

North Montgomery Community School Corporation



Elementary Staff Handbook

2023-2024

Board Approved: 8-28-23

ELEMENTARY STAFF HANDBOOK

Table of Contents

Section I. Elementary School Policies:

- A. School District and Building Contact Information.....4
- B. District Website
- C. School Websites

Section II. General Operations..... 5

- A. Access to Buildings by Employees
- B. Hours of Operation
- C. Security of students
- D. Emergencies
- E. Emergency School Closings
- F. Intra-district Mail
- G. Communication/Parent Square
- H. Telephone Calls
- I. Field Trips
- J. Announcements
- K. Product Sales

Section III. Staff Duties and Responsibilities..... 7

- A. Hours of Duty
- B. Absence
- C. Teacher Preparation for Substitute (Guest) Teacher
- D. Staff Lunches
- E. Non-Instructional Duties
- F. Work Orders
- G. Purchase of Curricular Materials and Supplies
- H. Personal Attire
- I. Supervision of Students
- J. Classroom Procedures/Consequences
- K. Sexual Harassment
- L. Grades and Progress Reports
- M. Parent Conferences
- N. Disclosure of Information and Records in Divorced Families
- O. Student Records

Section IV. Student Information..... 13

- A. Enrollment and Transfer of Pupils
- B. Attendance—Absence and Tardiness
- C. Character Counts Principles

Section V. Health and Safety..... 14

- A. Crisis Plan
- B. Clinic Assistance
- C. Accident Reports
- D. Notifying parent, guardian or spouse
- E. Getting pupils home in case of serious illness or accident
- F. Communicable Diseases
- G. Medication Administration at School
- H. School Nurse
- I. Anaphylaxis Policy
- J. AHERA Standard

Section VI. Special Services and Student Success Team.....16
A. Support Staff Members: Duties and Responsibilities
B. Student Success Team

Section VII. School Grounds.....17
A. Tobacco Free Workplace
B. Substance Free Workplace
C. Building Use
D. Classroom Cleanliness

Appendix Section:

Appendix A: Elementary Field Trip Parent Permission Form.....19
Appendix B: Receipt and Acknowledgement Form.....20

I. Elementary School Policies:

The policies established by the North Montgomery School Corporation Board of Education govern the scope, formulation and implementation of all policies and procedures at the school building level.

A copy of all Board of Education policies is on file in the school office and may be inspected for information and reference during normal office hours. Office copies of those policies may not be removed from the building without the consent of the building principal.

All Building Policies and Procedures are subject to modification, additions or deletions. They are intended as a guide designed to provide a reference for consistency in operating at the building level.

Each of the elementary schools is part of a large school district, and a decision in one building could have an impact in all buildings. The entire school district must be considered when decisions are being made. Any time a decision must be made which may impact general school policy or another teacher, please contact the building principal.

A. District Elementary Schools and Personnel

Central Administration Office

480 W. 580 N.

Crawfordsville, IN 47933

Telephone (765)359-2112

Fax (765)359-2111

Superintendent of Schools: Dr. Colleen Moran

Assistant Superintendent Dr. Anthony Tharp

Director of Transportation & Business: Jim McBee

Director of Educational Initiatives and Enrollment: Craig Reich

Food Service Director: Karyn Elder

Pleasant Hill Elementary School Principal—Jennifer Moseley

6895 North 100 West

Crawfordsville, IN 47933

Telephone (765)339-4403

Fax (765)339-4600

Serving the towns of Linden, New Richmond, Wingate and the north edge of Crawfordsville.

Lester B. Sommer Elementary School Principal—Suzi Gephart

3794 West US 136

Crawfordsville, IN 47933

Telephone (765)362-3979

Fax (765)362-5619

Serving the town of Waynetown and the west edge of Crawfordsville.

Sugar Creek Elementary School Principal—Cris McCoy

4702 East 300 North

Crawfordsville, IN 47933

Telephone (765)794-4855

Fax (765)794-4578

Serving the town of Darlington and the east edge of Crawfordsville.

B. District Website: www.nm.k12.in.us

C. School Websites: Sugar Creek Elementary - www.sces/nm.k12.in.us

L.B. Sommer Elementary – www.lbs/nm.k12.in.us

Pleasant Hill Elementary – www.phes/nm.k12.in.us

II. GENERAL OPERATIONS

A. Access to Buildings by Employees

Staff members are given “key fobs” for building access. Custodians are in the building Monday through Friday until 7:00 P.M. Anyone in the building after 7:00 p.m. would be responsible to make sure exterior doors are completely closed.

