

Princeton Community
Primary School



Student Handbook
2023-2024

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 <https://go.boarddocs.com/in/ngsc/Board.nsf/>

Morning Arrival

Please read information sent home regarding arrivals and dismissals. For safety and transition issues, we kindly request that parents/guardians not stay with children inside the school at drop off times. The principal may consider special circumstances.

Monday, Tuesday, Thursday, and Friday: Arrival 7:35 AM-8:00 AM,

Wednesday: 8:00 AM-8:30 AM, Early Arrival for car riders (with parent sign-up) will begin at 7:45 AM.

There will be regular arrival on the week of early dismissal. Early Dismissal Dates are Sept. 14, 2023, Nov. 2, 2023, Feb. 22, 2024 and April 11, 2024.

Drop off and Pick up

Please read information sent home regarding arrivals and dismissals for car riders.

It is our intent to keep our students safe. Please watch closely for children who may be crossing traffic with their parents. Children will not be permitted to go to any vehicle without being escorted by an adult. Cars should stay in line and wait your turn during arrival and dismissal times. DO NOT PASS another vehicle while students are loading.

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 the 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 between 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.

Attendance

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 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 four levels of absences in the North Gibson School Corporation: unexcused, excused, certified, and non-certified.

Unexcused- This means that the school has NOT been notified by a parent or guardian about the absence by phone or letter. A phone call is needed before 9am.

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.

The building principal reserves the right to consider unusual circumstances.

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 and Half-Day Absences

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.

Health Policies and Procedures

Routine vision and hearing screens as required by law are administered in required grades.

Periodic checks for head lice may be administered as needed. If a student is found to have head lice, the student's parent will be contacted to have the child treated and to pick him/her up immediately.

After treatment and upon returning to school, the student will be examined by the school nurse or designee, which may include the principal. The Corporation practices a policy of "no live lice" and nits are greater than ½ in. from the scalp as the criterion for return to school. Students must be brought to school by an adult for the examination. Rechecks may occur within 7-10 days after treatment.

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 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..

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 over the counter medications. 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 may 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 cleared 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

General School Rules:

1. Keep your hands, feet, and objects to yourself.
2. Toys, candy, non-school items 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.

General 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 staff on playground duty.
3. The slide is for sliding in a seated position facing forward only. The swings are to be used in a sitting position only. No pushing from behind or in front.
4. Swings are not to be rolled or twisted at all.
5. Outside seating is to be used for sitting only. Children are not to climb over the seats or walk on the top railing.
6. Fences and trees are not to be climbed.
7. There will be no lifting, carrying, or toting of other children.
8. Snow, sticks, or rocks are not to be picked up, thrown, or brought into the building at any time.
9. 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.
10. The bringing of toys or trade cards to school is not allowed.
11. 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.
12. Specific equipment rules will be provided as appropriate.

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.

Dress Code

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 or a call should be made to the office** 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 2:30pm. **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. Obey the instructions of the bus driver
2. Remain seated
3. Talk quietly
4. Keep your hands to yourself
5. No noise at railroad crossings
6. No distracting behavior
7. No eating or drinking on bus
8. No horseplay or fighting
9. No profanity
10. Personal communication devices used at the driver's discretion
11. Keep head, hands, and feet inside bus
12. Throwing objects is prohibited
13. Keep bus clean
14. Tobacco or alcohol in any form is prohibited
15. Do not damage or tamper with bus equipment
16. Possession of illegal drugs or weapons prohibited
17. The bus driver is authorized to assign seats
18. Be courteous and have a safe trip

School bus transportation is a privilege not a right. Failure to adhere to these rules may result in disciplinary action and/or loss of privilege.

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.
4. 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.**

In accordance with School Board policy, a student or staff member may charge for meals if his/her account has an insufficient balance to cover the charge. However, no account will be allowed to exceed a significant negative balance of \$30.00 as established in School Board policy.

A student whose account has a significant negative balance may not charge or purchase "à la carte" items, including extra main course entrées.

Parents will be initially notified by phone call or letter of a negative balance in their student's account weekly. Negative balances are expected to be corrected upon the notification by school authorities. The Cafeteria Manager will be responsible for making this initial notification to parents.

If an account balance remains negative thirty (30) days after the initial notification, the Food Services Director will contact the parent/guardian by phone or letter.

If the negative balance is not brought to a positive balance by the end of the school year of these efforts, the Corporation will take action to collect the unpaid debt by means of collection agencies, small claims court, or other legal methods deemed necessary by the Corporation.

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.

Restraint Policy

As a part of the emergency procedures in place in our schools, no student will be restrained by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. 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, the parents or guardian will be informed when any of these actions have occurred by the end of the school day and will be provided with a detailed written report of the incident including the circumstances that led to the use of restraint and/or seclusion. The NGSC policy is available on the school's website.

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.

Notification of Availability of Asbestos Management Plan

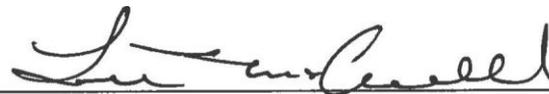
April 2023

The 1987 Asbestos Hazard Emergency Response Act (AHEM) not only requires inspections of all public and private schools (K-12 grades) to identify asbestos-containing building materials, but also requires that an Asbestos Management Plan be developed to safely manage the identified asbestos in each school facility. To further ensure that the identified asbestos containing materials are maintained in a safe condition, AHERA also requires that the asbestos materials be checked every six months and that these materials be re-inspected by an IDEM accredited inspector every three years to reassess the condition of the asbestos, for as long as the materials remain in the building. In the year 2022, the tenth triennial re-inspection was conducted for the North Gibson School Corporation.

The Asbestos Management Plan is available for your review. Anyone wishing to view a copy of the Management Plan for an individual school will find it available in the Principal's office of each school. The Management Plan may be copied, at a nominal fee during regular school hours.

Please notify the school in advance to prevent scheduling difficulties.

If you have any questions concerning the AHERA Program, please contact your building Principal and/or the Designated Person, Mr. Lee McConnell at 812/779-8236.



Signature — Lee McConnell, Facilities Director

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.

