

Parent and Student Handbook



Pine Ridge Elementary

School #1563

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August 1, 2022

Dear Parents:

This handbook has been developed and updated yearly to provide you with the policies and practices at Pine Ridge Elementary. It is our hope that you will take time to read it, discuss it with your child, and periodically review it during the school year. If changes occur during the school year to any part of this handbook you will be informed.

It is the belief of all staff members at Pine Ridge Elementary that every child has the ability to learn. It is our job to take the child from where he/she is to the next level. A cooperative attitude of both teachers and parents is vital to accomplish this goal. We believe that by working together we can accomplish this awesome task hand in hand.

Sincerely,

The Pine Ridge Faculty and Staff

Mission Statement

The Staff of Pine Ridge Elementary School believes that every child can learn when provided an educational atmosphere conducive to learning. Moreover, the staff believes that the education of the child must include parents, students, and the whole community.

The Mission of the Pine Ridge Elementary Staff is to provide a safe, secure, and challenging environment, which will guide students to become lifelong learners as well as productive members of society.

Pine Ridge Elementary Pledge of Respect

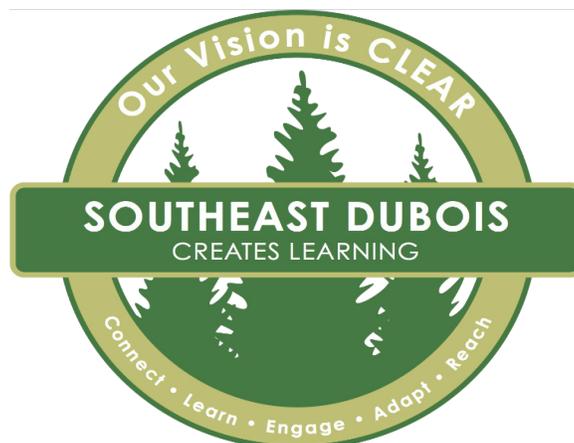
I am a smart, special, valuable person.

I respect myself and I respect others.

My words and actions are kind and honest.

I accept only my best in all I do.

I am PROUD TO BE ME!



GENERAL INFORMATION TO PARENTS

1. Applications for financial assistance for textbooks and school lunch programs are available in the office. All families will be asked to complete this form at registration.
2. Students may not bring electronic toys, hand-held game systems, CD players, MP3 players, or expensive toys/equipment to school without permission from their teacher or principal.
3. Early Dismissal --Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher stating time and reason. Parents or parent's designee must sign the child out in the school office.
4. Calling in an Absence --In the interest of your child's safety and welfare, it is necessary that parents inform the school of any absence. When calling in an absence leave your name, your child's name, homeroom teacher, and the reason for the absence.
5. All notes from home should include the child's name, the date, and the parent's signature.
6. A written request is needed for a student to stay in at recess. A doctor's note may be required if the time indoors becomes excessive.
7. When a concern arises, the parent should first discuss the concern with the teacher. If a satisfactory solution is not reached, it may be taken to the principal

PARENT-TEACHER ORGANIZATION

All teachers and parents of children enrolled at Pine Ridge Elementary School are members of the P.T.O. The projects of the P.T.O. benefit all children of Pine Ridge Elementary School. PTO meetings and upcoming projects will be placed in the school newsletter. Everyone is invited to participate in PTO meetings and events. More information can be found on Facebook.

SECURITY

The safety and security of each child is of great importance at Pine Ridge Elementary. To ensure the safety of all students, the following procedures have been implemented:

1. Doors to the building are locked. Entry to the building will be permitted only at the main entrance (East Side).
2. Visitors, including parents, must report to the office upon entering the building.
3. Visitors and volunteers must wear identification badges while in the building or on school grounds. These can be obtained once registered in the office.
4. **Volunteers are welcome in our schools for field trips (specific grades), coaching, and working with students on academic skills. All volunteers must complete a background check prior to volunteering. The school corporation website will have a link for volunteers to complete the background check. The voluntary background check will cost the volunteer \$17.95 and is good for 3 years.**

EMERGENCY INFORMATION

Each student is required to have on file in the school office the following information: parent(s) or guardian(s) name, complete and up-to-date address, home phone and parents(s) work phone numbers, physician's name and phone number, and any important medical alert information.

