

Woodland Elementary School

2020-2021

INTRODUCTION

Welcome to Woodland Elementary School. It is our pleasure to work with you during this school year. One of our goals is to see that parents and guardians of students, like the students themselves, feel at home at Woodland.

As the year progresses and you become more informed or more puzzled, we encourage you to call the school and talk with those who might be of help. If you have a specific question or problem that relates to your child, please contact the teacher before contacting the administration.

Again, we are pleased to have you as partners in this educational year. We invite your participation in the exciting experiences and challenges of your child's learning and growing. We sincerely hope that in working together, we can provide the positive educational environment your child needs in becoming a well-rounded individual.

Lee Sweet, Principal
Brock Richardson, Asst. Principal
Woodland Elementary School
Telephone: (765) 269-8220
Attendance Line: (765) 269-8275
Fax: (765) 471-0251

Property of: _____
Address: _____
Phone #: _____
In case of emergency, please notify:
Name: _____ Phone #: _____

ARRIVAL AND DEPARTURE

Students are not allowed in the building until 8:50 a.m. The buses unload at 8:50 a.m., and a student is considered tardy if he/she is not in his/her classroom by 9:05 a.m. unless getting breakfast in the cafeteria. Please do not drop off students early, as there is **no supervision** prior to 8:50 a.m.

SIGN-IN/SIGN-OUT REGISTER

To better account for student attendance and to increase security for students, a sign-in/sign-out system will be used. Any time parents, relatives, or guardians of students bring the child(ren) or needed items to school after the morning tardy bell or pick up students prior to the official dismissal; they must sign the "Sign-In/Sign-Out Register" in the school office.

BUILDING SECURITY

Visitors to the school during school hours will notice a large metal box near the handicapped door button. On this box, visitors should press the button to signal the secretaries in the office that someone is requesting entrance to the school, state your name and who you are picking up, dropping off or whatever your business may be at the school. The secretaries will unlock the front door closest to the signal & speaker box. Visitors should enter the school and sign in at the office window. Once they have completed their business, we ask that you sign out before leaving. Please do not offer other visitors access to the building by holding doors open for them.

ATTENDANCE POLICY

It is the policy of the Tippecanoe School Corporation that all students enrolled in its schools shall be in attendance every day that the schools are open for student attendance during each regular school term, unless absent in accordance with Indiana Code. **A call to the school office is expected between 8:15-8:45 a.m. on the day an absence occurs.**

The process of education requires continuity of instruction, classroom participation, learning experiences, and study in order for a student to attain his/her maximum educational potential. The interactions of pupils under the tutelage of a competent teacher are vital to this purpose. Accordingly, it is incumbent upon the Tippecanoe School Corporation to encourage attendance by every student.

To the extent that provisions of this policy should be in conflict with laws, regulations, or rules applicable to any student who is a "handicapped child" as defined by Indiana Code, such laws, regulations, or rules shall be controlling.

- A. Parent(s)/guardian(s) are to notify the school authorities as early as possible on the day of the student's absence. In instances where the student and parent(s) are aware the student will be missing school for a pre-planned event, written notification should be made to the principal prior to the date of the absence. The reason for any student absence must be provided by the parent/guardian in writing, via phone call, or by voice mail prior to the beginning of the next school day.
- B. In order to qualify for grade promotion or course credit, a student must:
 1. meet all academic requirements;
 2. be present in class ninety percent (90%) of the class enrollment days. (For a high school student, personal illness without a medical excuse or unexcused absences should not exceed nine (9) days per semester.)
- C. The following are circumstances in which a student is not at school but will be counted as if s/he were present:
 1. Exhibiting at the State Fair, if personal involvement is required for project exhibition (requires verification by an adult 4-H leader). I.C. 20-33-2
 2. Serving as a page in the State Legislature, when properly arranged in advance (verification of attendance by State Legislature personnel is required). I.C. 20-33-2
 3. Taking a driver's test if this cannot be scheduled after normal school hours or on Saturday. I.C. 20-33-2
 4. Educational/religious experience under supervision of parent(s)/guardian(s).
- D. The following absences are not counted against the student when determining the attendance requirement **beyond** the maximum nine (9) days allowed and are to be exempt from attendance requirements.
 1. Illness with physician verification.
 2. Immediate family member funeral with verification. Immediate family is defined as a student's parent(s) or guardian(s), brother, sister, grandparents, spouse, children, corresponding step relatives or corresponding in-laws.
 3. Judicial appointments with verification.
 4. Out-of-school suspension.