B. Hours of Operation

1. School Day (Times differ with each building.)

For Sugar Creek and Sommer, the school day for grades Early Learning Academy through fifth shall be from 7:40 a.m. until 2:30 p.m. Students riding buses will be dismissed at 2:30 p.m. For Pleasant Hill, the school day for grades Early Learning Academy through fifth shall be from 7:50 a.m. until 2:40 p.m. Students riding buses will be dismissed at 2:40 p.m.

Exceptions: 2-Hour Delays

For Sugar Creek and Sommer Schools on a two hour delay schedule means students may be dropped off at the school at approximately 9:40 a.m. and busses will drop off students at 9:40 A.M. with a 9:50 A.M. start to classes. For Pleasant Hill, on a two hour delay schedule means students may be dropped off at the school at approximately 9:50 a.m. and busses will drop off students at 9:50 A.M. with a 10:00A.M.start to the school day. In the event of any other planned early dismissal, the time will be included in a note to parents. Emergency early dismissals will be announced on the broadcast media and the ParentSquare notification system. Custodial holiday hours will vary.

Exceptions: eLearning Days

Teachers will maintain office hours and participate in online professional development.

2. Other Hours of Operations

The school office will be open from 7:30 A.M. until 3:30 P.M. Monday through Friday, except those holidays when all employees are excused from duty and during school vacations when neither the school secretary nor the building principal is on duty. The school building will be open for additional hours or days as required for school related activities or events. The school gymnasium, or those parts of it required for a particular activity, will be open such additional hours as may be requested by organizations or community service groups within the school district in arrangement with and upon the approval of the building principal as provided in school policy.

C. Security of Students

No student should be taken from the school without permission from the school office. All parents and guardians are asked to notify the office of the need to take a child from the premises. Arrangements will be made from the office with the child’s teacher for the child to be available at the office. In case there is not time for advance notice to the office, parents and guardians are asked to come to the office to arrange to take a student from the school. The office has a sign-out sheet to include signature, date and time. If the principal is not immediately available, the principal’s designee or teacher releasing the student should note (in writing) the time and the identity of the person(s) taking the student and leave such notice for the principal. If circumstances appear to justify it, the district office may be contacted for advice or assistance. Teachers should report any change to the student’s end of day dismissal routine to the office immediately upon receipt of the information.

The building principal, school secretary and teachers should be aware of any legal restrictions regarding the custody of students. If a student is taken from the school premises without permission or against the express instructions of his or her custodial parents or guardians, the principal or secretary should be notified immediately.

D. Emergencies

All staff members are responsible for the safety of students during an emergency. Fire and tornado safety procedures and routes to safety areas are provided to all staff members, and all rooms are posted with diagrams and instructions. Evac route and storm shelters are to be posted beside the classroom door at the teacher’s eye level. They should be easily seen for quick reference. In cases where students are separated from a teacher’s supervision during an emergency, the staff member on hand is charged with the responsibility for getting the children to safety. Students are to follow the instructions posted in their immediate area. In case of an emergency, the custodian or other designated employees are responsible for shutting down gas and electricity into the building, and for clearing all rest rooms, offices and hallways in case of fire, or all classrooms and offices in case of tornado.

E. Emergency School Closing

Classes may be cancelled or dismissed due to unsafe weather and road conditions; contagious diseases; loss of power, water or heat; the condition of the building, or other causes. If the building is habitable, the principal and custodians will attempt to report for duty or remain on duty.

The general public will be informed through the broadcast media:

WIMC-FM 103.9, Radio, Crawfordsville

WCVL-AM 1550, Radio, Crawfordsville

WASK AM 98.7, Radio, Lafayette

WLFI Channel 18, TV, Lafayette

WISH Channel 8, TV, Indianapolis

WRTV Channel 6, TV, Indianapolis

WTHR Channel 13, TV, Indianapolis

WXIN Channel 59, TV, Indianapolis

The staff will be alerted through the Parent Square.

F. Intra-district Mail

Messages and materials sent to or from the district office or other school buildings in the district will be picked up and delivered on a schedule set by the district, or as frequently as transportation is available. The secretary will be in charge of sending, receiving and sorting district mail.

G. Communication/Parent Square

Please remember to check your voicemail, email, ParentSquare, and staff mailbox throughout the day for important information. Two times per day is recommended. Please reply to your voicemail and email in a timely manner. Staff should use discretion and judgment when sending messages via email. North Montgomery Community School Corporation provides instant message services to families with enrolled children. This service is called Parent Square. Parent Square is an automated communication system that allows parents/guardians to receive important information quickly. Automated messages may contain a variety of announcements such as school closings, upcoming school events, and if needed, emergency information.

If parents/guardians are not receiving the automated messages, they may call the school's secretary for assistance in updating their PowerSchool account. This will enable the Parent Square to deliver information promptly. If staff members need assistance in updating their Parent Square information, please contact Jean Mull at the Central Office, ext. 125.