Parents must review the current information at registration and inform the school of changes throughout the school year. It is the responsibility of the parent to notify the school of changes during the school year.

STUDENT PICK UP/EMERGENCY CONTACTS

Every student must have emergency contacts listed in Harmony in the event of an emergency or if we are unable to reach parents/guardians. **As an emergency contact, the parent designates this person as someone they trust to pick up a child from school.** A parent must provide a note if someone other than the parent is to pick them up, or a parent must call if the person to pick up their child is not on the contact list.

CUSTODIAL/NON CUSTODIAL INFORMATION

Any child custody information, which school officials need to know, should be presented to the building principal. This presentation must be in the form of a court document or divorce decree. Any court order, restraining order, or other court document pertinent to the child and normal functioning of the school, should also be presented in written form to the principal. It is the responsibility of the custodial parents to inform the principal in writing of all pertinent information, special concerns, and restrictions in respect to child custody matters. It is also the responsibility of the parents to notify the principal of updates, changes, and modifications concerning court documents and child custody information important for normal operation of the school and welfare of the child. Federal and State law automatically provides that non-custodial parents have unlimited access to all records and information concerning the education of their child.

SCHOOL DAY

The school day for students begins at 7:45 a.m. and ends at 3:00 p.m. Students should arrive at school after 7:30 since adequate supervision is not provided prior to 7:30 a.m. Bus riders arrive according to bus schedules and will be supervised from the time of their arrival.

Early buses (7/8 and 6/14) are dismissed at 3:00 p.m. Students who walk or who are picked up by car will be dismissed at 3:00 p.m. Students who ride other buses are released no later than 3:25.

Students are tardy if they arrive to their classroom after 8:00 a.m. or leave before 3:00 p.m.

General Communication

All notes to school should include the child's name, the date, and the parent's signature. Transportation changes should be communicated immediately the morning of the change.

Cash must be sent in an envelope or bag with the student's name.

ATTENDANCE/STUDENT ABSENCES

We expect that all students be fever, diarrhea, and vomit free for 24 hours prior to returning to school. A fever is a body temperature of **100** degrees or higher. If a student has lice, they will be sent home immediately. They may return to school

after they have received treatment. Pink Eye must be treated for 24 hours before returning to school. In the interest of your child's safety and welfare, it is necessary that parents inform the school of any absence. When calling in an absence leave your name, your child's name, homeroom teacher, and the reason for the absence.

There is a close relationship between academic success and school attendance. Pupils should strive to be present and on time every day. **The Indiana Department of Education (IDOE) has set the expectation that no student be absent more than 10 days for the school year.** The parent or guardian of a child shall be held responsible for not meeting this expectation.

When a student is unable to attend school, parents must call the school office and confirm the absence. Parents should give the student's name, teacher's name and reason for the absence. Pine Ridge Elementary has an answering machine for those parents who leave for work early. All efforts should be made to contact the school office by 8:00 a.m.

Students and parents are urged to schedule medical and dental appointments at times when school is not in session. In cases in which conflict with school hours cannot be avoided, the principal may grant an excused absence. Excused medical and dental absences **must be verified in writing**, by the doctor or dentist's office.

An absence will be considered EXCUSED if any of the following criteria are met:

1. The student has authorization in writing from a licensed person in the legal or medical profession. Documentation should be submitted to the office no later than the second day after returning to school.
2. Death in the immediate family.
3. Special situation as determined by the Principal or the Principal's designee.
 - a. A special excused absence may be granted in a few cases for an absence other than the aforementioned reasons. The Principal, prior to the absence, must approve this absence.
 - b. Students going on trips will be excused only if the student will be absent no more than (5) five school days and the student will be accompanied on the trip by a parent or legal guardian.
4. Any absence that is excused per Indiana Code 20-33-2.
5. A parent calls within 24 hours of the absence or a signed note by the parent excusing the absence. **There is a limit of 10 parent call-ins or parent notes per school year.** Any absence after that must be covered by numbers 1 - 4 listed above, or the absence will be considered unexcused.