E. Make Up Work

1. Excused absences - the student is responsible for making up work for all absences. Time allowed for completion of make up work is three (3) days. Administrative approval is required for any time extensions.
 2. Out-of-school suspension - the student is responsible for contacting teachers to determine assignments. All work is to be done by the day the student returns to school.
- F. Truancy is an unexcused absence. Although they are encouraged to complete work missed, students will not receive academic credit for daily work missed due to truancies.
- G. The school may elect to seek additional verification of the reason for absences and/or to hear appeals for extenuating circumstances.
- H. The student and the parent/guardian will be contacted each semester when the student has accumulated five (5) absences in a semester or the student's attendance pattern indicates a risk of not meeting the School Corporation's attendance requirement. This policy applies to all absences from school.
- I. The TSC attendance guidelines will govern summer school attendance. High school students seeking course credit should not miss more than eight (8) of the eighty (80) instructional hours.

Indiana law mandates compulsory attendance as stated in Section 20-8.1-3-17 Indiana Code. Any student who demonstrates excessive absences/tardies and is in violation of the stated school attendance policy will be referred to Truancy Mediation. Truancy Mediation will determine what court action is warranted.

ENROLLMENT INFORMATION

For a student to legally enroll in Woodland Elementary School, his/her residence must be within the Woodland Elementary School attendance area. If you have a question relative to which school your children should attend, please contact the Tippecanoe School Corporation Transportation Department, phone 474-2481. Parents anticipating residing within the boundary limits of Tippecanoe School Corporation and Woodland Elementary School **after** school begins must contact the Woodland Elementary School office. Parents having questions concerning this issue may call the school.

Your child must be five years old on or before August 1st in order to enter kindergarten. To be considered for entry to kindergarten after the August 1st birthdate deadline, parents must contact, in writing, Dr. Scott Hanback, Superintendent, Tippecanoe School Corporation, 21 Elston Rd., Lafayette, IN 47909.

The hospital copy of the certificate of birth is **not** valid proof of age. The birth certificate for a person born in Lafayette, Indiana, may be obtained from the Tippecanoe County Health Dept., 629 N. Sixth Street, Lafayette, IN 47901. For a birth certificate for a child born in another Indiana city or town, mail to: State Board of Health, Vital Statistics Division, 1330 West Michigan Avenue, Indianapolis, IN 46202.

Out-of-state birth certificates— call Tippecanoe County Health Department, 423-9221, for information.

The following information is required from all students who enroll in the Tippecanoe School Corporation for the first time:
Form 1: Disease and Immunization Records – This form must be completed at the time of enrollment by the student's parent or guardian and left with the school nurse. State law **requires** that a child be immunized against polio, rubella, rubeola, diphtheria, whooping cough, tetanus, and hepatitis B. Proof of such immunizations must be prepared by the child's physician.

Form 2: Physical and Dental Record – Your child's family physician must complete that portion of the form relating to the physical condition of your child and return it to the school nurse prior to the beginning of school. If you are not in possession of the necessary information to complete the dental form, it may be completed and submitted to the school nurse directly after your child's next visit to the dentist.

BUS TRANSPORTATION

Each child, and parent, should know his/her bus number and driver's name, both to and from school. If a student who usually rides the bus is to be picked up by a parent or other person, a note to the teacher is required. This child will then be dismissed at 3:30 p.m.

Written permission is needed if going home with another student. Too often, a student may tell his/her teacher, "I'm supposed to go home with so and so." Without a note indicating a change, we will follow regular arrangements. If a student is getting off the bus somewhere other than his/her own stop, a note or call to the bus driver, as well as the school office, is expected. Children will then receive a Bus Pass from the office. This Bus Pass is required for all changes to occur and for transportation to flow smoothly and safely. Communication with your child's bus driver is also recommended, whether in person, via email or a phone call. If you need your child's bus driver's contact information, please contact the school office.

Riding the bus is a privilege that can be taken away for inappropriate behavior. The school bus driver is in charge of all the children riding on the bus. It is the driver's first responsibility to ensure physical safety, and the driver should not have to be a "policeman" for discipline reasons.

VISITORS, ADDITIONAL CONFERENCES, AND CLASSROOM GUESTS

Visitors and guests are welcome to be a part of the school day. Arrangements made with the teacher prior to your visit are appreciated. Kindergarten parents are urged to wait a few weeks before scheduling a visit to the classroom. We do ask and insist you have an approved background check on file and come to the school office to sign in and receive a visitor's badge upon arrival for a visit to the classroom.

