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Core Beliefs

Our goal is to provide activities and programs which will support all students’ ability to learn skills transferable to real life.




The John Glenn School Corporation Elementary Schools have chosen to enact our vision statement through a climate of L.I.F.E. long skills~Learning In A Flourishing Environment (L.I.F.E.).

Our goal is to create a learning environment which provides






-  Enriched Environment
-  Adequate Time
-  Meaningful Content
-  Choices
-  Trust

In order to be a successful L.I.F.E. long learner we feel that emphasis should be placed on the following skills:

ACADEMIC:

-  Basic Skills - Reading, Writing, Spelling, Presenting, Listening, Memorizing
-  Group Skills - Planning, Leading, Cooperating, Inclusion, Influence
-  Higher Level Thinking Skills - Thinking, Creating, Designing, Researching, Analyzing, Problem Solving.

LIFELONG GUIDELINES:

-  **Truth** - being responsible for your decisions
-  **Trust** - being able to express ideas without fear of recrimination
-  **No Put Downs** - looking for the best in people
-  **Active Listening** - really listening and attending
-  **Personal Best** - pride in what we do

LIFE SKILLS:

The following LIFE SKILLS are modeled daily:

- ✍ **Integrity** - to act according to what's right and wrong
- ✍ **Initiative** - to do something because it needs to be done
- ✍ **Flexibility** - the ability to alter plans when necessary
- ✍ **Perseverance** - to continue in spite of difficulties
- ✍ **Organization** - to plan, arrange and implement in an orderly way
- ✍ **Sense of Humor** - to laugh and be playful without hurting others
- ✍ **Common Sense** - to think it through
- ✍ **Problem Solving** - to seek solutions in difficult situations
- ✍ **Responsibility** - to be accountable for your actions
- ✍ **Patience** - to wait calmly for someone or something
- ✍ **Friendship** - to make and keep a friend through mutual trust and caring
- ✍ **Curiosity** - a desire to learn and know about a full range of things
- ✍ **Cooperation** - to work together toward a common goal or purpose
- ✍ **Caring** - to feel concern for others

ATTENDANCE POLICY

Philosophy

Research demonstrates that students who regularly attend school achieve higher grades, enjoy school more, and increase their chances of future success. Students must be active participants in school to achieve maximum benefit from their education. It is, therefore, vital that students attend on a regular basis.

Policy

Students who are absent 10% or more of the days in which they are enrolled at WES/NLES, will be asked to meet with the principal to discuss attendance. Failure to meet with the principal may result in the student being retained and/or referred to the juvenile courts. For the student who is enrolled for the full year, this translates into 18 days of absence and 162 in attendance. The state has designated specific responsibilities to the district and to the parents as explained below. You will note that there is a legal obligation for children to attend school and upon the district to report students who fail to attend school.

IC20-33-2-25

Report to juvenile court intake officer; habitual absence from school: Sec.25

The superintendent or an attendance officer having jurisdiction may report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court. The intake officer shall proceed in accordance with IC31-30 through IC31-40 As added by P.L.1-2005, Sec. 17.

ABSENCES:

- ✍ Parents are required to call the school office by 8:30 to let the school know the nature of the absence. This call will serve as your absence note.
- ✍ Parents of children listed as absent, who have not informed the school, will be called to ask about the nature of the child's absence.
- ✍ Please call in homework requests by 10 AM. Homework can be picked up in the office between 2:45 and 3:30. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make up work shall be commensurate with the length of the absence.

EXCUSED ABSENCES:

An excused absence is one which is excusable by state law. The only excuses which are considered valid are personal illness, death in the family, religious holidays, medical or dental appointments, quarantine or legal appointments.

UNEXCUSED ABSENCES:

- ✍ Failure to send a note of explanation the day following an absence or calling deems the absence unexcused.
- ✍ An unexcused absence is any absence approved by the parent but not excusable by state law (see above).

An unexcused absence indicates that credit will not be given for make up work.

When there are two instances of unexcused absences, the juvenile department of probation requires these absences be reported. This will result in a hearing for the child and the parents.

TRUANCY:

Truancy is absence without the knowledge or approval of the parent/guardian.

- ✍ A parent conference is required for readmission to school after truancy.
- ✍ The student shall not receive credit on all work missed, assignments due and tests given during the period of truancy.
- ✍ When a child surpasses 10 unexcused absences from school, they will be considered a habitual truant. A habitual truant is a student who is chronically absent by having unexcused absences exceeding 10 days in one school year.