If the school does not receive a call, a phone call will be made to inquire and confirm the need to be absent. If the cause for the absence is within the above-mentioned regulations, the student may be given an excused absence. Once a student is reported as a habitual truant, all future absences must be certified by a legal or medical professional.

Make-up work will be required for an excused absence. A student will be given one (1) day for each excused day missed to complete the make-up work and receive credit for it. If the make-up work is not completed in the allowed time, the student shall not receive credit for such work.

Dubois Circuit Court and Project Attend

Students who have unexcused absences will receive no credit for any work missed.

In partnership with Dubois County Circuit Court, **Project Attend** is a program designed to reduce absenteeism in local schools. The Project Attend case committee overseeing each individual referral is made up of the juvenile probation officer representing the juvenile court, referring school principal, and the Indiana Department of Child Services, the Prosecuting Attorney's Office for the State of Indiana, a school representative (guidance counselor and/or teacher), and/or any other person have any interest in the student's attendance in school may also participate.

Step 1: Three Unexcused Absences

- Phone call to parents/guardian- Date and Time of phone call
- Send copy of school attendance policy via registered mail -
- Name will be placed on Attendance Officer's watch list

Step 2: Five Unexcused Absences

- Phone call to parents/guardian- Date and Time of phone call
- Certified letter (or in person) mailed home with copy of school attendance policy and a School
- Attendance Statutory Advisement and Admonition that the parent must sign in person at the school -
- School Attendance Officer meets with parent and child (Can be done in conjunction with and simultaneous to the above requirement) –
- School investigation checklist for possible reasons:

Step 3: Seven Unexcused Absences

- Phone call to parents/guardian- Date and Time of phone call
- Referral to PROJECT ATTEND through Juvenile Probation Officer- Date of referral

Step 4: Ten Unexcused Absences

- Referral to Dubois County Prosecutor for Educational Neglect and/or Delinquency Petition filing,
- Referral to Department of Child Services Abuse/Neglect Hotline

ILLNESS GUIDELINES **(Medication Policy/Accidents/Ill Children)** **(Immunizations and Vaccinations)**

If under any circumstances a child is required to be administered medication during school hours, and the parent cannot be at school to administer the medication, only the nurse, teacher or school employee designated by the principal will administer the medication in compliance with the regulations that follow:

1. Written consent signed by the parent and written instructions by a physician (if medication is a prescription drug). Consent must include the following:
 - a. Date
 - b. Child's Name
 - c. Name of Medication
 - d. Time to be administered
 - e. Dosage
 - f. Termination date for administering the medication
2. The medication **MUST** be in the original container. If the medication is a liquid, a spoon should also be included. The term medication is not limited to prescription

medicines but would include nonprescription drugs such as aspirin, Tylenol, cough syrup, lotions, ointments, etc.

3. The parents of the child must assume responsibility for informing the school of any changes in the child's health or change in medication. The school retains the discretion to reject requests for administration of medicine. (The above policy and guidelines are pursuant to I.C. 34-4-16.5-3.5)

If your child is injured or becomes ill at school, we will make him/her comfortable. If a serious injury has occurred or your child is sick and needs to leave school, we will contact you immediately. If you cannot be reached, we will attempt to contact the emergency number listed on the child's enrollment form.

It is important that all information on the emergency information form be kept up to date. PLEASE NOTIFY THE SCHOOL OFFICE OF ANY CHANGES. If you have an unlisted or unpublished phone number, it is extremely important that the school has your number in the event of an emergency.

Immunizations

The Board requires that all Grade K-4 students be properly immunized against communicable diseases as designated by the State Board of Health. The current list of required student immunizations at each grade level is listed in Guideline 5320 - Immunization of Students in School.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Preschool students are required to have at least the Pneumococcal and Varicella immunizations by the first day of school.

