

Northview Elementary

Student/Parent Handbook



2019-2020

**NORTHVIEW ELEMENTARY
AUGUST 2019/2020**

Dear Parents:

The Northview staff is excited about the upcoming school year. We hope this will be a year of increased learning and progress for your children.

Please call or visit us should you have questions or concerns related to your child's progress and welfare at Northview.

The following information has been prepared to assist parents and students.

PLEASE RETAIN THIS INFORMATION FOR USE DURING THE SCHOOL YEAR.

Stephanie Lockwood, Principal

**GENERAL INFORMATION
SCHOOL DOORS OPEN AT 8:00 A.M.**

SCHOOL HOURS:

	Start	Lunch/Recess	End
GRADE 2	8:30	11:00 – 11:45	3:10
GRADE 3	8:30	11:25 – 12:10	3:10
GRADE 4	8:30	11:50 – 12:35	3:10
GRADE 5	8:30	12:15 – 1:00	3:10

OFFICE HOURS 7:30 – 4:15

THE BOOK FEES ARE AS FOLLOWS:

SECOND	THIRD	FOURTH	FIFTH
\$165.00	\$165.00	\$165.00	\$165.00

CHECKS FOR BOOK FEES MUST BE MADE TO: **MISSISSINEWA ACTIVITY FUND**

2019/2020 SCHOOL CALENDAR

Aug. 7	School Begins
Sept. 2	Labor Day - NO SCHOOL
Sept. 27	Ducktail Run – ELEARNING
Oct. 9	End of first grading period
Oct. 21-25	Fall Break - NO SCHOOL
Nov. 27-29	Thanksgiving Vacation- NO SCHOOL
Dec. 20	End of First Semester- End of Day Starts Winter Break
Jan. 3	½ teacher grading day
Jan. 6	School Reconvenes for Students
Jan. 20	MLK Day (SNOW MAKE-UP) - NO SCHOOL
Feb. 17	President’s Day (SNOW MAKE-UP) - NO SCHOOL
Mar. 11	End of Third Grading Period
Mar. 27 – Apr. 6	Spring Break - NO SCHOOL
Apr. 7	School Reconvenes
May 22	Last Student Day
May 26	Last Teacher Day

MORNING ARRIVAL - No children are to arrive before 8:00 A.M. because no supervision is available. Upon arrival students in grade 2 and 3 should go directly to the cafeteria. Students in grades 4 and 5 will go directly to the gym.

REGISTRATION FORMS - Please complete the registration form online immediately. This is your child’s link to home. It is critical that we have a contact and a phone number we can call if your child becomes ill or some other type of emergency exists.

PARENTS

If you wish to speak to your child’s teacher, it is very important that you call the school first and make an appointment. Teachers need time to collect data to have a worthwhile discussion. Often parents drop in and expect to be able to meet with the teacher. However, the teacher may be busy with students, or preparing for instruction, or assigned to other responsibilities. We encourage and desire communication with the home and will get back with you to arrange a meeting immediately. Email is often an effective means of communication between parent and teacher.

SCHOOL PROPERTY - parents are responsible for school property that is destroyed; including marring or defacing of books, desks, walls, etc. Textbooks issued are the property of the Mississinewa School System. Students are responsible for books, which are lost, stolen, or damaged beyond use.

LIVE Y’ERS SCHOOL AGE CHILD CARE

This service is a joint venture of the YMCA to provide childcare before and after school. Information about this service is available in the school office. The phone number to the YMCA is 664-0544.

SCHOOL LUNCH

Payment for lunches may be made on mornings from 8:00 - 8:10 a.m.

It would be beneficial to the student to purchase lunches on a weekly or monthly basis and on Mondays, if possible, to alleviate stress on your child due to their age (and this would also help the cafeteria manager). **Checks MUST be made payable to MISSISSINEWA LUNCH FUND.** The 2019 -2020 lunch prices have not been determined. The following prices are based on the 2018-19 school year.