Parents are encouraged to visit school and discuss their children's progress with teachers. A call to the school to arrange a conference would be expected so as to prevent any conflict in the teacher's daily schedule. Teachers may also wish to schedule an additional conference with parents for the purpose of discussing particular aspects of their child's education. These conferences may be at times other than the regularly scheduled conference days. Again, we ask that you report to the school office and receive a visitor's badge before proceeding to the special conferences.

VOLUNTEER POLICY

8120 – VOLUNTEERS

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities. The Superintendent, or designee, shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Each volunteer who is in direct contact with students will be required to submit a Limited Criminal History Record Check. The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

The Superintendent, or designee, is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
will be covered under the District's liability policy but the District shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- B. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- C. will be required to report any personal arrests on the filing of criminal charges while serving as a volunteer.

In an effort to continue our due diligence with regard to providing a safe environment for our students and staff, we require all volunteers having ongoing contact with children and/or supervising students (field trips, etc.) to have cleared an expanded criminal background check. These background checks are conducted through Background Investigation Bureau (BIB). The criminal background check will search national sex offender databases, court records, etc. The cost of the criminal history check is \$17.95 (base cost) and is paid for by the volunteer through a link on our website: [SecureVolunteer](#). Once approved, the volunteer will receive a TSC Volunteer identification card that will be valid for a period of three (3) years. If you volunteer in multiple buildings, you will only need to complete one background check.

Volunteer background checks may take several business days to process so it is important to plan ahead. We appreciate your understanding of this important safety guideline. Thank you for volunteering in the Tippecanoe School Corporation! We appreciate you and your service to our students and staff.

ILLNESS AND SCHOOL PARTICIPATION

Students are to participate in recess and physical education whether it is inside or outside. After an illness, a student may be excused from participating for two days with a note from a parent or guardian. A doctor's excuse is needed for a child to be excused from recess or physical education for more than two days.

MEDICAL/ HEALTH SERVICES

Immunizations:

According to Indiana Code 20-8.1-7-10.1 (c) (1), when a student enrolls for the first time in a school corporation, a statement of the student's immunizations which shows that the student has received at least the minimum number of immunizations for the student's age will be supplied to the school by a parent or guardian. A student may not be permitted to attend school beyond the first day of school unless the school has authorized a twenty day waiver. Upon completion of the twenty days, **the student will be excluded from the school if the immunizations remain incomplete.**

Student Medications:

1. All prescription and over-the-counter (OTC) medication must be FDA approved and will be kept in the school office, unless a student has authorized permission to possess and self-administer the medication according to IC 20.8.1-5.1-7.5.
2. Written instructions from the parent/guardian are required for all prescription and OTC medication. The instructions must include name of medication, reason for medication, amount to administer, and time to be given. (OTC medication must be in age-appropriate dosages as per product label.)
3. Prescription and OTC medication must be in the original container affixed with a current pharmacy or package label.
4. Medication ordered three times a day or less should be given before and after school or at bedtime. Prescription medication with a specific time listed that is during school hours will be given as directed.
5. As directed in IC 20-8.1-7-22, **no medication of any type may be sent to or from school with a student in grades K-8.** Medication must be picked up in the school office and will be released only to the student's parent or an individual who is at least 18 years old with written designation from the parent. All medication must be brought in by the parent or guardian of the student, along with form required for a child to take medicine at school. (see the back of this handbook)

Injury:

The corporation physician provides standing orders for health care for TSC students. The following medications and supplies are being used as first aid measures within TSC schools: contact lens solution, eye irritations, topical antiseptics, topical analgesics, throat lozenges, band aids, bandages, elastic wraps, heating pads, and ice packs. Diphenhydramine (an oral antihistamine) may be used for severe allergic reactions. It is the parent's or guardian's responsibility to notify the school if he/she prefers that these products not be used when treating his/her child.

Illness:

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100° should not attend school. Students should not return to school until symptoms have resolved, or they are fever free for 24 hours. Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school. Students will be sent home from school with temperatures over 100°, vomiting, diarrhea, skin rashes, eye infections, or other symptoms of illness.

Health Screenings:

Head lice Students found to have live head lice will be sent home. A parent or designee must accompany the child to the school office for confirmation of treatment and removal of all lice from the student's hair before readmission to school.