Exemptions to the immunization requirements shall be granted in accordance with State law, only for medical, religious, or other reasons allowed by the State.

CANCELLATION OF SCHOOL

At times, school may be canceled or delayed because of weather conditions, equipment failure, or public crisis. Every practical means will be used to notify parents of an impending cancellation. If for any reason school is canceled, parents will be notified by the **School Messenger** Phone Network, local radio and television stations. **Should school be dismissed earlier than scheduled, the radio stations will be notified and School Messenger phone calls will be placed as soon as the decision is made.** Students should be informed by their parents prior to the event where they are to go when there is a need for an early dismissal. **It is important for parents to discuss this with their children to avoid any confusion when an early dismissal is announced.**

TELEPHONE USE BY STUDENTS

Students may use the school phones when they receive permission from their classroom teacher and/or office personnel. Phone calls are limited to emergency situations. Calls for forgotten homework or to attend after school functions may not be permitted. These matters should be taken care of at home before the student comes to school.

Cell Phones/Electronic Devices

Cell phones and other electronic devices should be kept at home. If a child needs to bring them to school, they must be kept in their backpack and turned off from the time they leave their house and until they return. If a phone or device causes a disruption to the school day, it will be brought to the office and parents will be called to pick it up during normal office hours.

BUS TRANSPORTATION

The expectation for every child is that they follow the rules on the bus as they follow the rules at our school. Please talk with your child about proper behavior on the bus. Topics should include: stay seated in your assigned seat, keep conversations to a neighbor, keep your body to yourself, and do not be a distraction to the driver.

Poor bus behavior will result in removal from the bus.

If a student is to go to another destination other than their regular bus stop, a note from the parent or guardian must be sent to school and approved by the office. All notes are required to be turned in to the office first thing in the morning. This allows us to contact parents if there is a question about the change and notify the teacher and the bus driver. The information in the note should include **what bus he/she is to ride, where the student is going, and the duration of the change**. A bus pass will be issued by the Principal allowing the student to ride to their new destination.

More than 2 students attending parties or sleepovers will require making alternative arrangements for transportation. The host family must arrange pickup at school for all attendees.

GUIDELINES FOR VOLUNTEERS

If you are interested in becoming a school volunteer, please contact your child's teacher. The faculty and staff will work with you in placing you in an area, which will assist the teachers and students. Placement of volunteers will be left up to the discretion of the principal after conferring with the teacher(s) involved.

If you plan to volunteer, you must perform a Limited Criminal History Check. This would include classroom participation, clerical opportunities, and field trips.

Volunteers must visit the Southeast Dubois website to complete the background check. Cost is \$17.95

As a volunteer, it is appreciated that you be present and on time the day or days he/she is expected. Volunteers should contact the school office as early as possible if they cannot be there. In addition, a volunteer should:

- a. Know and observe school safety rules
- b. Dress appropriately
- c. Treat all students equally

- d. Refrain from any discussions that reflect negatively on Pine Ridge Elementary, its students and staff
- e. Work directly and under the supervision and direction of the classroom teacher and
- f. Be a positive influence on the children you are working with

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences contribute greatly to the educational process and are encouraged at Pine Ridge Elementary School. Parent-Teacher conferences are scheduled in the fall of the year, usually after the first grading period. Letters are sent home regarding these conferences with the dates and times of the conferences. Parents are encouraged to make an appointment with their child's teacher regardless of the progress of the child.

Conferences can also be scheduled on an as needed basis throughout the year by either the parent or classroom teacher. Parent's wishing to arrange an appointment for a conference during the year should contact the classroom teacher.

ELEMENTARY DRESS CODE

Appropriate dress and personal grooming will be required of each student as a vital part of maintaining a positive educational environment. Modes of grooming to styles of attire that detract from an appropriate educational environment are not acceptable. Students' dress and grooming must recognize the necessity for health, safety, cleanliness, and modesty at all times.

The building administration shall determine what is appropriate and may request a parent to deliver clothes or send a student home to correct inappropriate dress or grooming. Students will be disciplined for repeated offenses.