H. Phone Calls

No personal calls will be charged to the school telephone number. Long distance business calls charged to the school number will need a long distance code; this code will need to be entered prior to the phone number.

Personal cell phones should be used only for school purposes or during staff members duty free time.I.
Field Trips

1. Field Trip approval

When planning a field trip, fill out a request on "Infofinder" by using the following directions:

Here is the website:

<https://infofinderle.transfinder.com/nm.k12.in.us/login.aspx>

Your user name is first initial & last name:

flast

Password is:

12345 (you can change this under options)

Please remember to select the NMCSC Field Trip Form under "Template"

Please remember to contact me with login issues - Technology Dept. doesn't reset this password

Please remember to submit all Field Trip requests 2 weeks in advance

Before submitting a Field Trip request on "Infofinder", teachers need to be aware of all costs involved in the trip so that the corporation is aware of the cost to them.

2. Parent Permission

Parents should have signed a consent form for field trips on their registration forms. Each trip should be described to parents on the Elementary Field Trip Parent Permission Form. See Appendix F and nmnet for the electronic version. Written objection from parents will excuse a student from a trip, and other arrangements will be made for that student while the class is away from the building.

3. Supervision/Volunteers

Teachers are responsible for supervising students during field trips. Room parents and other adults may be invited to accompany the class, but may be required to provide their own transportation. Teachers are responsible for discipline on the school bus. **All volunteers must complete SafeVisitor. These must be turned in three weeks prior to the field trip.**

4. Lunch Provisions

The cafeteria personnel are to be notified as soon as possible that a class will be absent from the hot lunch program. This must be a minimum of two weeks in advance. Individual classes are required to notify parents ahead of time if there needs to be a lunch provided or how much money would be required to purchase a lunch. If a student forgets to bring a lunch the cafeteria needs to be notified as soon as possible so that they can make a sack lunch for the student. The student will be charged for a full lunch.

J. Announcements

Central office announcements, school board meeting minutes and job vacancies will be posted in each elementary building.

K. Product Sales

All students and staff must have direct permission from the principal before selling any items on school grounds. The sale of items by students is not permitted unless it is a school sponsored project. Staff members may not offer to sell any items to students or parents without the express permission from the principal. Please complete an electronic Fund Raising Form.

III. STAFF DUTIES AND RESPONSIBILITIES

A. Hours of Duty

Sugar Creek and Sommer staff members are to be on duty from 7:30 a.m. until 3:20 p.m. M-Th. and 7:30-2:30 on Friday supervising students or engaged in the professional responsibilities required of them. Pleasant Hill staff members are to be on duty from 7:40 a.m. until 3:30 p.m. M-Th. and 7:40-2:40 on Friday supervising students or engaged in the professional responsibilities required of them.

Exceptions

- a. In case unforeseen circumstances cause a late arrival, the staff member should notify the building principal or school office, personally or by message through another, so that supervision of students can be arranged.
- b. Staff members may leave the building during scheduled planning or free time, with the permission of the building principal. The secretary should be notified when the staff member leaves and returns.
- c. Staff members may be excused early by the building principal unless such an early departure involves arranging for supervision of students. In an emergency, supervision will be provided; but routine needs and appointments should not be scheduled during hours when a teacher is responsible for the instruction or supervision of students.
- d. When school has a one- or two-hour delay, staff members are obligated to get to school as quickly as safety will allow.
- e. On eLearning days, teachers are responsible for maintaining office hours either remotely or at school. Teachers are also responsible to participate in any assigned professional development.
- f. Staff lunch prices will be at the current Board approved rate.

B. Absence

Staff members are responsible for using the Frontline/AESOP automated service to find a substitute teacher when an absence is needed. This service is available 24 hours a day, seven days a week. You may interact with the system either on the Internet at <http://www.frontlineeducation.com> by 6:00 a.m.. Enter your ID and pin numbers. Please specify whether the absence is due to sickness, family leave, personal leave or professional leave. The principal is to be notified in advance of teacher requests for personal leave. Electronic Personal Absence or Professional Development links are

available on NMNET under Human Resources. Please notify the Principal or the secretary so that they are aware of a substitute teacher coming into the building.

C. Teacher Preparation for Substitute (Guest) Teacher

The following guidelines are recommended to allow a smooth transition from the regular teacher to the substitute (guest) teacher:

a. Have clear, concise lesson plans. All books used should be listed with page numbers. Project work should be clearly defined.