Vision screening is done with all students in grades K, 1, 3, 5, and 8.

Hearing screenings are completed with grades 1, 4, 7, and 10.

Postural or Scoliosis screenings are conducted with students in grades 7 and 9.

Parents or guardians will be notified by a referral letter if a concern is identified during the screening process. Referrals are based upon Indiana state referral recommendation. Further medical evaluation should be obtained. Questions regarding these procedures should be directed to your child's school nurse.

EMERGENCY SCHOOL CLOSINGS

In the event that school must be closed due to inclement weather, Woodland's dismissal will be 65 minutes after the **announced** McCutcheon High School dismissal time. Announcements will be made through TSC2Go and other local media outlets. **Your child should know where he/she is to go when an early emergency school closing occurs.**

SCHOOL CANCELLATION

When school is cancelled due to inclement weather, announcements will be made on local radio stations and the WLFI-TV 18 television station around 6:00 a.m. These stations also announce when buses run late or when school begins late. Woodland Elementary School is a part of Tippecanoe School Corporation. TSC has implemented its own method of communicating announcements such as weather delays through the TSC webpage that can be accessed at tsc.k12.in.us. Parents are urged to register at the beginning of each school year, as well as throughout the year. Registration instructions can be found on the webpage for TSC and for each school and also, in the school office. This will be the main method of communication of information of this type and other important school updates.

PARENT/TEACHER CONFERENCES

Fifteen minute conferences are scheduled twice a year. Fall conferences are after the end of the first grading period. Conferences during second semester will be held in mid-February. Prior to the fall conference, students will bring home a form which allows parents to state a general time preference. Every effort is made to honor the parents' preferences and also to schedule consecutive conference times for parents with more than one child. The mid-February conferences will be assigned at the corresponding time scheduled in October.

HOMEWORK POLICY

The following is the Homework Policy adopted by Woodland Elementary School complying with a Department of Education requirement. Homework assigned to students will follow this policy.

1. Homework is a form of independent practice which is to be given after successful guided practice occurs in the classroom.
2. The amount or volume of homework should be planned so as to be compatible with the ability of the student.
3. All students should be given credit and/or recognized for completing assigned homework.

Responsibilities:

- Students: Be attentive to instruction and seek help, if needed, during the classroom-guided practice so as to understand the homework assignment.
- Parents: Provide a positive environment for "studying"; assist their child, when needed; notify their child's teacher when questions arise.
- Teacher: Use the homework policy as a guide. Communicate clearly the details of the homework assignment. Provide prompt feedback.
- Principal: Facilitate communication among parents, teachers, and students relative to homework and the homework policy.

PLAGIARISM

Plagiarism, as defined by the *Random House Dictionary*, is "to steal (the language, ideas, or thoughts) from (another) representing them as one's own original work." Intentional or not, when a student fails to acknowledge the source of words and ideas that are not his or her own, the result is plagiarism, that is, theft. **It is also cheating.** Plagiarism is not tolerated in the

Tippecanoe School Corporation. **Thus, the penalties for plagiarism are both disciplinary and academic and they progress in severity.**

There are several kinds of plagiarism:

Copying word for word or incompletely paraphrasing a phrase, sentence, group of phrases, group of sentences, or whole paragraphs from another source without crediting that source. This kind of plagiarism can be quantified as the copying, at a minimum, of six words or more in a row, including *a*, *an*, and *the*, from another source without citing the source.

1. Giving a speech or submitting a paper, poster, project, or any other assignment that has been written completely or partially by someone else.
2. Cutting and pasting material found on the Internet or in other electronic databases
3. into one's own paper, speech, poster, project, or other assignment without crediting the source.
4. Downloading entire texts and presenting them as one's own work.
5. Presenting ideas from another source as one's own original thoughts. These can be ideas taken from textual sources or from speeches, lectures, television programs, or other forms of oral language.
6. Improperly citing sources with the intent of misleading the reader (e.g., making up citations) as to the source of the information presented.

A student who is unsure of how to cite (credit) the source of material he or she has copied has the responsibility to check with a teacher and/or consult *Writer's Inc.* or the *MLA Handbook*.

Penalties – Elementary School

While no official penalties exist for plagiarism offenses, it is expected that classroom teachers would use such occasions as educational opportunities for all students. Time should be devoted to discussion and explanation of plagiarism.

REPORT CARDS

The Tippecanoe School Corporation “Report of Student Progress” is conveyed to parents four times: each following the end of a nine-week grading period. The final “Report of Student Progress” will be sent home with the students on the last day of school.