General Guidelines

1. Students shall wear items of clothing in the manner for which it was intended or designed.
 - a. No mutilated clothing.
 - b. Pants and shorts must be worn at waist level and shall have proper belting to hold them at the waist position.
 - c. Pants shall not drag on the floor.
2. The wearing of any apparel that has writing, printing, symbols, or graphics that is judged to be offensive, immoral, vulgar, lewd or suggestive and or implies sex, drugs, alcohol, tobacco, violence, or other subjects disruptive to the normal school environment are prohibited.
3. All shirts and blouses should be full length, and show no midriff skin. Tank tops with spaghetti straps are not allowed. Sleeves that are considered capped are a minimum.
4. All students must wear shoes. On P.E. days, athletic shoes are required. Flip flops, sandals, or boots are not appropriate shoes for these activities. Athletic shoes are always best on any day and we discourage the wearing of flip flops and sandals.
5. Shorts are permitted in warmer weather. The length of the shorts must extend below mid thigh. Cycle shorts or exercise tights are not permitted.
6. Costumes, hats, headbands, wristbands, or any other attire or practice that detracts from the educational process will not be permitted unless school officials have declared a special day allowing for such things. (Ex. Dress up days, hat days.)

7. The display of any object, symbol, or clothing that could be considered gang related is prohibited at all times.
8. Piercing rings or studs are permitted in ears only. If placed on any other portion of the body, it must not be visible during school hours.
9. **The principal suggests flip-flops and sandals not be worn at school.** Students are active at recess and these types of shoes consistently cause injuries. Please consider wearing only closed-toe shoes to school to provide adequate protection.
10. Hair must be groomed or pinned away from the face and may not cause a distraction to the student or other students. Hair color and style may not take away from the educational process.

RECESS GUIDELINES

Pine Ridge Guidelines for Outdoor Recess

Heat Guidelines for Recess

1. Heat Index less than 100 degrees
 - a. Normal 15 minute recess will be held
2. Heat Index 100-105 degrees
 - a. Consider outdoor recess limited to 10 minutes
3. Temperature/Heat Index 105+ degrees
 - a. Indoor recess will be held

Remember to have the students drink water to keep hydrated.

Cold Guidelines for Recess

1. Wind Chill at or above 25 degrees
 - a. Normal 15 minute recess will be held
2. Wind Chill at 16 to 25 degrees
 - a. Consider outdoor recess limited to 10 minutes
3. Wind Chill below 16 degrees
 - a. Inside recess

PERSONAL PROPERTY

Pine Ridge Elementary School will not be responsible for lost or broken items of a personal nature. Items, which may prove to be disruptive to the general school setting, are not permitted. At times teachers may give their permission to bring items for class projects or show and tell. Student names should be placed on these items and turned into the classroom teacher when the student enters the classroom. MP3 Players and other expensive items should remain at home.

If a student brings in items which are disruptive to the general school setting, these items will be turned into the office and returned either to the student at the end of the school day or the parent may pick the items up at the school office.

We've had many issues with trading cards, loss of cards, students having them out during class, and feelings being hurt because of trades. Please keep all trading cards at home.

If cards are brought to school they will be given to the teacher. The student will get them back at the end of the day. If the cards return, further discipline will be assigned. If the same student continues to bring cards to school, cards will be given to the office to keep until a parent comes to pick them up during normal office hours..

TEXTBOOKS

Textbooks are the property of the school. Teachers issue textbooks on the first day of school, and the student, as well as the parent, is responsible for the books issued. Payments (checks) should be made payable to the Southeast Dubois County School Corporation. Place "Textbook Rental" in the memo portion of the check.

In the case a pupil withdraws during the first semester, ½ of the rental fee will be refunded. A student enrolling during the second semester will be charged ½ the rental fee.

Rental books, which are damaged beyond normal wear, shall be paid for by the student. The price will be determined by the building principal.

HOMEWORK

Homework contributes to the educational process of the student. Because parents and teachers should be partners in the educational process, parents will be made aware of what their child is learning in school by monitoring the homework assignments. In addition, each teacher will provide information concerning his or her homework policy.