ELEVENTH AND ALL FUTURE ABSENCES

After the tenth absence in a year, excused, unexcused, or truant, the student must have a doctor's written excuse. Should the doctor's excuse not be provided, the school work missed shall not be accepted and the scores (grades) will be marked as "0".

DOCTOR/DENTIST APPOINTMENTS:

IN ADVANCE of the appointments, the school should receive notification that the student will be out for these appointments in order for them to be excused. The student should report back to school immediately after their appointment if school is still in session.

The student shall bring a signed statement from the doctor, dentist, counselor, lawyer, etc. to the effect that he/she reported promptly for the appointment. The statement should include the time the appointment was finished. This statement will excuse the absence.

STUDENT VACATION POLICY:

The full value of a student's education is jeopardized when instructional days are missed. Of course, personal illness and family emergencies are valid cause of absence. Family vacations should be planned to coincide with the John Glenn School calendar. Should a family elect other days of absence, those days will be considered unexcused. Parents must contact the office for the authorization form.

TARDY:

When arriving in the classroom after 8:10, students are counted tardy. If a student accumulates more than six tardies in a semester, detention will be assigned. Students arriving late to school due to appointments with doctor, dentist, etc., will not be counted as tardy if they submit a note verifying this appointment.

BAD WEATHER DELAYS/CANCELLATIONS:

There are those occasional times when school needs to close early due to weather conditions. As a result, the school needs to know where your child is to go when this occurs. Our assumption will be to send your child to the same place we send them each day. If the parent has another location the child is to go, it is the parent’s responsibility to inform the school at the beginning of the school year.

School closing, delayed starting, or early closing information is available in the following ways:

- | | | |
|--------------------------|---------------------|---------------------|
| WNDU – tv and radio | WSBT – tv and radio | WFRN |
| WLOI | WKVI | WTCA |
| www.weareclosedtoday.com | School website | Email if in Harmony |
- Please monitor one of these sources during inclement weather conditions.

PERMISSION TO LEAVE SCHOOL:

It is the school policy to not allow students to leave the building during the regular school day. In the event it becomes necessary for a student to leave school, the parents/guardians must sign out their child in the main office and sign in upon return the same day. Students are never to leave the school or its grounds without informing the school office first. Remember, permission to leave the school must be given by a parent before the school considers the matter. During the school day students are not permitted to visit with other adults or students outside the school. This rule is for the child’s and parent’s protection. We are interested in your child’s security.

Change of Procedures for Going Home

The teacher and the bus driver must have a note if there is a change from the normal procedure for your child to go home. These changes may include such things as staying for an after school activity, going home with a friend, being dropped at the babysitters, or waiting at the school for a parent to pick them up. Your child will be sent home using the usual procedures unless we receive notification from you, the parent. It is best if you send in a note with your child. We understand that plans must sometimes change and we will take phone calls in those circumstances. Please realize that we will do our best to get the message to your child. We appreciate such calls before 1:30. We need time to locate your child and deliver the message without interrupting the school day.

DISCIPLINE

These rules apply when a student is:

1. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school).
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function or event; or
4. Using property or equipment provided by the school.

BUS DISCIPLINE:

Students are given bus rules by their bus drivers. The drivers will contact you when your child does not follow the rules. Please keep the line of communication open with your bus driver.

If a behavior problem continues, the student will be referred to the principal’s office. The parent will receive information about the referral from the principal.

Should a child continue to disrupt the bus, the driver can suspend the child from the bus. The last result is the total loss of bus privilege for a semester.

Please encourage your child to think about the first job the bus driver has to do -- get your child to school safely. To ride the bus is a privilege.

Finally, bus drivers must have a note when a student is going home with another student or is to ride a different bus to their destinations. Should a note not be presented, the driver will deliver the child as they would on any other day. It is also necessary to inform the classroom teacher of any change in the child's bus routine.

GENERAL SCHOOL DISCIPLINE:

Lifelong skills give direction to children and provide an understanding of their responsibilities they have for each other.

The Lifelong skills are: integrity, initiative, flexibility, perseverance, organization, sense of humor, effort, common sense, problem solving, responsibility, patience, friendship, curiosity, cooperation and caring.