BREAKFAST	\$1.45	REDUCED LUNCH	\$.40
REDUCED BREAKFAST	\$.30	SINGLE MILK	\$.40
ONE DAY LUNCH	\$2.25	ADULT BREAKFAST	\$1.90
WEEK STUDENT LUNCH	\$11.25	ADULT LUNCH	\$3.40

ALL STUDENTS MUST remain at school during lunch hour unless they have the written consent of parents to go home. This note must be on file at the principal's office. A note is not necessary if parents report to the office when they pick-up their child. Parents can meet their children in the office at lunchtime to take them out to eat. They must be signed out and back in on time. Students who bring their lunch to school must eat it in the cafeteria.

NOTICE—It is the guideline of our school district that only a parent or guardian can take a student out of the building during school hours. The only exception to this guideline would be another family member, if arranged ahead of time, through the office

BICYCLE SAFETY

Parents of students riding bikes to school should make sure they understand good rules of safety while riding on our streets. Students must walk bikes while on school property and on the sidewalk immediately in front of the south side of the school ("H" street). Bikes should be parked in the rack at school and locked. Bicycles will remain in the racks until dismissal. Parents should keep a record of the serial number of their children's bicycles. There is a crossing guard provided at the corner of 8th and "H" streets. If a student does not demonstrate safety (including one student per bicycle) and courtesy, he/she will not be allowed to bring their bike on school property.

EARLY DISMISSAL

Students should be told what to do in the event school dismisses early. Nearly every year the schools are closed early, sometimes because of inclement weather. **MAKE ARRANGEMENTS NOW** in order to avoid a fearful or dangerous experience for your child later in the year. If your child is to be picked up by a friend or relative a parent phone call or a written note must be sent to school with your child stating your intent. For your child's safety and protection the school will not release your child to an adult other than the parent without a written permission or a phone call from the custodial parent. School closings will be announced over Marion Radio stations. **Tune into WBAT (1400), WMRI (106.9) or WGOM (860)** to become informed of any delays or closings. Closing and delay announcements can be seen on **WTHR (13), FOX (11), WRTV (6), and WTTV (4)** Also, we provide the instant phone and e-mail messaging for parents to inform on cancellations and emergency circumstances. Check with your office if you desire this service. ***PLEASE DO NOT CALL THE SCHOOL*** or your teacher in an attempt to obtain closing information. School closings due to weather will be made up at a later date.

DELIVERIES

IF YOU WISH TO HAVE CLOTHING, NOTES, MONEY, OR ANY ITEMS DELIVERED TO YOUR CHILD, BRING THEM TO THE OFFICE. We will take care of the business for you during the first

appropriate break in classes. This will eliminate unnecessary interruptions in the learning environment.

ANYONE ENTERING THE BUILDING MUST CHECK IN AT THE OFFICE AND WEAR A VISITOR'S TAG. All entrances will be locked by 9:00 a.m. These procedures are for the safety of the children. We need to know who is in the building at all times. To enter through the main entrance (east parking lot) you will need to press the buzzer, state your name and the purpose for your visit. All visitors during the school day must access the building through the main entrance.

VISITOR GUIDELINES

1. Set a good example for behavior and attitude for all the students. Comply with school and classroom rules in a positive manner.
2. Be friendly and mannerly during your school visit
3. Refrain from any conflicts with staff or students. If you observe or hear about a problem while at school, then notify the staff member in the area or contact the office.
4. Avoid any physical contact with students including the context of play or nurturing.
5. **YOU MUST BE APPROVED THROUGH A CRIMINAL BACKGROUND CHECK.**

BUS RIDERS

Children may not ride a different bus to go home to their friends' house without **written** permission from their parent. We do not allow students to call home to get permission to go home with a friend. This needs to be taken care of at home before school starts. Please make sure any changes in your child's normal routine are given to the child's teacher in writing or by phone or we will follow the normal procedure.

ENROLLMENT CHANGES

If at any time during the school year you wish to change anything on your child's enrollment form please send the changes to the office with your child. We need to know any change of address, phone number or contact persons. This is very important for the office as well as the teacher.

SICK CHILDREN

If your child is too sick to participate in regular school activities we would encourage you to keep your child home. If it should be necessary for your child to take prescription medication at school, we must have a signed medication form on file before any medication can be given. These forms are available in the office. **NO prescription** medications will be given without a form on file. All prescription medication must be in the original container (see attachment for more details).