ACADEMIC HONOR ROLL (GRADES 3/4/5)

A student qualifies for honor roll if he/she attains no less than a B- in all of the following subjects: Reading, English, Spelling, Social Studies, Mathematics, Science, and Health.

PROMOTION/RETENTION

The awarding of grades and making decisions relative to promotion or retention are the sole responsibility of teachers and the building principal. Parents are to be kept informed of their child’s progress through report cards, personal contacts, letters, and parent-teacher conferences.

PAC – PARENT ADVISORY COMMITTEE

A parent-teacher organization will be a contributing part of Woodland Elementary School community. Initially, it was known as the PTA, Parent-Teacher Association, which collected dues and was affiliated with the National PTA. Preferring to keep monies collected “at home” rather than sending a portion to them the National PTA, the local PTA chose to be known as the PAC, Parent Advisory Committee.

STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee (SAC) is composed of two elected students from each classroom in grades four and five. SAC does organize special dress/hat days for a dollar and the profits from SAC dollar days goes into student activities.

TELEPHONE CALLING

1. Teachers and students are not to be called from class unless an emergency exists.
2. Voice mail messages may be left for teachers and staff members.
3. Students are not allowed to use the school phones unless an emergency exists and they have permission from the supervising adult.
4. Urgent messages for students will be delivered to classrooms.

FIELD TRIPS

Field trips are an integral part of the school's learning program. They provide each student with experiences which cannot be incorporated into the regular school setting. Field trips take advantage of other learning resources in our community.

All field trips will be announced ahead of time. Each student may bring home a permission slip to be signed by a parent or guardian and returned to his/her teacher before the trip. Permission for field trips is a part of the online registration process, so a piece of paper requiring your signature may not be necessary if you completed that portion of registration. Parent volunteers may be needed for field trips. Volunteers are required to complete a Background Check form prior to attending school trips. Please see page 4 for questions on the process.

LUNCH

A nutritious breakfast and hot lunch are offered daily for students in grades K-5. Soda pop, candy, and fast food items are not to be consumed in the school cafeteria. Parents are welcome to come and have lunch with their child; however we encourage you to bring a lunch prepared at home. Parents bringing a fast food lunch or food from a restaurant will be asked to eat lunch with their child elsewhere in the school.

BREAKFAST/LUNCH/TEXTBOOK ASSISTANCE

Money for breakfast and lunch can be paid on a student's account at any time. If your child is in grades K-5, money should be placed in a sealed envelope with the child's name and teacher's name written clearly on the outside. The envelope will be collected during morning classroom procedure. Student accounts must be kept current.

Application forms requesting free/reduced lunch and breakfast meals are available online. Parents may also pay money to student lunch accounts through TSC website.

TEXTBOOK FEES

Textbooks and workbooks are rented. Students are responsible for care of the books assigned to them. Loss or damage of these books will result in responsibility of full payment of replacement cost to the school. Applications for book rental assistance and meal assistance are part of the online registration materials and should be completed at the time of enrollment.

DRESS CODE

Students should use good judgment in attire and grooming – simplicity, safety, neatness, and appropriateness. Students wearing clothing, sporting a hairstyle or accessories that cause a disruption to the instructional process as determined by the teacher and/or principal will be asked to change or conceal the item in question.

During cold weather, students should be dressed warmly enough to be comfortable when recess is outside. Students are expected to go outside for recess unless it is raining or bitterly cold. With warmer weather comes the desire to wear summer play clothes, which may include shorts. Muscle/tank shirts, tube tops, spandex shorts, and/or bare midriffs are prohibited. Dresses, shorts, and miniskirts must be a moderate length. Flip-flop type shoes are not appropriate for school due to safety concerns on the playground.

LOST AND FOUND

Jackets, hats, mittens, etc., are often turned into the school office when found. Too often these items are not claimed. Parents are welcome to check the "Lost and Found" to claim misplaced items. Labeling easily lost items with the child's name is highly encouraged. Unclaimed items will be donated periodically to Goodwill.

PICTURES

Every fall there is an opportunity for each student to have his/her picture taken. Students wishing to order pictures prepay for the desired pictures. A school yearbook will be available for purchase during the second semester. Spring pictures (when offered) will be available for preview prior to purchasing.