When the weekly plan book is an outline, the unit plan including activities and assessments should be readily available.

b. The following information should be available for the substitute:

- (1) location of materials, manuals, etc.
- (2) attendance and lunch procedures
- (3) seating chart — student identification
- (4) procedures for inclement weather
- (5) supervising duties
- (6) daily schedule
- (7) fire and tornado drill procedures
- (8) list of any children that have special problems
- (9) list of students leaving for special instruction
- (10) student groupings
- (11) special instruction
- (12) emergency procedure binder

c. Please discuss with your class its role and behavior when a substitute teacher is in charge.

d. Include your discipline guidelines in the substitute folder, so the sub can follow them as much as possible. This continuity helps students.

e. If you are dissatisfied with the job a substitute has done, please report it to the building principal.

On occasion, the principal will ask various staff (Title I, Teacher's Aides, Counselor, Music, and Art) to substitute in a regular classroom.

D. Staff Lunches

Staff should inform the cafeteria staff if they would like to purchase a lunch each day at the current rate. The staff lounge is a place to relax and get away from the regular school routine. Your cooperation in using the lounge as a professional is expected. Please do your part to keep it clean.

E. Non-Instructional Duties

Staff members are expected to fulfill any non-instructional duties assigned to them that may be necessary for the overall welfare of the school and its students. School programs, group conferences, open house, parent-teacher meetings, and other activities which may be developed to further the total school's program and function may require the assistance, support, and participation of staff members. Additional duties may also be required within the school building during the course of the school day such as lunch room or recess duties.

F. Work Orders

Work order forms are available electronically on NMNET to the building custodian and this includes work that needs to be completed by corporation maintenance personnel. Staff should report any items requesting a work order to the custodian in writing as soon as possible and complete a work order form if necessary. The form should be filled out and submitted to the principal for administrative authorization.

G. Purchase of Curricular Materials and Supplies

Teachers and staff needing to purchase classroom material or supplies need to fill out a requisition order form. These forms can be found on nmnet. Teachers will receive order information from their principals. The order forms need to be completely filled out in order to have the best idea of the products wanted. All student curriculum orders will be filled out by the Principal at the end of the school year for the following school year.

H. Personal attire

Professional appearance at all times is important. The administration recommendation is a shirt and tie for a male faculty and appropriate dress or slacks for female faculty members. Please do not wear jeans or tennis shoes. We want to project a professional, positive image. Exceptions will be made by the administration for special occasions, spirit days or pay day Fridays.

I. Supervision of Students

1. The staff is responsible for the supervision of students during school hours and at special events or activities where staff members are on duty. If the staff member responsible for any student or students is not present, any staff member who is present will be expected to exercise the school's authority over student activities and conduct. Students should not be left unsupervised, included but not limited to .

2. Supervision during convocations or special programs will be shared by classroom teachers and special area teachers. Special area teachers will supervise a class if that class is scheduled for them during the time of the convocation/program. Classroom teachers will take over at the end of the scheduled time of the special. Special Area classes will meet before or after a convocation/program if there is at least ½ the period remaining if it has not been rescheduled to meet another time. Instructional assistants will be seated among the students for additional supervision during convocation.

3. Teachers should not leave their classrooms unsupervised at any time. If a teacher needs to leave the classroom during instructional time, they should contact the office to have supervision of the students arranged.

J. Student Behavior

Behavior expectation apply anytime students are on campus, traveling to and from school, or on a school-sponsored field trip or activity. School staff members, students, and parents all share responsibility for appropriate student behavior. The schools have the responsibility to clearly communicate and enforce student behavior in a fair, consistent, and supportive manner. Students will be taught how to be respectful, safe and responsible in our elementary schools. Teaching and reviewing "Expectations" is part of the Positive Behavior Intervention and Support program (PBIS). Students will be taught to create a positive learning environment for all students..

Effective classroom management starts with well-planned and well prepared for instruction. Classroom management should communicated to students and parents. Teachers are expected to communicate with parents about student behavior.

Teachers should consult and follow the school's PBIS Plan and address:

- Student violation of classroom procedures
- Sleeping in class
- Misbehaving for a substitute
- Minor classroom disruptions
- Electronic devices

Before a student is sent to the office for disciplinary causes, each teacher should be proactive by following the procedures listed below:

1. Verbal warning to student(s)
2. Conference with student(s) by individual teacher
3. Parent contact by telephone
4. Teacher assigned consequence and parental contact if appropriate
5. Teacher/Parent conference - if parent is unwilling to participate in the conference, reply in writing to the parent
6. Office referral

The Student Crisis Team can be activated to help or respond to an extreme behavior situation.

Discipline Referral Procedure

When a teacher needs assistance with a disciplinary problem, the discipline referral form should be completed and sent to the office. Since a copy of the referral is sent home to the parent, documentation should be factual and related specifically

to behaviors rather than personal feelings about the incident or the student. The referral should contain the following information:

Specifically what the student did – factual information.