HOMEWORK & MAKE-UP WORK

Students will be spending time on schoolwork outside the classroom. To help them learn to plan ahead, some long-range assignments will be made. If classes are missed, check with teachers for make-up assignments. Students should be absent at least two days before parents request to pick up make-up work. **IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP SCHOOL WORK MISSED DUE TO ABSENCE.** Generally, unless some type of special circumstances exist which have been arranged with the teacher, the students will have one day to make up if absent one day, two days if absent two, etc.

NORTHVIEW ELEMENTARY SCHOOL EXPECTATIONS

General rules and regulations for students

These rules are for the primary safety and to improve the operation of our school

THE FOLLOWING RULES ARE IN ADDITION TO THE TEACHERS CLASSROOM REQUIREMENTS

1. Students will walk in a quiet orderly manner (no running)
2. Students will be quiet in the halls during school hours and keep their hands, feet and any objects off the walls.
3. Recess – When the recess period is over the students are to line up outside the building and get quiet. Upon entering the building students are to remain quiet until they are in their classrooms.
4. Restrooms – It is everyone’s responsibility in our school to maintain clean restrooms. Do not throw paper towels on the floor. Be sure the water is turned off at the sinks.
5. Cafeteria – Cleanliness is important! Make sure napkins are thrown in the proper containers. Please keep the noise down and do not disrupt.
6. Students should not bring toys to school unless designated by the teacher or school (like show and tell). Also, fund raising by students can be before and after school, but the school will not be responsible for lost or stolen items.
7. Playground Activities - Unnecessary roughness is forbidden. Do not engage in any dangerous play or activity. Also, remain in the designated recess area unless given permission by the teacher. The teachers on duty are in complete charge – follow their instructions.
8. No Fighting, name calling, or inappropriate language. Students should always keep their hands and feet off of other students.
9. Student dress and hygiene should be safe and should not detract from a positive school environment. Students should refrain from body piercing, tattoos, or hair color and styling, which may disrupt the classroom or school setting.
10. Bike riders or scooter riders must walk the bikes or scooters while on school property and parents are responsible for theft or damages.
11. Students will not use or be in possession of skateboards, roller blades, or roller skates at school.
12. Students are not to play with I-pods, I-pads, cell phones or electronic games unless permission is given by the teacher.
13. No Knives of any kind at school.
14. At arrival and dismissal of school, students need to stay on the sidewalks at all times until they are at their vehicle, bus, or off school property.
15. Cell phones should be turned off and remain in backpacks at all times.
16. Respect the feelings and the property of the school and others at all times.

MISSISSINEWA COMMUNITY SCHOOLS

STUDENT DISCIPLINE

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that:

- A. Conform to reasonable standards of socially acceptable behavior.
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged.
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold that authority.

Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record before he/she leaves this Corporation.

The Superintendent shall promulgate administrative guidelines for student conduct, which carry out the purposes of this policy.

A Student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with board policies on transportation.

A building administrator shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process right to notice, hearing, and appeal.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. No student shall be refused transportation services until the parent has been notified. Notification to the parent is the responsibility of Corporation personnel and should be made prior to the departure of school buses. If a parent cannot be contacted the child should be detained on another day.

1. C.20-8.1-5-1 et seq.

NOTICE

For safety precaution, we *DO NOT* want any students dropped off for school in the morning between 8:00-8:30 a.m. in the east parking lot (by the office and gym). Students are walking and running in front of and between school buses. Obviously, this circumstance could result in serious injury.

Students in private vehicles need to be dropped off in either the south or the west parking lots of a morning.

After school, fourth grade (only) students may be picked up in private vehicles in the east parking lot as long as they give right of way and stay out of the bus pick-up area.

Thank you for your cooperation in this matter for the safety of our Northview students.