Specific **student responsibilities** are:

- ✎ Each student shall accept the responsibility for his or her own behavior.
- ✎ Each student shall show respect for self and others.
- ✎ Each student shall comply with board and school policies, rules, and standards designed for the protection of the rights of all.
- ✎ Each student shall be involved in the educational process to the fullest extent possible.

Parent Responsibilities

- ✎ We ask that you become familiar with these guidelines and review them with your students.
- ✎ Please work with your students and with school personnel to resolve any disciplinary problems.
- ✎ You can be required to participate in any action taken in connection with your child's behavior.
Discipline starts in the home.

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

The school 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.

It is important to note that our staff will not allow any child to stop the teacher from teaching and children from learning. We follow state guidelines in disciplinary procedures. Corporal punishment, i.e. paddling, is an ongoing concern by schools and parents. Knowing this, it is important for you to know the school does use corporal punishment (paddling) on a rare occasion. Paddling is a last resort prior to suspension from school. Should you feel the paddling of your child, under any circumstances, is not acceptable to you, please place that in writing to us each year and we will make every effort to not use that step in the discipline plan for your child. We will move to the suspension penalty instead.

Student re-direction may include:

- ✎ Positive reinforcement
- ✎ Reprimands
- ✎ Counseling
- ✎ Parent conferences
- ✎ Rearranging class schedules
- ✎ After or before school detentions

- Transportation to be provided by parents with 24 hour notice
- ✎ JGSC District Saturday School
 - Transportation to be provided by parent with 24 hour notice
- ✎ In-school suspension
- ✎ Out of school suspension (see below)
- ✎ Expulsion (see below)
- ✎ Extra curricular activity restrictions
- ✎ Rescinding bus privileges
- ✎ Referring pupils to law enforcement personnel in cases related to violations of the law
- ✎ Corporal punishment
 - The use of corporal punishment would normally be taken only when other efforts to correct misbehavior have failed, except for those acts of misconduct that are so anti-social or disruptive in nature as to shock the consciousness, in which case it may be used as a first time punishment.

BULLYING:

To nurture a positive learning environment, teach students basic skills and prevent bullying problems, our school has a core value curriculum that provides lessons in responsibility, communication, cooperation, trust and positive relationships.

Bullying is verbal, emotional, or physical behavior intentionally directed towards others that is meant to be detrimental to their mental or physical well being. Examples of bullying behaviors are:

Verbal – name calling, teasing, taunting, racist or bigoted remarks, insults, sexual remarks

Emotional – intimidating, humiliating, excluding, and threatening

Physical – pushing, shoving, hitting, tripping, kicking, inappropriate touching, and any other hurtful behaviors

- ✎ Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal. School personnel will investigate all reports of bullying.
- ✎ Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior climate, and support for victims and others impacted by violation.

Consequences for Bullying –

1st Offense – teacher/student conference

2nd Offense – teacher/parent/student conference with principal/counselor

3rd Offense – discipline notice to parents and conference with principal/counselor

4th Offense – in school suspension

5th Offense – out of school suspension

Progressive steps may be skipped according to the seriousness of the offense as determined by the principal.

SUSPENSION/EXPULSION:

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of Indiana Code 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

- ✎ Removal from class or activity -- teacher: An elementary teacher will have the right to remove a student from his/her classroom 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.

- ✎ Suspension from school -- principal: A school principal (or designee) may deny a student the right to attend school or take part in school function for a period of up to ten school days.
- ✎ Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester with the exception of a violation of rule 14 listed under the grounds for suspension and expulsion in this policy.

Grounds for Suspension and/or Expulsion

The grounds for suspension or expulsion listed below apply when a student is:

- a. On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school groups (including summer school).
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to and from school or a school activity, function, or event.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, looks like a weapon.
11. Possessing, using transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also, prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be done by a physician and must include the following information:

That the student has an acute or chronic disease or medication condition for which the physicians had prescribed medication.

The nature of the disease or medical condition requires emergency administration of the prescribed medication.

The student has been instructed in how to self-administer the prescribed medication.

The student is authorized to possess and self-administer the prescribed medication.

12. Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with, another person to violate these student rules or state or federal laws.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar or refers to drugs, tobacco, alcohol, sex or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

Possessing A Firearm or a Destructive Device

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. The frame or receiver of any weapon described above
 - c. Any firearm muffler or firearm silencer
 - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - e. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - f. Any combination of parts either designed or intended for use in converting any device into any destructive device may be readily assembled
 - g. An antique firearm
 - h. A rifle or a shotgun that the owner intended to use solely for sporting, recreational, or cultural purposes

3. For purposes of this rule, a destructive device is:
 - a. an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
 - b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - c. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty of possession of a firearm or a destructive device; suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Possessing A Deadly Weapon

1. No student shall possess, handle, or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8;
 - a. A weapon, taser, or electronic stun weapon, equipment, chemical substance, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
 - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (shall immediately) (may) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

Right to Appeal

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear all student appeals of expulsion. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Legal Reference:

I.C. 20-33-8.1 et seq.
 I.C. 35-47.5-2-4
 I.C. 35-41-1-8
 I.C. 25-47-1-5

MEDICAL - HEALTH GUIDELINES

MEDICATION:

Guidelines for use of medication:

Any over-the counter medication must be accompanied by a note from the student’s parent/guardian stating the school may give the medication and the time it should be given. The medicine must be brought to school by the parent in its original container with the label intact.

Prescription medications must be brought to school in the original container, and the label serves as the doctor’s note. The parent must also write a signed note requesting the school to give the medication.

If you anticipate that your child may need Tylenol, etc. for headache or other pain, please send the pain medication in the original container with a signed note requesting the school staff give the medication. Please include any pertinent instructions.

The schools do not supply any medication.

2001 Medication policy change: Requires schools to permit students with acute medical conditions to possess and self-administer medication with the written permission of the physician and parent. Prohibits medications stored at school from being sent home with any student below Grade 9.

HEAD LICE:

Any student found to have an active case of head lice will need to be treated and have nits (eggs) removed before returning to school. Once the child has been treated the student should be returned to school by the parent to be checked.

STUDENT PROCEDURES

ATTENDING ELEMENTAR ATHLETIC EVENTS:

In order for parents and students to enjoy our athletic events the following rules have been adopted.

- ✎ Students in grades K-3 will not be admitted without a parent.
- ✎ Students are to remain in their seats until half time or between games
- ✎ Students are allowed to return to the stands at the completion of each quarter
 - Students will be seated in the hallway when to wait for the end of the quarter
- ✎ All students must be seated
- ✎ No standing in doorways or against walls

BICYCLES:

- ✎ Students may NOT ride their bikes to school in grades Kdg., 1, and 2.
- ✎ Bicycle riders shall walk their bikes on the sidewalk and as they cross Hwy 23. They shall also walk their bikes if there are pedestrians on the school sidewalk. If they ride their bikes on the school sidewalk when pedestrians are present, bicycle privilege may be taken away for the semester.
- ✎ Bicycles shall be parked in the bike racks.
- ✎ Bicycles are to be locked. The school is not responsible for personal items lost, damaged, or stolen.

BIRTHDAY TREATS:

It is recommended (*but not mandatory*) that you send in treats that are factory prepackaged in order to maintain a sanitary level for the distribution of snacks. Some of the following items are acceptable: Pre-wrapped cookies, cakes, packaged M&M’s, packaged candy bars. Non-food items such as pencils, erasers, bookmarks, trinkets, small notebooks, etc., are a great alternative.

Invitations to private parties that are held away from school cannot be distributed in classrooms unless every child receives one.

CAFETERIA:

- ✎ All students must eat in the cafeteria.
- ✎ You can access your child's Nutrikids account to view their remaining account balance and see what they have purchased with their account money.
- ✎ The Indiana School Foods and Nutrition regulations mandate that soft drinks are not allowed
- ✎ Lunches may not be charged. Students without money will be given a peanut butter and jelly sandwich and a carton of milk. Parents will need to send in \$.50 the next day for this service.
- ✎ We would like to encourage you to pay monthly or weekly.
- ✎ When students bring their lunch, it should meet nutritional guidelines, which excludes pop.
- ✎ Students shall talk in a conversational tone.
- ✎ Students shall observe good manners, including not throwing food, dropping it on the floor, or grabbing food from another student's plate.
- ✎ Students shall pick up any scraps when they leave the table.
- ✎ When the supervisor instructs the students to be quiet, there is to be no talking so the instructions can be heard by all students.
- ✎ All students will be dismissed by their supervisor when it is time to go outside.
- ✎ Students shall remain seated until they finish eating. They shall not walk around the room.
- ✎ Beverages purchased in the cafeteria will not leave the cafeteria.
- ✎ Bags of chips/pretzels if not opened, can be put in lockers to be taken home.
- ✎ Lunch money should be in an envelope labeled with student's full name and teacher name.