Do not use terms such as defiance and disrespect, you need to state what exactly the student did.

Documentation of what the teacher has already done to correct the problem – teacher/student conferences, detentions, etc.

Documentation of parent contacts, phone calls

Please remember – a referral will be solved to the satisfaction of the person into whose hands the problem was placed.

Suspension and Expulsion

1. Suspension

The building principal may suspend a student under the provisions of district policy for misconduct and/or violation of school district policies, in accordance with the standards of due process.

2. Expulsion

A student may be expelled from school only by action of the Board of Education, as prescribed in district policy, and only the Board of Education may then re-admit the student to school.

Bullying

K. Sexual Harassment

- (f) The Board of School Trustees will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

I. Sexual Harassment

NMCSC strictly prohibits all forms of sexual harassment. No student, employee, volunteer, or vendor should be subjected to unsolicited and unwelcome sexual advances or conduct, either verbal or physical occurring during employment, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment. Prohibited harassment may include, but is not necessarily limited to:

- A. Unwelcome verbal behavior such as comments, suggestions, jokes, or derogatory remarks which are based on sex. This would include verbal innuendoes, suggestive comments, off-color jokes discussing sexual activities, commenting on physical attributes, offensive gestures or sounds, and repeated unwelcome flirtation;
- B. Physical behavior such as pats, squeezes, grabbing, groping, intentionally brushing against someone's body, unnecessary touching, displaying sexually suggestive pictures, or impeding or blocking normal work or movement in a sexually expressed way;
- C. Unwanted sexual advances; and/or
- D. Pressure for sexual favors.

Sexual harassment consists of any unwelcome behavior of a sexual nature, which creates a hostile work environment. It is also sexual harassment when submission to sexual advances is a condition of a job benefit (e.g. employment, continued employment, fair treatment, promotions, etc.).

II. Other Forms of Harassment

NMCSC also prohibits harassment based on race, gender, orientation, color, religion, national origin, age, or disability. Such harassment may include, but is not necessarily limited to, threats, derogatory remarks, jokes, epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts, which relate to these characteristics. It may also include offensive gestures or sounds, or displays of offensive pictures or cartoons related to any of these characteristics. Finally, it may also include physically intimidating behavior directed at persons because of such characteristics.

III. Complaint Procedure

Any student, employee, volunteer or vendor who believes that he or she has suffered sexual harassment or any other form of harassment should report the conduct to the building Principal or immediate supervisor as soon as possible so that prompt action may be taken. If the Principal or immediate supervisor is not available, report directly to the Superintendent. Further, any student, employee, volunteer or vendor who is aware of any instance of harassment concerning any other person should report the conduct to the appropriate NMCSC administrator as soon as possible.

All harassment complaints will be investigated promptly and impartially in a discreet and confidential manner. However, complete anonymity cannot be guaranteed. While NMCSC will take reasonable steps to maintain the confidentiality of the complaint, a fair and effective investigation may necessitate the disclosure of names of complaining parties and witnesses. If harassment is found to have occurred, the reporting party may be given the opportunity to participate in the remedial process. However, NMCSC will make the final decision regarding disposition of the complaint.

Any employee who has been found to have harassed a student, employee, volunteer, or vendor in violation of this policy will be subject to appropriate disciplinary action, up to and including dismissal of employment. Appropriate action will also be taken against non-employees.

IV. NMCSC Prohibits All Forms of Retaliation

NMCSC strictly prohibits any form of retaliation against students, employees, volunteers, or vendors who exercise their rights to raise complaints about violations of this policy. No person will be adversely affected in their employment as a result of bringing good-faith complaints of harassment or truthfully participating in an investigation. Any person who feels that he or she has been the subject of retaliation, or adverse or different treatment as a result of having complained about prohibited discrimination or harassment, or having participated in an investigation, should immediately bring the matter to NMCSC's attention through this same complaint procedure.

Alternates:

- (e) The report and the results of the investigation will be presented to the Superintendent. The Superintendent shall review the report and make a recommendation to the Board of School Trustees of any action s/he deems appropriate.
- (f) The Board of Trustees may consider the report and the Superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. SANCTIONS FOR MISCONDUCT

- A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

L. Grades and Progress Reports

Reports to parents on their children's progress in school may be made any time, at the discretion of the teacher or at the request of parents. Teachers will, however, be responsible for furnishing regularly scheduled reports, as well.

1. Frequency and Content

- a. Teachers will provide parents with student progress reports at the end of each six weeks using printed or electronic progress report from the PowerSchool Computer program.

b. In the case of students who transfer from this school district before completing a full six weeks, the teacher and principal will decide if enough schoolwork has been completed to provide grades. A note from the teacher should accompany the student's records to the next school, briefly describing the student's status and progress in the various subject areas.

c. In the case of students who transfer into this school before the end of a grading period, the teacher and principal will decide whether to issue a report card or a note to parents describing the student's status and progress.

