

2023 - 2024



Student Handbook

We all belong!
We all work hard!
We all grow!

Every Student, Everyday



Huntingburg Elementary School is fully-accessible. Any person requiring further accommodation should contact the Building Administrator at the school office.

501 W. Sunset Drive
Huntingburg, IN 47542
(812) 683-1172

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HUNTINGBURG ELEMENTARY

VISION STATEMENT

We all belong!

We all work hard!

We all grow!

MISSION STATEMENT

Every Student, Everyday!

A. General Guidelines

1. Students who ride the buses are subject to the authority of the bus driver.
2. Chewing gum is not permitted at school at any time.
3. School pictures are taken each year. The purchase of pictures is optional, but all students will have their picture taken for the yearbook. Those students who were absent, or unhappy with the picture, may have their picture retaken.
4. When notifying a teacher about a student's appointment, changes in daily routine such as transportation home or to a babysitter, etc., please send a note with your child whenever possible, as opposed to calling. Parental permission is required for all transportation changes.
5. Please notify the office of any changes in address, phone number, or emergency contact.
6. Birthday invitations will not be passed out at school unless the entire class receives an invitation.

B. Children Enrolled with Less Than the Minimum Requirements

Children with a history of receiving less than the minimum requirements for immunization have a period of twenty (20) calendar days in which to begin or resume their series. Students may remain in school at the end of a granted waiver period by documenting that they have:

1. Completed all requirements,
2. Entered upon a specific schedule of immunization approved by a physician or the local Health Department, or
3. Qualified for exemption.

C. Children Exempted from Minimum Requirements

In order for a child to be exempted from complying with minimum immunization requirements for medical or religious reasons, the parent(s) or guardian(s) are required to submit a written request for exemption and the request must be filed annually with this School Corporation. In the case of a medical exemption, the signature of a physician is required. For other exemptions, the signature of a parent or legal guardian is sufficient.

For their own protection, exempted students will be excluded from school in the event of an outbreak.

D. Documentation of Immunization

An immunization history may be documented in one of three ways:

1. By a physician's certificate, including the number and dates of doses administered;
2. By records forwarded from another School Corporation including number and dates of doses administered;
3. By a record maintained by the parent(s), which documents the date each dose of vaccine was received. Month, day, and year are required for the measles, mumps, and rubella vaccine because children receiving this vaccine prior to their first birthday are less likely to be adequately protected.

E. Exclusion

Any student currently enrolled in the Southwest Dubois County School Corporation who is not meeting minimum requirements for immunization or who does not have an annual medical/religious exemption filed according to this policy, will be excluded from school until immunization has been initiated and exemptions on file. Failure to comply will result in notification to Child Protection Services.

ADDITIONAL INFORMATION

1. Students will participate in Physical Education class one day per week. It is suggested that each student wear tennis shoes to school on PE days.
2. Students participating in school athletic programs should obtain a physical from their physician.
3. The school maintains a lost and found area that is available throughout the school year.
4. When sending money to school, please enclose it in an envelope and include the child's name and teacher's name on the envelope. Unless otherwise indicated, all checks should be made out to Huntingburg Elementary.
5. All fees must be paid at the beginning of the school year unless other arrangements are made with the office.

NON-DISCRIMINATION POLICY

Resolved, that it has been, is now and shall hereafter be the policy of Huntingburg Elementary School that students of any race, color, sex, national and ethnic origin be admitted to all the rights and privileges, programs, and activities generally accorded to, made available to, students at the school. Resolved further, that we have not, do not, and shall not discriminate on the basis of race, color, sex, national and ethnic origin in administration policies, admission programs, grant-in-aid programs, and athletic and other school-administered programs.

SCHOOL HOURS/ATTENDANCE

Regular attendance is important to your child's success in school. It is essential that your child be in school each day unless they are ill. If there is a need for a child to be absent from school, parents should call the office (683-1172) before 8:30 A.M. to verify the absence. Missed work and assignments may be picked up in the office after 3:00 P.M. **If at all possible, parents should avoid scheduling vacations while school is in session.**

Students arriving after 8:05 A.M. will be considered tardy. Any student arriving after 9:15 A.M. or leaving before 2:45 P.M. will be counted absent for 1/2 day.