MIDTERMS/REPORT CARDS

Midway through each grading period your child will receive a midterm report. The purpose of the midterm report is to allow ample time for improvement in any area of deficiency.

Report cards will be issued to students at the close of each nine-week grading period. Report cards will contain academic, conduct and effort grades. Attendance will be reported on the report card.

RETENTION POLICY

The school has the right to retain any student when the following criteria are met:

1. In the professional judgment of school personnel, the academic and/or social development of the student will benefit, or
2. The parent(s) or guardian(s) have been consulted. Parental agreement and cooperation is highly desirable but not a prerequisite, or
3. Retention is the most desirable alternative benefit for the child.

SCHOOL LUNCH/LUNCH MONEY

The purpose of the school lunch program is to make available to each student a nourishing and well-balanced meal each day. The low cost per meal and half-pint of milk is made possible by efficient management and the fact that the cafeteria is enrolled in the National School Food and Nutrition Program. In this way the school lunch program is reimbursed financially as well as receiving surplus food commodities.

The price of meals (student prices \$2.35 for lunch, \$1.50 for breakfast; adult prices \$4.60 for lunch, \$2.50 for breakfast) will be determined each school year and parents will be notified at registration. Applications for Free or Reduced Price Lunches are available on Harmony Family Access in the registration section.

If a child brings their lunch, milk may be purchased in the cafeteria for \$.65. Soft drinks or energy drinks **are not allowed**. It will be assumed that a child can drink milk unless the school is given a note, signed by the doctor stating the medical reasons why the child cannot drink the milk. An alternative drink can be brought in this case.

Menus for the week are published on Harmony, the Pine Ridge web page, the Herald and The Ferdinand News.

ACCOUNTS, CHARGES, AND COLLECTIONS

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. The Southeast Dubois County School Corporation will adhere to the following meal charge procedures.

- In an effort to ensure no student will miss a meal, all students will be allowed to charge a maximum of ten dollars (\$10.00) to their school meal account. Once the \$10.00 limit has been reached, no meals and no alternative meals will be provided. (Note: charging is permitted for meals only.)
- All charges must be paid or the student is expected to bring food from home until their school meal account balance is replenished and has a positive balance again.
- School meal accounts for students and/or staff are not to have a negative balance.
- School meal purchases are to be prepaid prior to or at the time of meal service. This may be done by depositing money, in any amount, into a student's school meal account on any school day. There is a "No Cash Back Policy" – all money paid goes directly into the student's school meal account.
- Meal charges are strongly discouraged, except for occasional instances when a student may need assistance with meal funds. It is the responsibility of parents / guardians to provide meals for their child(ren) either by food from home, always keeping money in their child(ren)'s school meal account so that the school may supply a meal, or by applying for meal assistance through the free and reduced meal program.
- Free and reduced priced meals are available to those families who qualify. Applications are available online on your Harmony Family Access page in the registration section. Free and Reduced benefits begin once an application has been approved. Parents / guardians are responsible for payment of all meals at full price until their application is approved.
- Students may NOT charge "a la carte" items. All "a la carte" purchases will either be on a prepaid or cash basis.
- Meal charging is a courtesy and should NOT be used as a payment practice. Its use should be as infrequently as possible. Parents / guardians are expected to bring the negative balance to zero or a positive balance in a prompt or timely manner.
- Harmony Family Access may be used to check school meal accounts, and to make sure there are adequate funds for meal purchases. Low balance automatic daily reminders can be set up to be received as either an email or text or both through the Notification Profile. [Note: Setting up weekly reminders is not recommended, as the message may not be received in time before the school meal account acquires a negative balance.]
- The Southeast Dubois County School Corporation uses the notification system School Messenger weekly (each Sunday evening) to send negative balance notifications for any account balances that fall below \$ 0.00. Email notices are also sent at minimum once per week. School personnel make every effort to provide timely "Negative Balance" notices to school meal accounts that fall below \$0.00.
- Negative Balances must be paid regardless if a Free and Reduced application has changed the student status from paid to "Free" because the charges were made prior to the status change.
- Balances owed from non-responsive parents / guardians, will force action to be taken to collect the unpaid funds by means of a collection agency, small claims court, or any other legal method deemed necessary. At the end of each year, school meal accounts are required to be paid in full.

- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their school meal account will have 90 days to notify the corporation to request a refund or to transfer the funds to another school meal account. Unclaimed remaining balances will be transferred to the school lunch fund.
- If a school meal account balance requires special consideration on any day, please contact the school as soon as possible. They will do their best to work with parents / guardians to serve the needs of each student. Please keep in touch with your child(ren)'s school.

Remember, a Charge Policy is a courtesy---not a requirement. Please use it wisely!

- Students are allowed to have family members join them for lunch a maximum of two times per year. Guests must notify the school in advance of their intention to eat lunch with the student so the cafeteria can prepare to have extra meals on hand. Parents must pay at the front desk when they arrive. Adult pricing applies.

This institution is an equal opportunity provider.

SCHOOL BREAKFAST PROGRAM

The School Breakfast Program is a tremendous opportunity for students to energize their school day with a healthy morning meal. Breakfast is available to all students every morning. Students can eat breakfast at school every day or only occasionally. This institution is an equal opportunity provider.

SCHOOL MEDIA CENTER

Students are permitted to come to the Center at any time, provided they have permission from a teacher and if the school media personnel are in the media center for supervision. At all times a quiet atmosphere of industrious activity is sought. Accelerated Reader tests, use of the card catalog, and internet use are supervised by the school media personnel.

Students are responsible for all library materials issued to them during the school year. Library materials, which are lost or damaged, must be paid in full by the end of the year. Parents will be asked to pay the replacement cost of the lost or damaged materials. If lost library materials are found, a refund will be issued.

School Technology

The use of technology is recognized as an important tool, which will strengthen the skills being taught at Pine Ridge Elementary. The instructional use of the Internet will be guided by the School Board's Student Network and Internet Acceptable Use and Safety policy. Students in Preschool through fourth grade use technologies such as computer software, teacher directed Internet activities, computer lab drill activities for remediation and enrichment, word processing and other programs to master the concepts presented in math, language arts, social studies and the sciences. Teachers also have access to digital cameras, scanners, high speed internet access and the Pine Ridge Website. All of the classrooms have LCD projectors mounted from the ceiling. Recently document cameras have been installed in some of the classrooms replacing old overhead projectors.

Ensuring that certain technology standards are followed, the Pine Ridge Technology Committee has developed a set of Expectations and Standards for classroom teachers to use when developing lessons involving technology. Teachers of grades three and four also follow the NCLB Student Technology Literacy Proficiency Checklist. These standards are:

- Basic Operations/Technology Use and Concepts,
- Social, Ethical, and Human Issues,
- Communication Tools,
- Keyboarding,
- Multimedia, and
- Research Tools.

DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude at school. Students who do not follow rules or practice acceptable behavior will be sent to the office. If problems continue, parents will be called to schedule a conference to help resolve the problem.

Each classroom teacher has defined a set of rules and procedures each child is expected to follow. These rules vary from teacher to teacher and according to the age and grade of the child. In addition, general school rules and procedures are established as guidelines for student behavior outside of the regular classroom setting.

Our classrooms practice the Clip Chart method of discipline. It is a very simple yet effective method of discipline. A student can either clip up (doing what is right) or clip down (not practicing a desired behavior) throughout the day. As a student clips down, the severity of the punishment increases. Examples of this may be as simple as reflecting on what is appropriate and being sent to visit Mr. Hinson. As a student clips up, they not only get the praise that they deserve from the staff member who recognized their good deed, but it also reinforces doing what is expected.

Severe Events

If the student is involved in any of the following, he or she immediately skips all steps and goes straight to the principal.