2. Preparation

The evaluation of pupil progress is the continuing responsibility of each member of the professional staff and requires the highest professional skill. The following guidelines have been established in regards to reporting student academic progress:

a. Official reporting of Academic Progress will be on a semester basis.

b. Scores will reflect a student's progress in meeting curriculum outcomes through a variety of evaluative measures, such as: text assignments (both written and oral); class participation; special assignments; research; activities of various kinds; special contributions; and tests or quizzes.

c. Scores will not be used to impose personal bias nor shall they be influenced by pressure.

d. Teachers will maintain accurate records which reveal how they have determined each student's scores.

e. A standard grading scale has been adopted for the district to promote consistency between all buildings.

• Kindergarten through Fifth grade report cards score student progress toward achievement in academic standards.

M. Parent Conferences

Time has been set aside by the district for parent conferences. Teachers are expected to meet with parents to keep them informed of each child's progress, attitudes, and behavior in school. Teachers are also expected to make reasonable efforts to accommodate parents' schedules in order to maintain maximum positive communication between school and home. Additional individual conferences may be held at the discretion of the teacher or at the request of a parent. Students may be included in any conference when, in the teacher's judgment, it would be beneficial.

N. Disclosure of Information and Records in Divorced Families

Many students have a dual family situation — custodial parent, non-custodial parent, step-parents in either the custodial or non-custodial situation, visitation rights, no-contact situations — which all must be dealt with effectively and legally by school personnel. When a student has an unusual family situation, the district needs to have a copy of the court documents which specify parental rights, visitation and contact in the cumulative folder. The school cannot take the word of the custodial parent alone. Documentation is essential to protect the child's rights and the parents' rights. It is the responsibility of the classroom teacher to become informed about these situations at the beginning of the school year.

Situations which arise may include:

1. Conferences:

Whenever possible, divorced parents are encouraged to attend their child's conference together. If the family situation makes a joint conference impossible, other arrangements will be discussed.

2. Communications:

Students receive a variety of newsletters, announcements of special events, and report cards which need to be shared in both the custodial and the non-custodial homes. Parents should help their children understand that it is very important that both families know what is going on. If needed, parents may request that the child receive two sets of information. Non-custodial parents may request information through the office.

O. Student Records

Teachers are responsible for maintaining current, accurate records for the students assigned to them. Students' cumulative record folders, health records and attendance records will be kept securely in the school. Individuals outside our district, who may have proper reasons to review student records, must receive permission from the principal. No other access will be granted without the written permission of the student's parents or guardians, which will be filed in the cumulative record folder. Contents of students' records will be made available via copy to parents or guardians for their information, but originals will remain the property of the school and will be retained in the school's possession. Copies of student

records will be made in accordance with FERPA. Examination of a student's records by parents or guardians will be in the presence of the building principal. Students' permanent cumulative folders will be retained in the school files when students transfer to a school outside this district. All records will be forwarded when a student transfers to another building within the district.

1. Cumulative Record Folder

- a. Teachers are responsible for keeping students' cumulative records up-to-date by entering content area scores, attendance, test scores and any other pertinent factual data, as scheduled or as necessary. Report card scores will be recorded at the close of each semester. Attendance will be recorded at the end of each school year.
- b. Test scores will be recorded as results are made available.
- c. Teachers are responsible for the confidentiality of students' records while in their possession, as well as seeing that information of a judgmental nature is neither entered nor kept in the record folder.
- d. When a student transfers out of the district, it is the teacher's responsibility to complete and update the permanent and cumulative records. When the cumulative record folders are not needed by the teacher, they should be kept locked in the office.
- e. Teachers are responsible for placing a picture ID of each student in their permanent record file annually.

2. Attendance

Teachers are responsible for recording attendance in the computerized attendance program. Any students that have notes about appointments or other absences need to be sent down to the secretary. If a student comes back to school during the day the teacher does not have to do anything with the attendance program.

Sugar Creek and Sommer - • 7:50 a.m. - tardy bell rings. Take attendance. Pleasant Hill - • 8:00 a.m. - tardy bell rings.

3. Other Records

Teachers are responsible for keeping any other records as requested by the building principal.

IV. Student Information

A. Enrollment and Transfer of Pupils

Each student will be properly enrolled by parent or guardian by completing the standard registration material and signing a release for the transfer of records from the student's previous school. Enrollment information will be kept on file in the school office.