Illness of students, death in the family, absences provided by State law, and emergencies to be interpreted by the Principal are the only legal excuses for absence.

ARRIVAL AND DISMISSAL

Students should arrive between 7:30 - 8:05 A.M. unless other arrangements have been made through the school office. Upon arrival, all students should report to their classroom except those who are eating breakfast. They should report to the cafeteria. Car riders wishing to eat breakfast need to arrive by 8:00 A.M.. The breakfast line will close at 8:05 A.M. All students being dropped off should be brought to the front entrance. **The back parking lot is only for buses after 7:15.**

At the end of the school day all car riders will be dismissed through the front entrance. Students who ride buses will board their buses in the back parking lot as instructed by bus-duty personnel. Dismissal will start at 2:55.

TRANSPORTATION CHANGES

In the event of a transportation change, please contact the office at Huntingburg Elementary School. All changes must be made no later than 2:00 PM.

Attendance Policy

An absence will be excused if any of the following are met:

1. The student has authorization in writing by a licensed person in the legal or medical profession, turned in no later than the 2nd day after returning to school.
2. Death in the immediate family.
3. Special situation as determined by the Principal or designee.
4. A parent phone call or signed note by the parent excusing the absence, turned in no later than the 2nd day after returning to school.

A student may accumulate 5 excused absences per semester. All absences in excess of this limit will be considered unexcused unless covered by numbers 1, 2, or 3 above.

Further accumulation of unexcused absences during this current school year could result in your child being referred to Project Attend, Dubois County's chronic absence prevention program. The accumulation of 10 or more unexcused absences in a year will result in referral to Dubois County's juvenile probation program.

Please call me at 812-683-1172 extension 1003 to further discuss this matter and any questions you may have.

PERSONAL APPEARANCE

1. Shoes or sandals are to be worn at all times during the school day. Rubber thongs are not acceptable footwear.
2. Students' dress, including body piercing and hair color, should be clean, safe, and

- non-disruptive to the educational process.
3. Shorts are permitted, when weather permits. They must be of reasonable fit and length. Biker-type shorts will not be allowed.
 4. No skin is to be exposed between the waist of the pants or skirt and the bottom of the upper garment (shirt, blouse, sweater, etc.)
 5. Offensive or suggestive slogans on clothing are not permitted (alcohol, drugs, profanity, sexual innuendo, etc.)
 6. Hats are not to be worn inside the building unless a special activity has been proclaimed.
 7. Skirts and dresses are to be of reasonable length.
 8. Pajama type clothing is unacceptable for school.
 9. Teachers are to send students to the office if any of the above guidelines are violated. There are obviously varied interpretations concerning dress, and if students exercise reasonable judgement as spelled out above, there should be no problems.

PHYSICALS

All students participating in school related sports teams or cheerleading are required to have a physical form on file.

INSURANCE

The Corporation does not carry coverage for students who are injured on our property. Insurance is offered through a private carrier.

TEXTBOOK FEES

Textbooks/computers are expected to be returned in good condition. Lost or damaged textbooks will be paid for by the parent/guardian. Before replacement is provided, a parent/guardian must pay for any lost or damaged textbooks/computers.

Should a student withdraw from school, the parents are responsible for the return of all books, including library books, and other materials to the school.

BREAKFAST AND LUNCH PROGRAM

Breakfast is available for all students who are interested. The breakfast program also qualifies under the financial assistance program, so families qualifying for free/reduced lunches may also take advantage of this opportunity. Research has shown that breakfast is the most important meal of the day, and we are pleased to be able to offer this program to our students. All buses are here by 8:00 A.M. Car riders wishing to eat breakfast need to be here by 8:00 A.M. The breakfast serving line will close at 8:05 A.M.

Student lunches are served daily. If you choose to pack your child's lunch, please do not include items that must be heated or refrigerated. Also, please **do not include soft drinks** in student lunches. Milk, Kool-Aid, fruit juices, water, or similar types of drinks are acceptable. Make sure that any lunch boxes are clearly labeled with your child's name.