M-Maintain Table Manners

A-Assume Responsibility for Yourself

N-No Put Downs

N-No Sharing of food

E-Enter, Eat and Exit in a Quiet, Orderly Manner

R-Respect Supervisors and Each Other

S-Sit Patiently until You are Dismissed

CELL PHONES and all other ELECTRONIC DEVICES

Students are prohibited from using cell phones during the school day. This includes lunch periods, recess, and passing periods as well as on school sponsored trips.

Cell phones and/or other electronic devices may not be used in any manner that will cause disruption to the educational environment.

Students involved in athletics or other extracurricular activities must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will establish their rules and consequences for the use of these devices.

JGSC will not be responsible for the loss, damage, or theft of any electronic device brought to school.

Consequences for insubordination involving electronic devices include, but are not limited to, the confiscation of the device. The parent or guardian must then pick up the item from the school.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

Students shall not engage in sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device.

- ✎ The Child Abuse/Neglect Law requires school personnel to report to law enforcement of child protective services when ever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes exists.
- ✎ It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- ✎ It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- ✎ “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- ✎ The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- ✎ Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, parents and students must be aware of the legal consequences should this occur in the John Glenn School Corporation.

COMPUTERS: (www.jgsc.k12.in.us)

Students in grades 4, 5, 6 receive regular training on computers. Training consists of keyboarding, word processing, database, spreadsheet and other usage. Students in grades K-3 use computers for drill and practice. Students will have individual access to the Internet through computers in the school. It is the corporation’s belief parents should decide if their child should have access to this resource. At the back of this book is a sample John Glenn School Corporation Internet Use Agreement. A signed Agreement Form is kept in the office for each student.

DRESS CODE:

The standards noted are designed in order to promote safety, decency, and the creation of non-disruptive atmosphere to support the educational process.

- ✎ All shorts, skirts, or dresses should be of modest length. Saggy pants, pajama bottoms, bicycle shorts, and hems that drag on the floor are not appropriate for school. No words should appear on the seat of sweatpants or shorts.
- ✎ Clothing that shows any type of personal undergarments is unacceptable.
- ✎ Tank tops, tube tops, spaghetti straps, and mesh “t” shirts are not allowed. Shirts must completely cover the stomach at all times.

- ✎ Students will need shoes that allow them to play safely at recess. Flip flops are not considered appropriate for the playground.
- ✎ Jewelry depicting drugs, tobacco, alcohol, drug paraphernalia, or having sexual connotations will not be allowed.
- ✎ Clothing, symbols, and gestures commonly associated with “gang” behavior will not be permitted, including, but not limited to, bandannas, drawings, jewelry, pictures, etc.
- ✎ Teachers are responsible for making decisions concerning dress. They will be required to send the student with a note to the office for decisions on acceptable clothing. Students may also be sent home if, in the judgment of the teacher/administrator, the attire is disruptive to the educational process. The final decision will be made by the principal.
- ✎ Students who are not able to reach their parent will be given donated clothing (when possible) to wear which should be returned. (If you have extra sweat shirts or pants, we would be happy to have these donations.) If the school does not have clothing available, the student may be placed in ISS for the day.
- ✎ The popularity of coloring hair has increased over the past few years. In order to not disturb the educational process, extreme or unnatural colors of hair are not acceptable. Examples of such hair colors are bright yellow, green, orange, blue, pink and bright red. Haircuts have also varied throughout the years. Unusual and extreme styles become distracters in the school and are not acceptable.

If you find yourself questioning whether or not your choices are acceptable, then it is safe to assume they are not.






FIRE/TORNADO INFORMATION:

It is a state law that fire drills are held once a month. The fire exit routes are posted in each classroom. Each teacher will explain which exit to use from their room. Severe weather drills are held seasonally. The teacher is alerted through the public address system. Each classroom has a designated area to which the teacher will direct the students. A list of instructions is posted in each classroom.