B. Attendance—Absence and Tardiness

STATE REQUIREMENT Indiana Code (IC 20.81-3-34C) requires children between the ages of 7 and 16 years must be in attendance all days that school is in session. Parents and guardians are legally responsible for their child's school attendance and are subject to penalty under law if they neglect to meet that responsibility (IC 20-8.1-3-37). *Excessive absences may result in retention.*

CORPORATION REQUIREMENTS

All students are expected to attend school regularly and to be on time for classes to receive the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. Attendance shall be required of all corporation students during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Repeated infractions of the Board's policy on attendance may result in the suspension or expulsion of a student. Each day a child is absent, a portion of our school's accreditation and funding criteria are penalized. *Therefore, parents are urged to please insure their child's regular and prompt attendance at school.*

TARDINESS

- A. Students who are tardy to school must report to the principal's office to sign in.
- B. Students who arrive after 11:15 a.m. to school will be considered absent for ½ day.

ABSENCES/EXCESSIVE ABSENCES

Undocumented absences are defined as those absences for which there is no medical or legal documentation verifying a student's absence. Examples of documentation include: doctor's note, dentist's note, mental health note, court/probation note, college visit signed form, obituary or funeral notification. Parents are required to call the school to report student absences, however a parent phoning the school is *not* considered official documentation. See student handbook for complete details.

FAMILY TRAVEL

The position of the school is that the academic program is of such importance that vacation days should be scheduled at times other than while school is in session. The Indiana Department of Education requires schools to report accurate attendance. Attendance rates are part of the criteria used to determine each school's performance rating from the grade. Unavoidable absences due to family vacations must be pre-arranged with the school and will not be considered "excused". Parents must follow the directions below to notify the school of vacation absences that take place while school is in session.

- A. The parent must personally file a request with the school in person at least seven (7) days prior to the absence. The length of absence should be made clear, and those involved should have the opportunity to express their views on the potential effects of the absence.
- B. The student must accompany the immediate family to qualify for pre-arranged family travel.
- C. The student may be given daily assignments. The student can be given his/her books and the approximate material and pages to be covered.
- D. Class work missed must be made up promptly on return or in advance (teacher option). The time missed will be counted as an unexcused absence, but shall not be a factor in determining grades.
- E. The absence will be considered undocumented, with make-up work allowed and will count towards the five (5) absences allowed per trimester.

C. Character Education/PBIS

The three NM Elementary schools follow the PBIS model for positive behavior interventions and supports character education. Additional information is available through the school counselor or PBIS team.

V. Health and Safety

A. Crisis Plan

Consult your building's current Crisis and Safety plans for additional information regarding individual roles and responsibilities in an emergency.

B. Clinic Assistance

The health assistant will provide emergency care for the ill and injured, administer medication, and assist with other nursing duties under the supervision of the school nurse. Any child or adult with a health concern should be directed to the health office. All injuries and illnesses need to be taken care of by an individual trained in first aid. Any child who is to leave the school for illness or injury must follow procedure as outlined in the health policies in the health offices. There should be no delay in calling 911 if it is determined that an emergency exists by the principal or staff responsible for student.

1. The health office in each building will be provided with health coverage by either a nurse or a health assistant. Health assistants will be certified in approved courses in First Aid, CPR, and medication administration.
2. Each teacher has available in their classroom a Triplicate Clinic Referral form to be filled out before sending the student down to the clinic to be seen by the nurse. One copy of this document will stay in the clinic one copy is for the teacher to be kept in a confidential area and one copy is to go home to the parents.
3. All staff members will have the opportunity to attend a CPR/AED class taught by certified instructors.
4. The staff is offered the hepatitis B vaccine.

5. If there is a child with medical needs in a grade level, those grade level teachers and staff that work with the child will be given any special instructions that would need special medical attention such as epipen use, any special asthma medication, etc.
6. The clinic is open during normal school hours at each building. Any child needing the services of the clinic before or after that time will be seen by other office personnel and those visits need to be limited to emergency cases.
7. It is the responsibility of the teachers to notify the clinic when there is going to be a field trip. The nurse will then have all medication ready to be taken on that trip and give any special instructions for individual students as needed.

C. Accident Reports

Student accident forms may be obtained from the office. The form must be filled out by any staff member witnessing an accident throughout the school day. The required information is detailed and important. Accident reports should be filled out completely and with care. It is critical that the office and the parents be notified of any accidents that occur. Accident forms shall be submitted to the office for immediate submission.

For accidents involving staff during school hours or as part of work related responsibilities, inform the principal as soon as possible. Work related injuries are handled by Workmen's Compensation, not insurance. Staff accident reports and Workmen's Compensation forms are available in the office. These forms should be completed and submitted to the principal immediately. Even seemingly minor injuries should be reported and staff members should not stand on chairs, desks, tables or other furniture.