CAFETERIA PROCEDURES AND RULES



1. **Students are to be dismissed by the duty personnel to drop off lunch tray. (Be careful to prevent bottlenecks at the window).**
2. **Students are to quietly return to their table and sit down after dropping off their lunch tray.**
3. **Students are expected to walk at all times.**
4. **Students are not allowed to yell or talk loudly.**
5. **Students are not to move around to socialize. They are to stay in their seat chosen and not leave it without permission. Students need to raise their hands and get permission to go to the restroom (emergency only).**
6. **No pushing, shoving, or jumping around at any time.**
7. **Students in study hall will sit in the designated area after eating and taking up the lunch tray.**
8. **There is to be no throwing of food or any objects. The tables and floor are to be kept clean.**
9. **Students can give away food, but not sell it. Students should never grab or handle another student's food.**
10. **Possible Consequences:**
 - a) **Student removed from table to another table to eat by him/her self.**
 - b) **Student assigned to stand along the wall**
 - c) **Assigned to indoor study hall**
 - d) **Refer to home teacher**
 - e) **Refer to the office**
 - f) **Combination of the above**

NORTHVIEW ELEMENTARY PLAYGROUND RULES



1. Students will follow the “Hands Off” policy. No rough play such as riding on another student’s back, tackling, pulling clothing, pushing or hitting is permitted.
2. Swearing or cruel remarks are not allowed at any time at school.
3. Throwing rocks or snowballs is not allowed at anytime at school.
4. Students will stay away from all parked cars in the parking lot.
5. Students will respect playground equipment and not be destructive.
6. Students will use playground equipment as intended:
 - Students will be in a seated position on the slide.
 - No jumping off the teeter-totter or merry-go-round.
 - No jumping off or standing on the swings.
 - Students will not climb on any part of the playground equipment that is not designed or intended for climbing.
7. Students are to stay within the playground boundaries.
8. Students will line up quietly to go inside, and upon entering the building, students will continue to be respectful to other classes and stay at a zero level with no talking.

STUDENT PICK UP AND DROP OFF

SOUTH LOT (Grade 2)

Grade 2 will enter and exit from the south parking lot through the main south doors (Door #8)

WEST LOT (Grades 3 & 5)

Grade 3 will **ENTER** the west parking lot with **DROP OFF and PICK UP** at the sidewalk heading to the third grade rooms. Students will enter and exit the southwest doors in the A hallway. (Door #9)

Grade 5 will **ENTER** the west parking lot with **DROP OFF and PICK UP** along the west edge of the main playground. Students will enter the northwest doors of the B hallway of the 5th grade wing (Door #13).

EAST LOT (Grade 4)

Grade 4 pickup will be in the East lot at door #1

For grade 4 there should be ample parking spots in the east lot while waiting for pick up. Parents are encouraged to drop students off along the curb, but at pick-up either stay in line or please park in the painted spot and walk across to get your student.

- If you are **picking up students in multiple grade levels** please have all of them assemble at a designated pick up and drop off location in the **west parking lot**.
- All **walkers and bicycle** riders will enter & exit door #8 (south exit)
- Car riders will be dismissed at 3:05 p.m.
- Bus riders and walkers will be released at 3:10 p.m.

***NO STUDENTS WILL BE DISMISSED FOR STREET PICK-UP
PLEASE DO NOT PARK ON "H" STREET OR 8TH STREET***

RULES FOR PUPILS WHO RIDE THE BUS

School bus drivers are to have control of all school children conveyed between the homes of the children and the school building, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

- a. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
- b. No pupils shall stand or move from place to place during the trip.
- c. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- d. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or body in any other objectionable manner.
- e. No windows or doors will be opened or closed except by permission of the bus driver.
- f. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- g. The child should be waiting at his boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the pupil station. If the school bus driver is already three minutes late, he need not wait at all.
- h. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.

The above rules were established by the School Bus Safety Committee as provided by Chapter 260, Indiana Acts of 1965. It is the responsibility of every school bus driver to participate in an educational safety movement by posting this card in his vehicle.

Superintendent, Indiana State Police

GUIDELINES

**Office of the Superintendent
Mississinewa Community Schools**

**Students
Policy #5511**

It is the responsibility of the Superintendent to establish administrative guidelines for the purpose of implementing the adopted policy of the Board of School Trustees. The Superintendent will interpret Board policy converting it into specific guidelines to promote the intent and purpose of the Board. Therefore, the following guidelines are created to carry out the intent and purpose of Board Policy #5511

DRESS AND GROOMING

It is expected students will be clean in their person and their apparel. Grooming, clothing and accessories are appropriate when they conform to policy #5511 subsections A. B. C. D: do not disrupt the orderly function of the organization: do not promote sexuality in a manner unacceptable to community mores: do not contain or suggest vulgar, obscene or satanic references: and do not promote gang identification either by the article of clothing itself or to manner in which it is worn. Students violating the spirit of these guidelines will be subject to corrective discipline.