GENERAL SCHOOL RULES:




1. Students shall not chew gum or eat candy unless given permission by their teacher.
2. Students shall not be in any room where there is not a teacher or adult present.
3. Students shall come to the office only when they have a pass from their teacher.
4. Students shall not fight on school property, on the bus or to and from school. (initiating, threatening, shoving, intimidating, swearing, or intending to cause physical damage, and/or unnecessary defense.)
5. Students shall not use profanity, unacceptable gestures, bring or draw obscene materials.
6. Students shall not call each other undesirable names.
7. Students shall not possess or use any form (No look a likes) of tobacco, drugs, or alcohol.
8. Students shall not bring toy guns, knives or other dangerous weapons or look a likes.
9. Students shall show proper respect to every adult in the building.
10. Students shall show proper respect for school equipment and property.
11. Students will have to have special permission to use radios, CD players, headphones, etc, to school.
12. No cameras are allowed at school except for field trips or special projects with teacher permission.
13. Students shall not trade, borrow, or sell their belongings.
14. Valuable items (\$5.00 or more) should not be brought to school.
15. No basketballs or soccer balls can be brought to school without being in a plastic bag or sack. Please have your child’s name on the ball.
16. CD Players/IPODs – While not allowed during school hours, they are (with permission from the bus driver) allowed on school buses.
17. Cell phones-It is strongly recommended that cell phones stay at home. Please see the electronics policy beginning on page 14.
18. Scooters, skateboards, heeies and roller blades are not allowed on school property.

HALL BEHAVIOR:

-  Students shall talk in quiet, conversational tones when necessary.
-  Students shall always respect other classes that are in session by using quiet voices in the hall.
-  Students shall refrain from whistling, yelling or making loud noises in the hall.
-  Students shall not run in the hall.
-  Students shall treat visitors with courtesy.

HOMEWORK:

Homework fulfills the following purposes:





-  To review and reinforce classroom learning by providing practice with an application of knowledge gained.
-  To teach students responsibility, neatness and organizational skills.
-  To promote wise and orderly use of time.

Due to the importance of homework, teachers frequently allow study time in class for given assignments. However, not every student will have the same amount of homework each evening. The amount of homework is dependent upon each student's daily schedule and curriculum. It will also vary according to the age, the cognitive style, and the physical needs of the student.

Failure to do school work and assignments: All school work and homework are expected to be completed on time. The teacher understands situations may exist whereby an assignment may need additional time. In such cases the parent must contact the teacher to make these arrangements.

Students are expected to complete homework assignments in all areas of learning. Parental interest and concern in regard to completing assignments will help instill a positive attitude about the importance of homework and proper study habits. Homework is one vehicle that can assist school in emphasizing the partnership needed between home and school in the educational process of their child.

LIBRARY BOOKS:

-  Books are to be returned each week.
-  Students who forget their books will not be allowed to check out library books.
-  Books may be renewed.
-  Lost or damaged books must be paid for.

LOCKERS:

All lockers are the property of the John Glenn School Corporation. Each school will insure that each student is assigned a locker (in most cases, an individual locker). Students are strongly encouraged to not place valuable items in the lockers. Lockers are not locked. The school is not responsible for articles taken from lockers.

Rolling backpacks do not fit in our lockers and are therefore not allowed.

Lockers will be inspected periodically without notice for damage and inappropriate content. If a locker is damaged, the student to which the locker is assigned is responsible for the cost. No glass containers are allowed in lockers.

LOST AND FOUND:

Lost and found items are kept in a container in the cafeteria. We have a large number of items that are valuable and are not claimed. Please stop by and take a look. Students sometimes don't seem to recognize their items.

RECESS GUIDELINES:

We believe that children benefit from outdoor recess play. This gives them a chance to get fresh air, exercise, and release excess energy. We monitor the official NOAA weather channel from the Michiana Regional Airport daily.

- ✎ When the wind chill factor reaches less than 15 degrees above zero, the children are kept indoors.
- ✎ If the temperature is below 55 degrees everyone must have some type of coat. If it is over 55 degrees the choice of whether or not to wear a coat is left up to the child.
- ✎ For outdoor recess play during the winter months, we recommend the following articles: warm coat, mittens or gloves, boots, snowsuit (extra pair of jeans kept at school), scarf and a hat.
- ✎ All items should be labeled with your child's name.
- ✎ Students will be excused from recess only through a doctor's written letter.