ADMINISTRATION OF MEDICATION AT SCHOOL

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in

no case longer than the current school or program year. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent of withdrawal of consent of the parent and the written order of the physician shall be kept on file. No student shall be allowed to keep medicine at school. Any medicine to be administered to a student shall be brought to the school office where it will be kept in a secure place.

Medication shall be administered in accordance with the parent's statement (in the case of non-prescription medicine) or the physician (in the case of prescription medicine) only by a school nurse or other employee so designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or blood glucose test by finger prick shall receive proper training, and such training shall be documented in writing.

MANAGING BODY FLUID SPILLS

The following procedures are to be utilized in dealing with any student or employee whether or not each individual is known to be the carrier of a dangerous communicable disease. A number of diseases may be transmitted through body fluid. This procedure should be followed when dealing with blood, vomit, and fecal or urinary spills:

1. Clean-up kits will be available in all schools and school buses.
2. Gloves should be worn when cleaning up any spills.
3. These "spills" should be disinfected with bleach or another appropriate disinfectant, and persons coming in contact with them should wash their hands afterward.
4. Body fluid-soaked items should be placed in leak proof bags for washing or their disposition. AIDS/ARC are considered to be dangerous communicable diseases. Other communicable diseases may also be considered dangerous. Adopted 1-15-90

IMMUNIZATION POLICY

Minimum Requirements for School Entry

When a child enrolls in the Southwest Dubois County School Corporation for the first time or any subsequent time and at any level, his parents/guardians must show either that he/she has been immunized or that a current parental or medical objection to immunization is on file. It shall be emphasized that it is the parent's responsibility to provide the school with proof of immunization or the proper medical or religious exemption. This law includes all children enrolled in this School Corporation, not first time entrees only. The definition of "immunized" will vary according to the age of the child. Certain minimum requirements are established by the Indiana State Board of Health to simplify the task of administration.

Parents are encouraged to provide the School Corporation with complete immunization records prior to the start of school.

If a parent is not responsive, or treatment not successful, a home visit may be warranted. If the student remains out of school for longer than five (5) consecutive days or is not receiving appropriate treatment, this may constitute child neglect and should be reported to Child Protection Services.

ELECTRONIC MEDIA

It is a violation of school policy to send, share, view, or possess pictures, text messages, e-mails, or other materials of an explicitly sexual nature, and unrelated to a serious educational purpose, in electronic or any other form or media, including, but not limited to, cell phones, computers, and other electronic devices.

BULLYING POLICY

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the service, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the building principal or his/her designee who has responsibility for all investigation of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the building principal or his/her designee. This report may be made anonymously. An anonymous report may be made online by going to Huntingburg Elementary on the Corporation website. Click on "Report a Bully." After filling out the information, the report will be sent to the school office.
5. The building principal or his/her designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any action that has been taken.
6. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
7. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

8. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
9. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

STUDENT PLACEMENT POLICY

The goal of the Student Placement Committee is to develop balanced classes where all students will thrive and grow academically and socially.

Initial student class lists are generated by grade level teachers. Once a list is developed, the placement committee will review all student placement requests. A wide range of needs and factors are considered, including class size, balance by gender, learning styles, achievement levels, interpersonal dynamics, emotional needs, social needs, behavioral needs, and physical needs of students. Individual teacher requests will not be honored if there is not a solid academic and/or social, emotional factor to be considered.

Student Placement Request forms will be available to parents upon request. Forms must be submitted to the school office by the last Friday in April.

COMMUNICATION

Communication between school and home is an important link in your child's success in school. A calendar and newsletter are sent home with your child with information regarding school activities and future events.

If you want to know something about school, if something happens that concerns you or your child, if there is a misunderstanding, or if you need information for any reason concerning school, the following is the correct procedure to follow:

1. Contact the classroom teacher involved, or if the question concerns general policy, contact the office. Every attempt should be made to resolve the problem with the classroom teacher.
2. If you do not feel that the problem has been resolved after contact with the classroom teacher or office, you may then talk with the building principal.
3. If, after contact with the building principal, you do not feel the issue is resolved, you should contact the superintendent.

ANTI-HARASSMENT

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's education opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). The full policy can be found on the corporation page of the SWDCSC website under policy #5517.

