cleared Limited Criminal History Record Check on file with the North Gibson School Corporation **each school year**. The background check is free of charge and will help ensure that all volunteers are safe to be working with our children. During instructional times or field trips, only parent/adult volunteers will be allowed.

Treats in the Classroom/Celebrations & Parties

In accordance with federal law, effective July 1, 2017, the elementary schools will hold monthly celebrations to honor classroom birthdays for the month and/or applicable holidays within the month. These celebrations will be scheduled one time a month with **food that meets the federal nutritional standards.** These foods may be purchased through our food service provider. Also, food items may be brought in to the school but are required to be fresh produce or meet federal standards and in their store bought packaging to ensure the safety for children with food allergies. Teachers will coordinate with parents that may wish to contribute nutritional food to the monthly celebrations. A list of acceptable food items will be made available to parents. A complete copy of the policy is available on the NGSC website.

Teachers may also opt to observe specific holidays/events in their class by using activities and/or lessons to honor the special day/event. However, food will only be allowed once per month as scheduled. Unfortunately we will no longer be able to hold additional holiday parties.

Teachers may opt to recognize individual students on their birthdays, but **unfortunately, parents will no longer be able to bring in treats on individual birthdays.**

General Rules and Expectations

School Rules:

1. Keep your hands, feet, and objects to yourself.
2. Toys, candy, and gum should not be sent to school.
3. Any person passing in the hall should move in an orderly and quiet manner.
4. Any necessary talking will be done at an appropriate voice level.
5. Lewd, indecent, or offensive speech or conduct will not be tolerated.

Playground rules:

1. Permission must be obtained before a child may leave the playground. This includes the restroom, nurse's station or going after a ball.
2. All students must obey the teachers and aides on playground duty.
3. The slide is for sliding in a sitting position facing forward only. Climbing on the slide supports is not allowed.
4. The swings are to be used in a sitting position only. No pushing from behind or in front.
5. Swings are not to be rolled or twisted at all.
6. The shade houses are to be used for sitting only. Children are not to climb over the seats or walk on the top railing.
7. Fences are not to be climbed nor trees bothered.
8. There will be no lifting, carrying, or toting of other children.
9. Snow, sticks, or rocks are not to be picked up, thrown, or brought into the building at any time.
10. When the bell rings or teachers/aides blow their whistles, students should quit playing and line up immediately. Students will enter the building in a quiet and orderly manner.
11. The bringing of toys to school is not allowed.
12. There will be no use of any equipment with mud around it at any time.
13. There will be no dangerous games such as karate, crack the whip, red rover, and tackle football. Staff may use discretion to maintain safe play.
14. Specific equipment rules will be provided at the appropriate site.

Homework Policy

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Students are expected to return completed homework to school the next day unless otherwise indicated by the classroom teacher.

Homework completion and performance may be taken into account and reflected in report card grades. Please set aside a time each evening to work with your child on his or her homework. Establishing a routine will help your child, at an early age, learn to manage the responsibility of homework. In cases of absences, homework will only be prepared after two or more days of absences. Please call in the morning for your request for homework to allow the teacher an opportunity to get it ready for an afternoon pick-up. If you have questions, please contact your child's teacher.

Lost and Found

Any items of clothing or lost articles are generally kept by the school for a short period of time due to the quantity of items we accumulate. Please check promptly if you have a lost item. Also, it is helpful if you label all items with a name to help with identification. Students should refrain from bringing unnecessary items, such as toys, electronics, trading cards, etc. to school. Each child is responsible for his/her own belongings.

Student Appearance

A student who is neatly and appropriately dressed and groomed speaks well for himself/herself, his/ her school, his/her community, but most of all, for his/her parents. Students are expected to keep themselves well-groomed and appropriately dressed at all times. Any form of dress that a.) presents a hazard to the health or safety of the student himself/herself or to others in the school b.) interferes with school work, creates disorder, or disrupts the educational program c.) causes excessive wear or damage to school property or d.) prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement, shall be prohibited. Specifically:

1. Hats, bandannas, and head scarves are not to be worn in the building.
2. Clothing, buttons, or pins, which advertise alcohol, tobacco, or drugs, are not permitted nor are those with obscene, questionable language, or sexual connotations.
3. Attire that may damage school property, or cause personal injury to others, such as chains, studded items, etc. is prohibited.
4. All shirts or tops must appropriately cover the body.
5. The length of shorts or skirts should be at the tips of a student's fingers when their arms are at their sides.
6. Pants that appear baggy are to be worn with a belt and at waist level.
7. Feet are to be covered with some form of safe footwear.

Students not conforming to the above will be required to call parents and change clothes or wear items provided by the school.

Transportation Change

Any student whose method of transportation is changed **must bring a note** explaining the circumstances. This includes change in bus, car pick-up, or leaving school early. The note should be given to the teacher in the morning. Otherwise parents are asked to call the office with the change before 2:50pm. **Students will not be allowed to ride another bus or change bus stops without a note or phone call from the parent/guardian.**

PCDs/Cell Phones/Non-Educational Items & Devices

Students in North Gibson School Corporation are prohibited from using personal communication devices or other electronic devices in school without the permission of an administrator. This includes, but is not limited to, cell phones, tablets, laptops, etc. Non-educational items should not be brought to school. These devices/items may be checked into the school office upon arrival and returned to the student after dismissal. Items will be confiscated as needed and returned to a parent/guardian.