GENERAL PLAYGROUND RULES:

- ✎ *If you can't see the playground supervisor, then you are not in the right place!*
- ✎ To encourage cooperative play, no touching, pushing, or grabbing others will be allowed.
- ✎ Sit down when using the slide and not walk up the slide.
- ✎ When using the monkey bars line up at one end, climb across, and then return to the other end for another turn. Do not sit on top of the monkey bars or slide down the poles.
- ✎ Be seated on the merry-go-round
- ✎ No tackle football, wrestling, karate, or play fighting.
- ✎ Only one person on a swing. Swings should not be swung sideways or twisted.
- ✎ Stay away from classroom windows.
- ✎ No snowballs or sliding on ice.
- ✎ Do not throw stones or rocks
- ✎ Use the restroom on the way out.
- ✎ You cannot re-enter the building during the playground time.
- ✎ No playing tag on any equipment.
- ✎ Do not use equipment if ice or water is under it.
- ✎ The recess supervisor has the right to determine if your clothing is recess appropriate.
 - You should wear boots if they were brought to school.
 - If you did not bring boots then you must stay on the blacktop away from the snow.
 - If you are an older student and go out improperly dressed, you will be required to stay out.

STUDENT SERVICES

BEFORE/AFTER SCHOOL PROGRAMS:

Both NLES and WES have an Extended Care Program. In addition, area churches have joined for the purpose of providing care of children whose parents are not home prior to or after school hours. Those interested in the programs may get information at the school office.

COUNSELING:

A counselor is available to the students for their social, personal, and educational needs. The counselor is a friend to the students, a resource for the parents, and works closely with representatives of the John Glenn Schools. The counselor works with individuals, groups, and classes to help provide "preventive" counseling, encourage better student relationships, and promote positive attitudes and choices in the students.

HIGH ABILITY PROGRAM:

The State of Indiana is committed to providing curriculum and instruction of such quality as to ensure that all children, regardless of individual differences are challenged to reach the highest level of achievement consistent with their ability.

High Ability children should have educational experiences which help them meet their full potential and enable them to enter creative leadership positions in society. Walkerton Elementary and North Liberty Elementary provide an enriched environment for students to ensure students are challenged to reach their highest level of achievement.




DIFFERENTIATED INSTRUCTION:

The staff recognizes students learn at different rates and in different manners. The staff attempts to meet each of the students' needs by altering their teaching style and techniques. Parents will be consulted when such assistance is needed. Any modifications affecting the child's grades will be noted in the child's report card and permanent record.




PROMOTION, PLACEMENT, AND RETENTION:

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

DEFINITIONS:

-  **Promotion:** Occurs when the student has demonstrated mastery of the grade level standards.
-  **Placement:** Occurs when the student has not demonstrated mastery of the grade level standards, however the student placement team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.
-  **Retention:** Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade based on the recommendation of the Student Intervention Team with the concurrence of the building administrator.

Criteria:

-  current level of achievement
-  potential for success at the next level
-  emotional, physical, social maturity

Final decisions on student promotion, placement, or retention, rest with the building principal.

SPECIAL EDUCATION:

The John Glenn School Corporation is a part of the Joint Educational Services for Special Education (JESSE) providing services for 10 school corporations. Students who qualify are provided services for academic and/or speech.

SPEECH AND HEARING:

Throughout the school year, the speech/language pathologist will conduct speech/language and hearing screenings. Screenings will be conducted through state required mass screenings, through teacher and/or case conference committee referrals or when new students enroll in our school system. If a screening indicates a need for further intervention the parent will be notified.

TITLE ONE (Only at WES):

Students who score below average in math, reading and language are provided with tutoring, small classroom and group instruction. This is made possible from a federal grant.

PARENT SERVICES

Visiting our school

Parents are welcome in the buildings of JGSC. However, due to educational and safety issues, we ask that you follow these guidelines:

- ✍ Please register in the office before proceeding into any other section of the building. You will be asked to leave personal identification such as a driver's license. Some people also like to leave their car keys. This helps them remember to pick their license back up in the office!
- ✍ You will be given a visitors badge. This puts our students at ease since they easily recognize the badge and know that you are a guest in our building instead of a stranger in our building.
- ✍ Please realize that our staff members have important duties to complete throughout the school day. Dropping in for a visit without an appointment does not allow for meaningful discussion of a topic. Staff members need to make arrangements so they can attend to your concerns without neglecting their responsibility to our students.
- ✍ In the front of this book you will find staff member's contact information including email and phone extensions.

Report Cards, Progress Reports, and Harmony

Harmony is a service that is greatly improving school to home communication in the John Glenn School Corporation. Parents can access their student's Attendance Record, Discipline Record, Progress Report, and other academic information by logging in to a secure internet site and using a username and password. This allows parents to have real time comprehensive information regarding their student's academic record regardless of what time it is.