PROGRESS REPORTS/REPORT CARDS

Quarterly grade reports are issued after the close of each nine-week period and convey important information to the parent and student concerning pupil progress. Reports must be signed and returned to ensure that parents have had an opportunity to view information and discuss it with their child. Additional reports may be sent as needed. Midterms are published electronically through PowerSchool

PROMOTION OF STUDENTS

The principal shall adopt the criteria for promotion within his/her building. Parents who request to have their child retained, even though the student has been promoted, are to submit their request in writing to the principal. The request is to contain the reasons for retaining the student in the previous grade level. The request is to be submitted to the principal within two (2) weeks after the end of the second semester.

RETENTION OF STUDENTS

The general policy of the School Corporation is to encourage and assist students to move through school in a continuous growth pattern of academic achievement in harmony with their normal social and emotional development. Most students will require the normal allotted time to progress through the school curriculum.

In arriving at a decision on the retention of a student, the combined views of the teachers, principal, and parents will be taken into consideration. The final decision on retention shall remain with the principal of the school involved. Results obtained from standardized achievement tests and academic progress will be important factors in the decision. The principal or designated teacher will send a statement by the end of the fourth grading period, notifying parents of the possibility that their child may be retained. The principal of Huntingburg and Holland Elementary Schools and Southbridge Middle School have additional guidelines relating to the retention of students on file in their respective offices. It is prohibited to retain a student in a grade level for the sole purpose of improving a student's ability to participate in extracurricular athletic programs.

SCHOOL SPONSORED ACADEMIC AND ATHLETIC TEAMS

Students receiving an F on a mid-term or regular grading period report may not participate in any school-sponsored team. A student may regain their eligibility at the next reporting period if they do not receive an F. Inappropriate conduct may also cause a student to lose their eligibility to participate.

GRADING

Kindergarten ratings are standards based using a scale of 1, 2, or 3.

- 1 = Below grade level/Does not meet standard
- 2 = Approaching grade level/standard
- 3 = On grade level/Meets standard

The basic scale used for determining grades for students in grades 3 - 5 is as follows:

A = 93-100%	B+ =	87-89.99%	C+ = 77-79.99%	D+ = 67-69.99 %	F = Below 60
A- = 90-92.99%	B =	83-86.99%	C = 73-76.99%	D = 63-66.99%	
	B- =	80-82.99%	C- = 70-72.99%	D- = 60-62.99%	

In cases where students have not completed work during a grading period, a grade of incomplete (I) may be given. If this work is not completed and the grade changed within two weeks after the distribution of cards, the grade automatically becomes an "F". The student bears the responsibility of arranging for the completion of this work.

The following grading scale is used for students in grades one and two:

A = 93-100%	B+ =	87-89.99	C+ =	77-79.99%
A- = 90-92.99%	B =	83-86.99%	C =	73-76.99%
	B- =	80-82.99%	C- =	70-72.99%

N = Needs improvement below 70%

HONOR ROLL

Students in grades 3-5 must receive all A's and/or B's in academic areas to qualify for the Honor Roll. Honor Roll lists are published in local newspapers following each grading period.

ACADEMIC HONORS

Students will be eligible to receive an academic award in which they earn a 3.7 grade point average through the first 3 quarters of the school year.

PARENT/TEACHER CONFERENCES

Fall conferences will be scheduled each year for the purpose of discussing students' progress. Additional conferences can be arranged with a teacher at any time throughout the year. A request for a conference should come in the form of a written note or phone call to the office. Please allow at least one day's notice to allow time to schedule the conference. In an emergency, the principal may be contacted to arrange a suitable conference time.

HOMEWORK

Homework is an out-of-school assignment that contributes to the educational process of the student; Homework is an extension of class work and is related to the objectives of the curriculum. All homework sent home is to practice skills that have already been taught.

Parents are not expected to help their child excessively, but parental interest goes far in encouraging a child. Study assignments are just as important as written assignments. How your child views homework is largely dependent upon your interest and involvement. Parents can do their part to improve homework by:

1. Parents can check folders/backpacks daily.
2. Stay in communication with your child's teacher.
3. Establish a homework routine at home.

