

Holland Elementary School



2023-2024 Parent/Student Handbook

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Holland Elementary School

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

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Vision Statement

The purpose of Holland Elementary School is to provide a positive learning environment, which promotes success in the home, school, and community.

Each day following the voluntary Pledge of Allegiance and a moment of silence, the entire school also recites the school's purpose statement. The idea is to constantly remind all of us, students and staff that we are all working together in a positive environment to promote success.

Mission Statement

The Staff of Holland Elementary School, in partnership with parents and community, sets high expectations for students, while focusing on a solid core curriculum in a safe, supportive learning environment. We prepare students to reach their full potential as life-long learners and to thrive in an ever-changing society, both academically and socially.

****Holland Elementary is fully accessible. Any person requiring further accommodation should contact the Building Administrator at the school office.**

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

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

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 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.

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 Holland 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 Holland 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: Students in grades K-5 will be dismissed to their classrooms from the gym at 8:05 a.m. and dismissed to go home at 3:00 p.m. Parents of the preschool students will be notified by their classroom teacher as to the hours of preschool.

If there is a need for a child to be absent from school, parents should call the office (812-536-2441) before 8:30 am to verify absence. Students arriving after 8:15 am will be considered tardy. Any student arriving after 9:15 am or leaving before 2:45 pm, 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.

Surveillance Cameras: To help ensure the safety of students and staff at *Holland Elementary* surveillance cameras have been installed on all corporation school buses and buildings.

Attendance Policy: Regular attendance to school is a MUST in order to maintain success in the classroom and for each student to achieve their best level of performance. It is important that all students, parents and guardians strive to do their best to see that students attend school on a daily basis as is required by state law. The following outlines Southwest Dubois County School Corporation 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.

Make-up work: The student is responsible for making arrangements to complete work missed due to an absence. A student will be granted one day to make up work for each day school they are absent.

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.

PERSONAL APPEARANCE

School Dress: We count on your good judgment as to how your child comes dressed to school. Children should dress comfortably. Children are not to wear platform or any other high-heeled shoes, flip flops, clothes with large tears, clothes with writing that could be found offensive, spaghetti straps, pajama bottoms, midriff tops, or short shorts or other revealing clothes.

Your child will need to wear gym shoes and shorts or pants on P.E. day so he/she can take full advantage of our physical education program. You will be notified as to which day will be P.E. day for your child.

Fresh air and exercise are important to our students' well being. Students go outside each day for recess unless it is raining or is extremely cold. Our policy states that recess will be outside unless the wind chill is below 22° or the temperature is below 32°. Please be sure your child dresses appropriately for the various weather conditions. We suggest that all outerwear be marked with your child's name including your child's book bag.

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 judgment 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 AND MEALS ASSISTANCE

Textbooks used in the Southwest Dubois County School Corporation are on the approved list of the Indiana Department of Public Instruction. As of July 1, 2023, the State of Indiana requires public educational institutions to eliminate fees for curricular materials, including textbooks. No book rental will be charged or collected for the 2023-24 academic year.

Regarding financial assistance for meals, a “Notice of Available Aid” will be distributed on the first day of school. Children from families whose income is at or below standards published by the corporation each year are eligible for free or reduced price meals. Appeals of decision may be made according to the procedures published with the guidelines. Parents needing financial assistance at any time during the year should fill out the form and return it to school immediately. **The information you give on the application is confidential, and is used only for the purpose of determining eligibility. All information provided is subject to verification by the school.**

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. If a book or workbook is lost or severely damaged, the parents will be charged for the replacement.

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 tests 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

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.

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 services, activities, and privileges provided by the school.

1. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior
2. 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.
3. 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 investigations 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.
4. The building principal or his/her designee shall investigate immediately all reports of bullying made pursuant to the provisions of
5. 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 remedial 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.

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.

Bullying: A link to anonymously report bullying is located on our school's website.

PROMOTION AND RETENTION 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. 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.

CORPORATION ATTENDANCE POLICY

Holland 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.

Arrival and Dismissal: The majority of buses arrive at school at 7:35am. Students who are car riders and walkers should arrive at school no earlier than 7:30, as supervision is not provided until then. All arrivals should come directly to the gym.

If you need to take something to the classroom or speak to the teacher, please report to the office and receive permission from the principal or his/her designee.

Car riders should be dropped off at the south entrance to the gym. Walkers should also enter through this door. Please do not drop off your child in front of the gym at the main gym entrance.

Car rider and walker dismissal will take place from the canopy entrance at the front of the main building. For the safety of our students we ask that no parent shall park, exit their cars and wait for the children to be dismissed at the front entrance. Bus dismissal will be from the back of the building or the canopy entrance of the gym.