EQUIPMENT

Items brought from home are the owner's responsibility and will remain in the classroom. Students must have prior approval from the classroom teachers before bringing items from home. The school cannot be held responsible for loss, theft, or breakage. Careful consideration needs to be taken before sending valuable merchandise to school.

RECYCLING

The Tippecanoe School Corporation believes good stewardship of our natural resources and our environment is an essential part of students' civic responsibility. The school corporation is committed to establishing an education environment for students that models active participation and teaches responsible waste reduction and recycling. The corporation's recycling efforts will be coordinated by the Director of Buildings and Grounds.

FIRE, TORNADO, AND SECURITY DRILLS

Fire, tornado, and security drills will be held periodically in order to familiarize each student with a safe and efficient exit or place of security. Every student must cooperate fully in order to ensure the safety of all students. Fire drills occur once a month. Tornado and security drills occur twice per semester.

MEDIA CENTER (LIBRARY)

Classes are scheduled into the media center for one-half hour sessions per week. During this class time, library skills, audio visual equipment operation and care, computer operation, literature appreciation, storytelling, and enrichment are areas of instruction.

Books are checked out as follows: Kindergarten-one book per visit during the second semester; Grade 1-one book per visit; Grade 2- two books per visit; Grade 3- three books per visit; Grade 4- four books per visit; Grade 5- five books per visit. When books become overdue, no additional books may be checked out until the overdue books have been returned. No audio visual

software or equipment is checked out by students. When books are lost or damaged, the replacement value is asked of the student. Because of the length of winter vacation, books are called in for grades 1 through 3. Kindergarten and Grade 1 do not check out books over spring break.

Woodland Elementary School patrons may check out books for a period of one week. Currently adopted curriculum teacher editions may be reviewed at Woodland School any time during the regular school day. Audio visual software and equipment may be reviewed at Woodland School any time during the regular school day. Many of student books/textbooks are available online.

GREATER LAFAYETTE AREA SPECIAL SERVICES (GLASS)

Greater Lafayette Area Special Services (GLASS) conducts a yearly search for all children with disabilities from birth through age twenty-one. The purpose of the search is to ensure that every child with a disability, who resides within Tippecanoe County, is receiving the special education and related services that are his/her right under state and federal law. If you are aware of any child suspected of having a disability, regardless of the severity, please contact the GLASS office (765-771-6006) or your school principal for information regarding referral procedures.

GLASS is a cooperative effort sponsored by Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette Community School Corporation. The GLASS office is at 2300 Cason Street, Lafayette, IN 47904.

ELL (ENGLISH LANGUAGE LEARNERS)

Students with limited English proficiency are tutored several times a week by specially trained tutors. This program is under the supervision of Mrs. Carrie Painter, Community Liaison for Tippecanoe School Corporation. Her office is at Burnett Creek Elementary School and you may reach her at (765)269-8080. Itzel Lopez-Carbajal is the bi-lingual ELL liason at Woodland and may be reached at (765) 269-8259.

LIFESKILLS

- Integrity:** To act according to what is 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.
- Effort:** To do your best.
- 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:** To investigate and seek understanding.
- Cooperation:** To work together toward a common goal or purpose.
- Caring:** To feel and show concern.
- Resourcefulness:** To respond to challenges in creative ways.

HONESTY

In support of Tippecanoe School Corporation's mission of maintaining the highest professional standards, honesty will be expected at all levels. Cheating is unacceptable. Individuals violating this corporation policy will be disciplined per our school discipline plan.

RELEASE OF INFORMATION

Certain information, including the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parents notify the school district that they do not want certain designated information released without prior consent. This is also a required field in online registration where you can approve or deny consent.

AMENDMENTS TO THE LAW ON MISSING CHILDREN

The burdens placed on school by SEA 416 are (generally):

1. Schools must require a student who initially enrolls in the school corporation in any grade to provide the **name and address of the school the student last attended, if any, and a certified copy of the student's birth certificate or other reliable proof of the student's date of birth**. The statute does not require school to keep the proof of age. Schools can, therefore, return it after someone on behalf of the school is satisfied that it is a reliable proof of age.
2. If the birth certificate or other proof of the student's date of birth is not provided to the school within 30 days of the student's enrollment, or if it appears inaccurate or fraudulent, the school must notify the Indiana Clearinghouse for Information on Missing Children, 1-800-831-9853.

SEXUAL HARASSMENT POLICY

Tippecanoe School Corporation prohibits sexual harassment of and by students and employees. A copy of the specific policy language (policy 3362 or 4352) is available in each school office.