SPECIFICALLY:

1. Hats and overcoats are not to be worn to class.
2. All items of clothing will be worn in an appropriate and modest manner.
3. Clothing must be clean and free of holes that create inappropriate exposure.
4. No clothes or accessories promoting controlled substances will be considered acceptable.
5. Clothing with pictures, symbols or lettering which suggest satanic, vulgar, obscene or sexual innuendo is expressly prohibited.
6. Students must be fully dressed including footwear.
7. Personal hygiene and cleanliness of person and hair are required.

The above "Dress and Grooming" guidelines apply to members of extra-curricular activities when representing the school community at a public event.

The principal of each building is designated as the arbiter of student dress and grooming in their building. The principal is empowered to ask a student to take immediate corrective action if in violation of guidelines.

It is essential to note guidelines for students also apply to corporation employees and the Board itself so the corporation leadership of students is by example rather than fiat.

Community mores, standard etiquette and common sense should prevail concerning this issue.

ATTENDANCE AND TARDY POLICY

Students are expected to be at school and on time unless special circumstances exist like doctor visit, illness, and funerals.

The parent/guardian should call the office on the day of the student's absence from school.

The school policy for absences allowed without a doctor's statement is ten annually. A Doctor's statement does not count as an absence on the policy. Six tardies will be the equivalent of an absence from school on the attendance policy.

When a student exceeds six days, a letter(s) of notification will be sent home for succeeding absences. Once a student reaches ten absences (without a doctor statement) a parent conference will be required. If the absence problem continues after the parent contact, then the Grant County truant office will be contacted.

Good student attendance is necessary for school success and achievement. The school and home need to communicate about all issues in a timely manner, which can facilitate the student's success at school.

Whenever you have any questions, please feel free to contact our office.

CAFETERIA INFORMATION

Dear Parent/Guardian:

We offer a hot lunch and a cold lunch (Grab N Go) every day.

Below is the schedule for Grab N Go:

Monday	Yogurt, string cheese, and muffin
Tuesday	Chef Salad with egg and cheese, and goldfish
Wednesday	Ham and cheese sandwich
Thursday	Peanut butter and jelly sandwich and yogurt
Friday	Turkey and cheese wrap

The price of a Grab N Go is the same as a hot meal, \$2.15. Milk does come with the meal. Milk purchased separate from a meal is 40 cents.

Sincerely,

Janet Boys
Northview Café

NORTHVIEW ELEMENTARY SCHOOL TITLE 1 SCHOOL/PARENT COMPACT AGREEMENT

Families and schools must work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a safe and supportive learning environment.
- Teach classes with an interesting and challenging curriculum that promotes student achievement.
- Motivate my students to learn.
- Set high expectations and help every child be successful in meeting the Indiana academic achievement standards.
- Communicate frequently and meet annually with families about student progress and the school - parent compact.
- Provide opportunities for parents to volunteer, participate, and observe in my classroom. Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making with parents and school colleagues to make our school accessible and welcoming for families.
- Respect the school, students, staff and families.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching, video game playing, and internet usage.
- Study or read every day after school.
- Respect the school, classmates, staff and families.

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-6).
- Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate, as appropriate, in decisions about my child's education.
- Attend parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

INTERNET ACCEPTABLE USE POLICY

The Internet and other types of distance learning may be used as instructional technologies for the purposes of finding and retrieving information and doing collaborative work in accordance with the mission statements and desired learner outcomes of the Mississinewa Community School Corporation. Our students and staff now have access to devices that will enable them to access public domain software and shareware of all types, discussion groups involving most any topic, as well as access to many university library catalogs, the Library of Congress and information and news from NASA, and communicate with people (ie. experts) from around the globe.