STUDENT ILLNESS

If your child becomes ill while at school and needs to go home, the nurse's office will try to contact a parent. If the parent is unavailable, the school will attempt to contact other family members through emergency numbers provided on the enrollment form. Symptoms that indicate a child should go home include, but are not limited to, vomiting or a temperature in excess of 100 degrees.

HEAD LICE INFESTATION

In the event a child is examined by the school nurse or any other designated school official and found to have an infestation of live lice present on the scalp and/or body with nits closer than 1/2" from the scalp the parent will be called and the child will be sent home for treatment. Information will be provided about proper treatment techniques for family members and personal belongings.

An infested child should not be allowed to return to school until after treatment. Upon re-entry the child should be checked by the school nurse or designated person who understands the control measures. Evidence for treatment includes no live lice, no nits closer than 1/2" from the scalp, clean hair and scalp, and a statement from the parent(s) as to what treatment was used.

TELEPHONE USE

Students should not use the private school lines unless cleared by a faculty member or an administrator. The general office will handle incoming calls and messages for students. Only in emergency situations will students be summoned from class.

FIELD TRIPS

Field trips and special activities and programs are a privilege. Decisions on student attendance/participation can be based on completion of assigned work and behavior.

SCHOOL CORPORATION POLICIES

The following policies have been adopted and placed in our current School Corporation Policy Handbook:

CORPORATION ATTENDANCE POLICY

Huntingburg Elementary will follow the corporation attendance policy found on the Southwest Dubois website..

Make-up work: The student is responsible for making arrangements to complete work missed due to an absence. Individual teachers have the authority to establish guidelines governing the make-up policy. Make-up work must be made up within three days, unless the individual teacher allows more time.

Homework and absences: We encourage students to obtain homework should they be absent

more than one day. Teachers will gladly see that assigned work is given to a fellow student or member of the family. Please notify the school to allow teachers adequate time to gather the assignments. Assignments may be picked up in the office after 3:00 P.M.

DISCIPLINE

Huntingburg Elementary School Wide Progressive Discipline Plan

Huntingburg Elementary Schoolwide Progressive Discipline Plan provides high expectations and procedures that are designed to ensure a safe and positive environment for all students and staff. Huntingburg Elementary will maintain a firm, fair, and consistent school to provide the best educational environment possible.

School Philosophy:

High expectations and a positive school climate will support academic, social and emotional growth for all students. We have the obligation to guide and support our students to make quality academic and behavioral choices. All behavior issues will be met with positive intervention and respect in order to build strong relationships and effective results. “Too often we forget that discipline really means to teach, not to punish. A disciple is a student, not a recipient of behavioral consequences.” - Dr. Dan Siegel

Purpose and Goals:

Huntingburg Elementary Discipline Management Plan is to be used as a guide to promote fair and consistent practices among all staff members throughout the building. All infractions will be investigated and consequences will be fair and appropriate as determined by the proper staff member for the situation using procedures and guidelines set forth in the discipline plan and administrative discretion.

Goals:

- To ensure a safe environment for all
- To give all students the opportunity to receive a high quality education
- To promote positive student behavior and reduce negative behavior
- To implement a consistent and fair discipline plan
- To encourage well-rounded individuals

General Expectations:

Students at Huntingburg Elementary will be expected to abide by the following School-wide Behavioral Expectations:

- ❖ I will treat everyone with kindness and respect. I will put people up, not down.
- ❖ I will meet classroom, recess, hallway, restroom and cafeteria expectations.
- ❖ I will keep hands, feet, and objects to myself.
- ❖ I will not use inappropriate language.
- ❖ I will never tease, cause harm, name-call or bully another student.
- ❖ I will immediately notify my teacher or another staff member if I am bullied or see someone else being bullied.
- ❖ I will not keep myself, or others, from learning.
- ❖ I will follow directions the first time given.
- ❖ I will always be in the proper place with permission.
- ❖ I will use all materials and equipment properly.
- ❖ I will always try to do my best.

Huntingburg Elementary Discipline Procedures

Huntingburg Elementary will use the discipline plans as a guide to promote consistency. Prior to any disciplinary action by an administrator or staff member a conference will be conducted with the student. At this conference, the student will be given the opportunity to explain the incident.