Video Usage

All movies shown to students at PCPS should be those obtained through the school library or educational services and are to be a part of the curriculum and linked to Indiana Standards. All other movies shown must be approved by the building principal or if shown outside of instructional time, rated for General Audiences.

School Bus Rules

All children, while being transported on a school bus, shall be under the supervision, direction, discretion, and control of the school bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation according to the Code of Conduct. Students may lose bus privileges.

Students are expected to:

1. Remain seated while the bus is in motion.
2. Refrain from making loud noises, throwing objects, and using offensive language.
3. Students are asked not to place hands, arms, legs or other body parts out of the windows.
4. Fighting or scuffling is not permitted on the school bus or at pick-up points.
5. The use of drugs (includes alcohol and tobacco) and look-a-like drugs is not permitted.
6. Students are expected to respect the property of the driver and/or school corporation and refrain from damaging the bus in any way.
7. Students are expected to obey other reasonable rules and outlines by the driver, school principal, or transportation director.

Student Discipline

Each teacher and any other school personnel shall, when pupils are under his/her charge, have a right to take any action which is reasonably necessary to carry out or to prevent an interference with the educational function of which he/she is in charge. A student is expected and required to respond truthfully when questioned by school personnel. Recognizing that the behavior of some students may be so disruptive that it interferes with the purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event, administrators and staff members may take the following actions:

1. Removal from class or activity—Teacher: An elementary, middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
2. Suspension from School—Principal: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

3. Expulsion: In accordance with the due process procedures defined, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation for firearms or deadly weapons per state law.

Additionally, please refer to the North Gibson School Corp. Code of Student Conduct.

Food Services

Checks for lunches and breakfasts must be made payable to **North Gibson Food Service.**

North Gibson School Corporation uses a computerized debit system. Funds (cash or checks in any amount) will be deposited into the student's account. You are allowed to pay in advance for meals, and students may pay on a daily basis. Money will only be deducted from an account when the student uses the account to purchase meals. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account. The account balance simply decreases as purchases take place.

If a child has an account balance that does not cover the cost of the meal, we allow a charge. Significant negative lunch account balances shall not be permitted.

A child may bring a lunch from home. We encourage a balanced lunch with a nutritious drink. Students bringing their lunch may buy a school milk. **No soft drinks or fast food.** Absolutely NO glass containers should be brought to school.

PCPS Behavior Guidelines

The North Gibson School Corporation's Code of Student Conduct will be followed. A copy of the NGSC Code of Student Conduct is provided to each student on the first day of school. A Student Discipline form will be sent home as a means of notifying parents/guardians that their child was involved in inappropriate behavior at school. These forms should be signed and returned to school the next day.

Special Activities and Conduct

Students receiving a failing grade in conduct or involved with serious misconduct could be excluded from participating in special activities such as parties, programs, or field trips. Alternate activities will be provided at school for those not allowed to attend a field trip. Grades will be re-evaluated at midterm and the end of each grading period for special activities.

Bullying Policy

A full copy of NGSC's Bullying Addendum is provided to students on the first day of school and upon request.

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

1. Places the targeted student in reasonable fear of harm to the student's person or property.

2. Has a substantially detrimental effect on the student's physical or mental health.
3. Has the effect of substantially interfering with the student's academic performance or
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Parents and students should immediately report concerns to the school administrator, teacher, or counselor. Reports may also be submitted to NGSC's Safe School reporting tool at: <http://www.ngsc.k12.in.us>
PCPS will promptly and thoroughly investigate, address, and resolve the allegations of bullying. The principal of each building or his/her administrative designee will be responsible for handling all complaints alleging bullying.

Administrative Procedure

1. **Student Records**
Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within fifteen (15) days after receipt of the Superintendent's annual public notice.
2. **Directory Information**
Directory information may include a student's name, (along with parents') address, telephone number, date and place of birth, e-mail address, photograph, major field of study, grade level, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance; date of graduation, type of diploma awarded, awards received, honor rolls, and scholarships. It may be released to media organizations (including radio, television, and newspapers) colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation.

Grade Level Retention Policy

The decision to make a grade level retention will be made on the academic need of an individual student. This decision will ultimately be made by the principal after considering input from the teacher and parent.

Parent Request for Teacher

Parent input is important. Many factors will be considered along with parent input including academic needs, social considerations and male/female ratios. Request forms will be made available to parents in the school office starting on the first Monday in April through May 1 each year. Requests will not be accepted after the deadline. Forms MUST be requested by a parent/guardian during dates posted on the form. NO late forms accepted. Only one request will be allowed each year. You MUST list 4 choices or your request will not be considered.

Restrain & Seclusion Policy

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/ or seclusion. Our school's entire Restraint & Seclusion Policy is available on the school's website and upon request in the principal's office.

Anti-Harassment Policy

In providing a productive working and learning environment, NGSC believes that its employees and students should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, and disability. It is PCPS' policy to provide an environment free from such harassment.

Section 504

In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, the Notice of Parent/Student Rights in identification, evaluation, and placement shall be utilized in the North Gibson School Corporation.

Notice

The North Gibson School Corporation complies with all Indiana State laws to public school corporations. Specific laws relating to student conduct may not be explicitly detailed in the Student Handbook, but are considered a part of the Handbook and are approved by the North Gibson School Board.