Access to the Internet at Mississinewa will be regarded as a privilege and not a right. Students interested in utilizing the Internet through the districts access must first obtain permission to use equipment from a Mississinewa instructional staff member such as the student's teacher or another member of the school's administrative or teaching staff. It is expected that student access to the Internet will be structured in ways that point students to those resources and have been evaluated prior to use. Students using the Internet, provided by the school district, are expected to exhibit behavior, while engaged on-line, consistent with the standards established in the Mississinewa Schools policy on student discipline. Parents will be notified if their student's privileges have been suspended. Parents shall be given the option to request alternate activities to accessing the Internet.

With the use of district-owned, school-based computers, users shall not have or claim to have any expectation of privacy with regard to the storage of files or information. The use of memory, storage, and Internet access will be treated like school lockers. The professional staff may review all files and message exchanges on the systems in order to maintain system integrity and ensure that users are acting responsibly and consistent with the acceptable use standards. Inappropriate usage by adults and students of the Mississinewa Community Schools' Internet/electronic communications capacity may result in termination of access. Inappropriate usage may include, but is not limited to, the following:

1. Violating any local, state, or federal statute,
2. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit materials,
3. Transmitting obscene, abusive, or sexually explicit language,
4. Vandalizing, damaging, or disabling the property of another person or organization,
5. Accessing another person's materials, information, or files without the direct permission of that person,
6. Accessing material or resources which result in the Mississinewa School Corporation receiving an unauthorized billing,
7. Violating copyright, or otherwise using another person's property without his or her prior approval or proper citation,
8. Extensive use for noncurriculum-related communication, including chatrooms and email.

Email is allowed only before or after school hours under adult supervision. The Mississinewa Community School Corporation cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. In addition, the Mississinewa Community School Corporation cannot be held accountable for the information that is retrieved via the network.

EMERGENCY/CLOSING NOTIFICATION FORM

Dear Parent,

The Mississinewa Community School Corporation is pleased to inform you that again this school year through "Blackboard Connect" we will provide information to you when our corporation experiences delays, early dismissals, or cancellations because of weather. We will also be able to give you immediate information should emergency situations occur.

You will receive a phone call with the appropriate message whenever a situation arises that we need to inform you about. For each student in our corporation we can enter up to four phone numbers to be called when an emergency arises. If you would like to be included in this effort, please fill out the information below and then you or your child must return it to the principal's office of your child's school. **We are clearing our system of numbers from last year so if you want to be called this year you must fill out this form.** Please understand that every number that you enter below will be called.

Student Name _____

Grade _____

Phone Numbers 1) _____ 2) _____

3) _____ 4) _____

Sincerely,

Tab McKenzie
Superintendent



2019/2020 REQUEST FOR TRANSPORTATION

DATE _____

*****Circle one - *Ride Bus Every day* or *Ride bus with note/call***

SCHOOL

BUS #

BUS STOP

STUDENT NAME

GRADE

PARENT NAME

HOME ADDRESS

A.M. PICK UP ADDRESS

P.M. DROP OFF ADDRESS

HOME PHONE NO.

CELL PHONE NO.

WORK PHONE NO.

PREVIOUS BUS# (if applicable)

PLEASE CALL THE TRANSPORTATION OFFICE IF YOU NEED ASSISTANCE WITH A BUS ROUTE.

Transportation office: 677-4413

You can leave a voice mail after hours and your call will be returned the next day.
Please give your address and phone number.

NORTHVIEW ELEMENTARY SCHOOL

2019/2020



Release form for your child's picture to be used for any school related publication.

Student's Name: _____

Date: _____

I give my permission for my child's picture to be taken and used for school related publication.

Yes: _____ No: _____

Parent/Guardian Signature:

NORTHVIEW SCHOOL NOTICE TO PARENTS

In order to comply with state law, officials are required to make a reasonable effort to show that school rules and regulations are provided to students and parents.

Please sign this form indicating that your student has received a copy of the student discipline policy and has received information on the attendance policy. Your cooperation in signing and returning this form is appreciated but failure to sign does not prevent the school from enforcing its rules and regulations.

Please have your student return the signed form to his/her teacher ASAP.