HBE will follow a progressive discipline policy. The administration reserves the right to assign severe consequences out of progression when behaviors are considered dangerous or excessive. The school will work closely with parents to assist all students in exhibiting appropriate behavior at all times.

Administrators at Huntingburg Elementary reserve the right to apply other disciplinary consequences and measures as deemed appropriate in order to help students develop positive and productive behavior.

Students on a specific behavior or educational plan will be handled on an individual basis to determine appropriate steps.

SUBSTANCE ABUSE

1. Voluntary participation in an approved drug education and/or treatment program or possible suspension will be recommended for first time offenders.
2. Participation in an approved drug education and/or treatment program will be required as an alternative to expulsion for subsequent offenses.

SCHOOL SAFETY

Release of students during the school day:

Students will only be released from the school office. For your protection and the safety of our students, parents must sign their children out in the office if they pick them up during the school day. Children will NOT be released from the classroom, nor will they be permitted to meet their parents outside the school building. **In addition, children will not be released to anyone without your written permission. In the event of an emergency, a phone call will be accepted only with proper parent verification.**

Building visitors:

Parents are encouraged to visit classes during the school year. Parents who wish to visit are requested to abide by our safety guidelines.

1. Please contact the teacher in advance to schedule your visit.
2. **All visitors are required to report to the office. This includes parents, relatives, and friends of staff or students. You will be required to sign in and obtain a visitor's badge, which should be returned to the office when you sign out.**
3. Please keep your visit to a reasonable length of time, as long periods can disrupt the classroom flow for the teacher and the students.
4. Please avoid the first and last days of a semester, as well as days when tests are scheduled (unless you have made arrangements to observe your child during a test).
5. Please do not bring other children into the classroom during your visit.
6. The visitors parking lot is located near the main entrance in front of the school.

CORPORATION AWARDS

Huntingburg Elementary will recognize students for academic achievement at the annual Corporation Awards Program held in May. Grades 3, 4 and 5 will be recognized. Criteria will be a cumulative 3.7 grade point or better through the 3rd grading period.

The staff at Huntingburg Elementary is committed to providing a safe, positive learning environment for all students. Our school-wide discipline plan provides the framework for that environment. The school-wide policy provides:

1. Emphasis on and recognition for positive behavior consistency and harmony within our staff, creating an excellent atmosphere for learning
2. The opportunity to learn by creating a positive learning climate

GENERAL ITEMS

Bandanas are not allowed to be worn in school unless a special dress up day has been designated.

Cell phones should not be brought to school.

Cassette/CD players, headphones, and other electronic devices are not allowed in school unless they are part of a school project or program.

Personal appearance and activities/behavior are not allowed to disrupt the educational process. Students should not bring toys, electronic games, play equipment, etc., to school. **The school will not be responsible for broken, lost, or stolen items.**

Frequently, children bring potentially dangerous toys and other items to school. **All toy guns, knives, matches, lighters, and any other sharp or pointed object will be taken from students.**

PLEDGE AND MOMENT OF SILENCE

Indiana Code—Each school shall provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance and have a moment of silence in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if: the student chooses to not participate; or the student's parent chooses to have the student not participate.

WEATHER AND OTHER EMERGENCIES

Occasionally school must be closed because of snow or other emergencies. Please talk to your child about such an emergency so that he/she knows where to go or what to do when school dismisses early. We must keep the phone lines open for emergency calls and changes in dismissal procedures. We have no control over when the radio stations will broadcast school closings, but our superintendent will notify designated media as soon as possible.

MEDIA CENTER

The Media Center is open during normal school hours. Each grade has an assigned period for using the center. Students are also encouraged to use the center for additional research, with the permission of their teacher, and when it does not interfere with large group instruction. A quiet atmosphere of industrious activity whereby students can learn to become independent library users is sought at all times.

Library materials are checked out electronically for one-week periods. Materials may only be out for one week before they are considered overdue. At that point they must be returned or renewed. Failure to return materials will result in a loss of privileges. Students are asked to be responsible users. Materials damaged during use are to be returned to the library for mending. Students and parents should not attempt to repair library materials. Parents will be billed for materials lost or damaged beyond use.