Dismissal for all students in grades K-5 will be at 3:00. The last bus picks up children at 3:35.

If you are picking your child up by car, please drive to the end of the drive directly in front of the main building. As the

car in front of you picks up their child and pulls out of the pick-up line, please move forward to fill the gap. This will enable us to move in more cars more efficiently and safely. Cars should only enter from the north and should exit leaving south.

Please do not block the drive for thru traffic and buses. If you must leave your car, please park your car in a parking spot so as not to stop the flow of traffic.

Late Arrival and Early Dismissal: Class work starts immediately following the taking of attendance and continues until dismissal. It is therefore to your child's best interest that he/she arrives at school promptly and remains in school until the end of regular school hours. We realize occasionally it might be necessary for a child to be tardy or have to leave during the school day. We ask that you follow the same instructions as for reporting absences. Please notify the school as soon as possible.

Students who arrive late should be accompanied by a parent/guardian to sign the child in at the office. Students will only be dismissed to a parent/guardian unless prior approval has been received by the office from the child's parent/guardian to release the child to someone else. The secretary will then call the child's classroom to arrange for dismissal. The same procedure will follow for any student returning to school. A parent/guardian will need to come in and sign in or sign out the child for all early dismissals and late arrivals.

Alternate Dismissal: Should your child be going home on another bus or any other means than is typical for your child, please send a dated and signed note with your child stating this. No child will be allowed to go home with another child or adult without previous notification and approval by the office.

Inclement Weather and Emergency Dismissal: Typically over the course of the school year, generally due to snow, the school corporation closes school for the day or dismisses early. Cancellations and early dismissals are announced over the local radio channels, local tv channels and via an automated phone call.

Student Phone Calls: In an effort to help teach the children responsibility, students will not be allowed to call home, for example, to request their parents bring in a forgotten lunch, homework, after school sports clothes, to ask permission to go home with another student, etc. In the case of an emergency, to be determined by the classroom teacher or the principal, all students will be allowed to call home.

Breakfast/Lunch Program : Breakfast, lunch-are available to students. The price of each will be published in our back to school information. Free and reduced price applications are available.

****Separate checks must be used when paying for recess milk and lunch. **Always use the memo line on your check to indicate the purpose of the payment. **Always use checks if possible versus sending in cash.**

Meal Charge Policy The purpose of this policy is to establish consistent meal account procedures throughout the district. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of students.

The goals of this policy are.

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers and students and parents or guardians.
- To establish fair practices that can be used throughout the school district.
- To encourage parents or guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To encourage parents or guardians that are unable to pay for school meals due to economic situations to contact the Food Service Director for information on assistance.
- To establish a consistent practice regarding charges and collection of charges.
- To encourage parents or guardians to make meal payments in advance.
- Trays that are given to students with negative accounts will not be taken back by cafeteria personnel.
- School breakfast and lunch accounts can be funded through multiple methods:
 - Cash or check. -Send money to school with students. -Mail Payment to the school which student attends. -Log in to PowerSchool through the corporation website (www.swdubois.k12.in.us) to pay by credit card.

Elementary school (K-5) charging policy as follows:

-Students will not be allowed to charge breakfast. -Students will not be allowed to charge extra milk or any ala carte items. -Students will be allowed to charge up to five lunch meals before an alternative meal is provided. -After the fifth charge, parents or guardians will be notified and asked for a payment. -The cafeteria will provide an alternative meal that will consist of a peanut butter or cheese sandwich, fruit and milk at a cost of \$ 1.00. -Sending meals from home with your child is another option that will not incur charges. An automated phone call will be sent for any students starting with a negative balance of .01 or more.

Adults - No cafeteria charges are allowed.

All Grade Levels – At the end of the school year, a student's cafeteria balance (both positive and negative) will follow them to the next school year. Refunds of a positive balance for students leaving the district or graduating may be issued by making a request to the Food Service Director. Funds may also be transferred to a sibling in the Southwest Dubois County School District by making a request to the Food Service Director. For refunds of students graduating, a check will be issued after approval by the school board's June meeting. For refunds to students transferring to a different school district, a check will be issued after approval from the school board the following month. For outstanding lunch debts, Southwest Dubois County School Corporation will have the option of retrieving the payment through small claims court. The filing fee will be charged to the debt owed.

We ask that you not send additional drinks or food with your child. The only exception to this is if a child has a medical condition, which causes his/her body to not tolerate juice or milk. We can only accept verification of this through a doctor's note. The note must state the medical condition and prescribe what the child may be served. Our goal is that each

child receives a nutritionally sound lunch each day. Any child who chooses to bring his/her lunch may also purchase milk at lunch from the cafeteria. They may not purchase juice at lunchtime due to government guidelines. Please do not send packed lunches that need to be refrigerated or heated and soft drinks are not permitted.