WE HAVE RECEIVED A COPY OF THE STUDENT DISCIPLINE POLICY AND INFORMATION ON STUDENT ATTENDANCE.

Student Name: _____

Parent/Legal Guardian: _____

Mississinewa Community School Corporation Computer Use Agreement

I understand and will abide by the above rules and regulations regarding computer use. I further understand that any violations of the regulations above is unethical and may result in the loss of my computer access privileges as well as disciplinary action.

User

Signature: _____ Date: _____

As the parent or guardian of the above student, I have read the User Agreement. I understand this access is designed for educational purposes. I also understand it is impossible for the Mississinewa Community School Corporation to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I, the undersigned, have read and discussed the above information with my child and agree to abide by statements provided in this policy.

Parent Signature: _____

Date: _____

School-Parent Compact

This school-parent compact is in effect during school year 2018-2019

School: Northview Elementary

Date: August 10, 2018

Parent/Guardian: _____

Date: _____

Student: _____

Date:

Stephanie Lockwood, Title I Administrator

VOLUNTEER INFORMATION

To: Parents and Community Members Interested in Volunteering In the Classroom,
Extra-Curricular Activities/Sports, Field Trips, and/or Other School-Related Activities

From: Tab McKenzie, Superintendent
Mississinewa Community School Corporation

Thank you for your interest in volunteering in our schools. We appreciate your willingness to invest your time and talents with our students and school programs.

Assisting with school activities sometimes involves close contact with our student population. Because providing our school children with a safe and secure educational environment is our highest priority, we must do all that we can to insure their safety. Therefore, it is important that we ask you to complete the enclosed Mississinewa Community School Corporation Volunteer Application. All volunteers are expected to provide us with background information; you are not being singled out from other volunteers for closer inspection.

Your application should be returned to the principal of the school where you would like to volunteer. If you would like to help in more than one building, please indicate such on the application. Principals will discuss with classroom teachers their needs for volunteers and assign you activities as appropriate. In some situations, all individuals interested in helping with a specific activity will not be needed and you may be considered for other activities at a later date.

You need to complete this application only once for assisting in any building in the corporation. Because this issue is so vital to the security of our students, we will ask that volunteers re-apply at the beginning of each school year. Please contact our office if you would like to have your application deleted from our files.

Volunteers are vital to our educational system, and so is student safety. We believe the extra time needed for you to complete this application is worth any possible inconvenience. Please contact us at 674-8528 if you have any questions.

Thank you for your time and cooperation.

APPLICATION FOR FIELD TRIP/SCHOOL VOLUNTEER

Date _____

Volunteer Name

First _____ Middle Initial _____ Last _____

Sex _____ Race _____ Date of Birth _____ (Must be at least 18 years old)

Address

Phone Number Home _____ Work _____

School(s) at which you wish to volunteer _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Present Employment:

Employer

Address

What experiences have you had that indicates you can work well with children?

Please list three professional or personal references

Name	Address	City	Telephone
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Volunteering with the Mississinewa Community School Corporation involves contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with students. All applicants for volunteer positions are expected to provide us with background information; you are not being singled out from other applicants for closer inspection. This is part of the application and any misrepresentation or omission of fact may be grounds for disqualification from further consideration regardless of when the misrepresentation or omission is discovered.

Conviction of a crime or any affirmative answer provided by you on this is not an automatic bar to being a school volunteer. The School Corporation will consider the nature of any conviction or alleged conduct underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between an offense or alleged conduct underlying an affirmative response and the position for which you are applying.

- A. Have you ever been investigated for, charged with, plead guilty or “no contest” to any crime involving the physical or sexual abuse of any person or indecency with a minor?
Yes _____ No _____
- B. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program?
Yes _____ No _____

(If you answered yes to any of the above questions, explain the circumstances of each on a separate sheet and attach it to this application.)

I authorize the administration of the Mississinewa Community School Corporation to check my employment history, including without limitation, reference checks, and to seek the release of information, including a “limited criminal history”, possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employees or local, state, or federal agencies to provide the school corporation any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I EXPRESSLY WAIVE IN CONNECTION WITH ANY REQUEST FOR, OR PROVISION OF SUCH INFORMATION, ANY CLAIMS, CAUSES, OR ACTIONS, INCLUDING WITHOUT LIMITATION, DEFAMATION, INFLICTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL CORPORATION, ITS OFFICIALS, EMPLOYEES, TRUSTEES, OR AGENTS, OR AGAINST ANY PROVIDER OF SUCH INFORMATION.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.