1. Fighting
2. Vandalism
3. Stealing
4. Abusive Language
5. Willful Disrespect
6. Threats to oneself
7. Threats to others
8. *Bullying
9. Possession of illegal/harmful items

Bullying

Pine Ridge Elementary School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The corporation encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The corporation will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is 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; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Additionally, this policy applies regardless of the physical location when:

- A. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. The bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others in a safe and peaceful learning environment.

Southeast Dubois County School Corporation Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the target student an objectively hostile school environment that:

- A. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. Has a substantially detrimental effect on the targeted student's physical or mental health;
- C. Has the effect of substantially interfering with the targeted student's academic performance; or
- D. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as gender, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or corporation official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Bullying acts may be reported to law enforcement officials.

The complainant shall be notified of the findings of the investigation and, as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Consequences

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation.

As in all matters of discipline, the principal shall determine the consequences for each instance of bullying behavior based on the particular situation. Consequences may include, but are not limited to, one or more of any of the following: Loss of privileges, being sent to the principal, parent notification, being sent home, suspension, signing of a behavior contract by the student and/or parent(s), dismissal from school. Continued violations will result in further disciplinary action. The following are suggested guidelines for each of the buildings within the corporation.

Pine Ridge Elementary

- First incident: If a classroom teacher is made aware of bullying behavior or receives a report involving bullying behavior, the teacher will meet with the student exhibiting the inappropriate behavior. The student is given a warning and told that if the bullying happens again, their parents will be called. If the school is made aware of bullying that is occurring due to the use of electronic devices outside of school, parents will be called. * If severe in nature, the student is immediately referred to the principal. Severe bullying is anything that is threatening the physical or emotional safety of the students or if the offense is sexual in nature.
- Second incident: The second time that a child exhibits bullying behavior, the teacher will call the student's parents and the social worker/counselor will also meet with the victim and call parents as necessary. The student exhibiting the inappropriate behavior will miss at least one recess or have one lunch detention.
- Third incident: The student is sent to the principal. The principal will call the student's parents and the student will miss at least 3 recesses or have 3 lunch detentions.
- Fourth incident: The principal will convene a conference with the student, student's parents, teacher, principal, and social worker/counselor. The student will receive at least ½ day in school suspension.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

To help students and parents feel more comfortable in reporting instances of bullying, we will again be utilizing a phone reporting system. Parents and students can call and leave a voicemail detailing incidents of bullying. For students and parents at Forest Park, call 367-1831 ext. 4205; Cedar Crest 634-2006 ext. 2006; Pine Ridge 326-2324 ext. 3109, Ferdinand Elem 367-2721 ext. 1009. Persons who report may remain anonymous.

STUDENT DRUG AND ALCOHOL OFFENSES

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverages, malt beverage, or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in Schedules I through IV of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.1 S before, during or after school hours at school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy may, at the discretion of the administration: be suspended or expelled from school; be required to satisfactorily participate in a drug abuse assistance or rehabilitation program; or be subject to a combination of the above.

Sanctions against students shall be in accordance with prescribed school district administrative regulations and procedures.

Discipline Practices

Each teacher and any of the other school personnel shall, when pupils are under their charge, have the right to take any action, which is then reasonably necessary to carry out, or to prevent an interference with, the educational function of which they are in charge. Teachers and other school personnel may not suspend students from school, and removal of a student from any educational function within the supervision of a teacher or any of the other school personnel may not extend for a period of more than (1) day unless the removal is treated as a suspension under Section 6 (IC 20-8.1 -5-6). (See below. *)

Each principal may take any action concerning his school or any school activity within his jurisdiction, which is reasonably necessary to carry out or prevent interference with an

educational function or school purposes. Such action may include established written rules and standards to govern student conduct. Similarly, the superintendent, or his administrative staff with his approval, may take any action with respect to all schools within the superintendent's jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

The types of disciplinary action, which may be taken, include, but are not limited, to the following:

1. Loss of recess privileges
2. Counseling with students
3. Conferences with parents
4. Assigning students additional work
5. Isolation seating
6. Rearranging class schedules - in-school suspension
7. Detention - requiring attendance after school hours -Saturday school
8. Restriction of extracurricular activity
9. Suspension
10. Expulsion