Report cards are prepared at the end of each nine weeks. Interim reports will be distributed to parents as necessary. Please sign the envelope and return it to the teacher promptly. Should special concerns develop, a parent/teacher conference is encouraged.

COUNSELING:

A counselor is available to the students for their social, personal, and educational needs. The role of the counselor is one of a confidant, not a disciplinarian. The counselor works with individuals, groups, and classes to help provide "preventive" counseling, encourage better student relationships, and promote positive attitudes and choices in the students. The counselor is a resource for parents and works closely with the other representative of the John Glenn Schools.

PTA - PTO

The Parent-Teacher Association is an organization dedicated to promoting cooperation between parents and teachers. Parents and teachers work together to develop informative programs. The following programs have been sponsored by PTA: Market Day, Fun Fair, Book Fair, Room mother helpers, Reflections, Fine Art contests, etc. Money from PTA projects is used to purchase educational materials and activities for the school. PTA is a very important line in the education chain. All patrons are encouraged to become members of this fine organization.

REPORTING SCHOOL ACTIVITIES:

Special recognitions of students and various school activities are reported to local newspapers, written in newsletters, etc. Parents were asked to complete the Denial of Permission to Release Certain Directory Information Without Prior Written Consent form at registration. Additional copies may be obtained in each school office.

Nondiscrimination/Equal Opportunity

The district is required by federal and state laws, executive orders, rules and regulations not to illegally discriminate on the basis of: race, color, national origin, religion, sex, age, handicapping conditions, or marital status. The district, therefore, commits itself to nondiscrimination in all its educational and employment activities.

Further, the Board of Education affirms the right of all students and staff, regardless of race, color, religion, national origin, sex or handicapping condition, to be treated with respect and to be protected from intimidation, discrimination, physical harm and/or harassment.

Harassment/discriminatory behavior denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, sex or handicapping condition of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Students and staff may file a formal grievance regarding discrimination acts with his or her building principal. In addition, a student or staff member may raise such a complaint with the Superintendent. All complaints will be thoroughly investigated and the rights of all parties to the complaint will be protected. Complaint forms are available from the Principal.

Parent Right to Inspect Certain Instructional Materials

The John Glenn School Corporation makes available for inspection by parents or guardians of a student any instructional materials, including teacher manuals, student texts, films or other video materials, tapes and other materials used in connection with a personal analysis, an evaluation, or a survey as described next:

Student Submission to Surveys, Personal Analysis, or Evaluations of School Curriculum

No student shall be required without prior written consent of the students parent or guardian, or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

- a. political affiliations;
- b. religious beliefs or practices;
- c. mental or psychological conditions that may embarrass the student or his/her family
- d. sexual behavior and attitudes;
- e. illegal, anti-social, self-incriminating or demeaning behavior;
- f. critical appraisals of other individuals with whom the student has a close family relationship;
- g. legally recognized privileged or confidential relationships including a relationship with a lawyer, physician, or minister; or
- h. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation. (Forms are available in the school office or corporation office.)

IMPORTANT Transportation and Traffic Information

Due to a serious auto/bus traffic problem, we must insist that parents bringing Walkerton Elementary Students to school in the morning drop them off at the kindergarten parking area along St. Rd. 23. They may use the north doors (Door 6). All cars must pull into a parking space when dropping off their child.

No cars shall use the circle drive between 7:30-8:15 am and 2:30-3:15 PM. Parent's cooperation in this matter will greatly help and be appreciated. It will eliminate a very dangerous situation for students.

Town students will be crossed from 7:45-7:55 AM. Be sure to have your child get to the crossing area no earlier than 7:45 AM. They must stay behind the line that is marked on the sidewalk. Students shall talk and behave respectfully to the crossing guard.

No student shall walk along St. Rd. 23 for any reason.

Students who live south of St. Rd. 23 and east of the building shall come in and leave the building by the south door by the gym.

Students who live in the Grissom Drive area, shall go the full length of the alley rather than walk St. Rd. 23. Our crossing guard will cross them on Washington Street.

Breakfast students are let in at 7:45 AM, all other students at 7:53.

Students should not be delivered before 7:45 AM.

Bus dismissal and loading will start at 2:45 PM. All primary bus riders and all car riders are dismissed at 2:45. Bus riders for Grades 4-6 will dismiss at 2:48. Town students will be dismissed as soon as the buses leave (approximately 2:55 PM). All students being picked up should be picked up off St. Rd. 23 at the north end of the building (Door 6).