Please print your name:

Signature of Applicant:

Date:

policy

BOARD OF SCHOOL TRUSTEES
MISSISSINEWA COMMUNITY SCHOOL CORPORATION

STUDENTS
5330/page 25 of 35

USE OF MEDICATIONS

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child. Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the office of the principal.

Medication to be administered during the school day must be brought to the office of the school nurse. Medication will be accepted by the school nurse only. No other school personnel will be allowed to accept medication from the student's parent.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered and only in the presence of another adult. Parents, or students authorized in writing by the physician and parents, may administer medication or treatment but only in the presence of another adult.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the principal's office and administered in accord with this policy.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

I.C. 20-33-8-12
I.C. 20-34-3-18
I.C. 34-30-12
511 I.A.C. 7-21-8

Revised 8/13/07

MISSISSINEWA COMMUNITY SCHOOLS
HEALTH SERVICES
MEDICAL INFORMATION SHEET

PERSONAL INFORMATION

Student Name: _____ Grade: _____
Parent/Guardian: _____
Address: _____ Phone: Home: _____
_____ Cell: _____
_____ Work: _____

Contact in Case of Emergency:

<u>1st Contact</u>	<u>2nd Contact</u>
Name: _____	Name: _____
Relationship: _____	Relationship: _____
Phone: _____	Phone: _____

MEDICAL INFORMATION

<u>Medical Diagnosis/Condition(s):</u>	<u>Medications – Dosage & Time Given:</u>
_____	_____
_____	_____
_____	_____

Medications to be administered at school*: _____

(*ALL medications given at school require a Medication Administration Form signed by parent/guardian)

Side effects to watch for: _____

Allergies: _____

Physician Name: _____ Phone: _____

If none of the above can be contacted and you wish the school to act in what is believed to be the best interest of your child, sign below.

Date: _____ Signature of Parent or Guardian: _____

MISSISSINEWA COMMUNITY SCHOOLS
HEALTH SERVICES
'CHIRP' RELEASE FORM

I, _____, give Mississinewa Community Schools permission to
(parent/guardian name)
release the following information concerning my child _____ to
the Indiana (name of child)
State Department of Health's ***Children and Hoosiers Immunization Registry Program (CHIRP)***.

The following information to be released: Name, immunization data and other information such as date of birth or other identifying information as applicable.

I understand that the information in the registry may be used to verify that my child has received proper immunizations and to inform me or my child of my child's immunization status or that an immunization is due according to recommended immunization schedules.

I understand that my child's information will be available to the immunization data registry of another state, a healthcare provider or provider's designee, a local health department, an elementary or secondary school, a child care center, the office of Medicaid policy and planning, a licensed child placing agency, and a college or university. I also understand that other entities may be added to this list through amendment to I.C. 16-38-5-3.

I hereby consent to the release of such information.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Address

Telephone Number

Child's Name

Date of birth

School

Grade Level

MISSISSINEWA COMMUNITY SCHOOLS CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS

The Board of School Trustees of the Mississinewa School Corporation prohibits gang or criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. The Board also prohibits reprisal or retaliation against individuals who report gang or criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang or criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang or Criminal Organization means a group with at least three (3) members that specifically:

- (1) either:
 - (A) promotes, sponsors, or assists in; or
 - (B) participates in; or
- (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang or Criminal Organization Activity means a student who knowingly or intentionally actively participates in a criminal gang or criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang or criminal organization.

Per state law, a school employee shall report any incidence of suspected criminal gang or criminal organization activity, criminal gang or criminal organization intimidation, or criminal gang or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang or criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang or criminal organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but no later than five school days from the date of the report of the alleged incident of gang or criminal organization activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of gang or criminal organization activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang or criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of gang or criminal organization activity, whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

IC 20-26-18

IC 20-33-9-10.5

IC 35-45-9-1