Birthday/Holiday Treats: Throughout the year the children will be celebrating birthdays and other special occasions and may want to share a special treat with their classmates. We prefer these to be nutritious treats, such as fruits (apples, bananas (we can slice); vegetables (carrot sticks, celery sticks); and grains (pretzels, cereal snacks). Due to corporation wellness guidelines, we can no longer accept homemade treats. All treats must either be fresh or be prepackaged. For beverages, water is preferred.

PowerSchool Management Software: This software provides parents with the capability to view portions of their child's academic record via the internet through the use of secure usernames and passwords. Information to view may include an attendance report, discipline report, progress report, and food services.

Toys: Students are not allowed to bring toys from home to school. Playground balls, jump ropes, and other equipment are available during recess time.

Electronic Media: Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is prohibited. Personal electronic devices may only be used for instructional purposes under the supervision/direction of the classroom teacher. Devices will be taken away and parents will be contacted if they are used inappropriately or at inappropriate times.

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.

Health Services: One full time school nurse divides her time among the four schools within our school corporation. She is in our building one day per week and can be reached by phone for consultation or visit our school at other times as required.

Parents/guardians should notify the office immediately if your child has any type of medical problem of which we need to be aware.

Illness and Accidents at School: Minor injuries will be cared for by general first aid at school. If any questions exist as to the severity of the injury, the school will immediately contact the parents/guardians of the child.

Generally speaking, if a child is running a temperature at or above 100, vomiting or having diarrhea the parents/guardians will be contacted to arrange transportation home. –Before returning to school, the child must be fever free without the use of fever reducing medication and/or not vomiting or having diarrhea for 24 hours.

School Counselor: Counseling services are available to students. Many problems concerning both schoolwork and personal life may be helped by counseling with a competent person. The counselor and teachers may assist students with

these problems.

Head lice : As stated in the corporation policy manual: 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 of 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.

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 the Department of Public Welfare.

Visitation: Parents, grandparents and guardians are welcome to come and eat lunch with your child or grandchild. All visitors must enter the office, sign in and obtain a visitor's badge. We do not allow visitors to attend recess. Once lunch is over, visitors must go to the office and sign out before leaving the building.

Parent/Teacher Conference: It is imperative each teacher and parent keep an open line of communication in regard to the student's progress throughout the school year. Southwest Dubois County Schools sets aside two nights in the fall for formal parent/teacher conferences. HOWEVER, we encourage each parent/guardian to stay in close contact with the teacher throughout the school year. If you, as a parent/guardian, feel a conference with the teacher is necessary, please contact the principal and schedule an appointment.

Curriculum/Instruction: All students in grades kindergarten through fifth grade receive instruction in the general education classroom in the areas of language arts, mathematics, science, and social studies. The K-5 writing program stresses process writing. The math program for all grades is skill based and stresses hands-on learning. All planning for instruction is based upon the Indiana Academic Standards.

Students in grades K-5 will receive a minimum of 40 minutes of instruction each week in the area of music, art, and PE.

All grade levels are exposed to independent, as well as, cooperative learning activities. Students are recognized as individuals. Our focus therefore is upon individual progress rather than on group comparisons. In order that each child has the opportunity to experience success, when necessary, the curriculum is modified or accommodated to fit the special needs of that particular student.

Media Services : Students will visit the library to check out books on a weekly basis. The library is open the entire school day. In addition to having a full time library assistant, our school shares a licensed media specialist with Huntingburg Elementary. A replacement fee may be issued for lost or damaged books.

Accelerated Reader: All students grades 1-5 are encouraged to participate in Accelerated Reader. Students are motivated to read appropriately leveled books, take quizzes on those books, and earn points and prizes. All students that attain the grade level goal by the end of the year are invited to an AR Party. Students are entered into a weekly drawing for each quiz they take that receives a score above 80%.

Junior Achievement/Community Support: The Junior Achievement Program supplements the school's social studies program in the area of economics for all students in grades kindergarten – fifth grade. This program is entirely funded and presented through donations and volunteers of the Holland community and is sponsored by the Holland Kiwanis.

Special Education Services: Our school has a full time special needs certified teacher. The teacher administers testing, establishes individual education plans for children identified with special needs, and gathers special resources for not only students, but also for the general education teachers. All of our students with special needs remain in the regular classroom as much as possible. Occasionally some of our students require small group work outside the classroom. The special needs teacher and/or her instructional assistant administers this pullout. A copy of our school's seclusion/restraint plan is located in the principal's office.

Southwest Dubois County School Corporation Seclusion and Restraint Plan

[Seclusion and Restraint Plan](#)

Preschool: Children ages three and four, up to age five qualify to be a part of the preschool program. The preschool is an integrated program. Students identified with exceptionalities and general education students work together in an inclusive environment.

Students with exceptionalities are identified through the Dubois Spencer Perry Exceptional Children Cooperative. There is no fee for these children to attend the program. The cost of their schooling is funded through both federal and state funds. General education students are charged tuition. This fee secures placement on the days school is in session.

Students will attend either the morning or afternoon session which is 4 days per week, Monday through Thursday. General education students may be withdrawn from the program throughout the school year if the spaces are needed for students that have qualified for special education.

Speech and Language Therapy: Children, ages three years to five and kindergarten – fifth grade with disabilities in language, speech, auditory perceptual skills, voice, and fluency are eligible to participate in this program.

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

No grades are given in Kindergarten.

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 changes 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%

**1st-2nd is the same except below a 70% = N (no D or F)

PROGRESS REPORTS/REPORT CARDS

School Progress Reports: Parents are encouraged to keep in direct contact with your child's teacher and to schedule a conference whenever needed. 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 insure that parents have had an opportunity to view information and discuss it with their child. Additional reports may be sent as needed.

Nine-Week Super Star Incentive Program: Students in grades PreK-5 who turn in all of their completed homework and display positive behavior throughout the grading period will be eligible to be nominated by their classroom teacher as a Nine-Week Super Star. Students receive a certificate of achievement, special pencil, and special treat. A student can be nominated during any or all of the grading periods.

Sports/Academic Participation Policy: Students receiving an F on a mid-term or regular grading period report may practice, but 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. The principal, classroom teacher, and/or the coach of the particular sport may disqualify a student from participation for any misconduct (including bad sportsmanship), pending principal's approval. Prior to beginning the season, coaches should have an informational meeting. All students participating in school athletic

programs are required to obtain a physical from their physician.

Corporation Academic Awards Recognition : Students in grades 3-5 are eligible to be recognized. The criteria includes maintaining a GPA of 3.7 or above during the first 3 grading periods.

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. Roll lists are published in local newspapers following each grading period.

Parent Newsletter: A parent newsletter will be emailed to the parents at the end of each week. The newsletter will contain information/news from each individual classroom, school-at-large information/news, including mini-lesson plans for the upcoming week.

Please check your child's book bag/Raider Take-Home Folder each evening as occasionally something pops up that needs immediate attention and is therefore sent home immediately.

Parent Teacher Organization (PTO): We have a very active and supportive PTO. All parents of students attending Holland and all staff members are automatic members. There is no charge for membership.

Snack Cart : Students can purchase a healthy snack for \$.50. Snacks will be sold in the morning in the gym, but not consumed until afternoon recess or a designated time in the daily schedule. Purchasing snacks are completely optional. Snacks will be purchased daily, not run on a credit system like milk.

DISCIPLINE

Holland Elementary School Wide Progressive Discipline Plan

Holland Elementary School-wide Progressive Discipline Plan provides high expectations and procedures that are designed to ensure a safe and positive environment for all students and staff. Holland 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

Discipline: Minor disturbances in the classroom, lunch, or at recess are handled by the instructional staff or, in some instances, by other official school personnel. Repeated offenders and severe circumstances require students to be sent to the Principal. Teachers, instructional assistants, and other official school personnel will make the determination as to whether the Principal needs to be made aware of a particular incident. Routinely, upon the second visit to the office or under any severe circumstance; the Principal will contact the student's parents/guardians.

Purpose and Goals:

Holland 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.

Holland Elementary Discipline Procedures

Holland 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.

HLE 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 Holland 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.

SCHOOL SAFETY

Our SWDCS Safety Plan is ever changing to provide the best possible response in the event of an emergency. Please regularly question your child as to what they would do in the event of an emergency at school. Working together to better prepare is the best way to ensure the safety of our children.

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.

- **EVACUATION - FIRE DRILLS**

Evacuation - Fire drills will be held a minimum of once a month. Fire drills will be announced to the student and staff via the intercom. When the alarm rings, move quickly and quietly out of the building and remain outside until a return bell is sounded.

- **SHELTER IN PLACE - SEVERE WEATHER-TORNADO DRILLS**

Shelter in Place - Severe Weather - Tornado Drills will be conducted a minimum of twice a semester. Classroom teachers will instruct students as to the proper procedure.

- **AVOID, DENY, DEFEND, LOCKDOWN**

Lockdown drills will be practiced a minimum of once a semester. The students will be notified in advance that we are conducting a drill situation.

- **SUSPICIOUS ACTIVITY: SEE SOMETHING, SAY SOMETHING**

In the event of suspicious activity, students/parents should notify the school resource officer (SRO), administration, or 911. This includes objects out of the ordinary, a person behaving strangely, or feel that something is wrong.