D. Notifying parent, guardian, or spouse

1. The appropriate designated person should be immediately, but tactfully, notified of the individual's sudden illness or serious accident.
2. There should be on file for each child and staff member a telephone number where parent(s) or other designated responsible person would be contacted in an emergency. This should be updated annually.

E. Getting pupils home in case of serious illness or accident

Parents will be notified and will need to make arrangements for their child to be taken home in the case of a serious illness or injury.

F. Communicable Diseases:

1. Universal Precautions apply to blood and all other potentially infectious body materials. Staff members will comply with all recommended Occupational Safety and Health Administration, Center for Disease Control and State Dept. of Health guidelines for Universal Precautions.
2. Sanitary hand washing should be observed when handling any body fluids or administering health care to any individual. Disposable gloves will be located in each nurse's station, and all staff will be asked to keep gloves in their area.
3. Call the office to clean up any soiled surfaces involving body fluids.
4. Blood or body fluid soiled items should be disposed of in sealed plastic bags. Regulated waste, as defined by OSHA regulations, will be double-bagged and disposed of in the district's regulated waste container.
5. All employees will receive training on OSHA standard 1910.1030 regarding Blood borne Pathogens.
6. The Communicable Disease Policy is available to all employees from the nurse or health assistant.

G. Medication Administration at School

Medications are to be administered to students in school only by the school nurse or qualified designated school personnel. Medications will only be given according to the School Medication Policy (see Student Handbook). Only medicines prescribed by a physician will be given in school.

SCHOOL HEALTH POLICIES AND PRACTICES, STANDING ORDERS FOR FIRST AID IN EMERGENCY ILLNESS OR ACCIDENT

H. School Nurse

The nurse arranges for hearing, vision, and other tests of a physical nature. Hearing and vision screening tests by grade levels are also scheduled by the school nurse, who is available in every elementary school on a regularly scheduled basis to deal with day-to-day student health problems. The nurse is on call for emergencies in any building and is responsible

for maintaining the health records of all elementary students. The school nurse is part of the team who writes 504 plans and emergency procedures for medically fragile children and students with special needs.

I. Anaphylaxis Policy

Students come to school with diverse medical conditions; some serious and even life threatening; that can impact their learning and their health. For example, exposure to an allergen can create an emergent situation where the student faces life-threatening anaphylaxis within moments. It is vital for the school district and building team to form a partnership with parent(s)/guardian(s) to assist in the development of a comprehensive plan of care for the allergic student at school, as well as a strategy for keeping students with undiagnosed allergies safe.

Some of the most common causes of anaphylaxis are foods, insect venoms, medications, latex, exercise, and immunotherapy. The most common food allergies include peanuts, shellfish, fish, tree nuts, eggs, milk, soy, and wheat. Recently, there has also been a dramatic increase in the number of people who have developed a natural rubber latex allergy.

Reactions can include any combination of symptoms ranging from mild skin irritations to severe anaphylaxis that result in shock or sudden death. It is common for symptoms to be different with each reaction, so prior episodes do not predict future reactions. If foods are authorized for use in class, full ingredient lists must be provided for items. Only mylar balloons may be used in the schools. All natural rubber latex balloons are prohibited. Class projects and/or decorations that require any foods or latex (balloons) are prohibited without prior authorization from administration. Food and drinks are not to be consumed on school buses except by students with special needs such as diabetes.

Please refer to the board approved Anaphylaxis Policy and First Aid Guidelines North Montgomery Community School Corporation has developed to assist in protecting students with known and unknown allergies.

J. AHERA Standard

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of North Montgomery Community School Corporation is available for review and copying by students, staff and guardians during normal business hours.

VI. SPECIAL SERVICES & STUDENT SUCCESS TEAM

Teachers and parents may request assistance in a team approach to solve individual problems which seem to be affecting a student's performance. The first step in the problem-solving process is for the teacher and parent to work together to assist the student.

A. Support Staff Members: Duties and Responsibilities

1. Title I Reading/Math

Title I is a federally funded intervention program with specialists at qualifying schools. Schools qualify based on the percentage of free and reduced lunch students compared with the district's percentage. Title I teachers provide intensive instruction to a roster of students most in need of assistance.

2. Elementary Counselor

School counselors provide guidance lessons for all grade levels. In addition, counselors work with small groups, and individual students to resolve behavior concerns and student conflicts. Counselors are a resource for families who need support from outside school agencies and/or community services. If staff becomes aware of a change in family situations that may impact a student's progress, counselors should be notified immediately.

3. Speech and Language Pathologist

This specialist arranges for testing and diagnosing speech and language development problems and screens students by grade levels to detect real or potential speech difficulties, as well as administering speech therapy to as many students as possible.

4. Exceptional Learners Staff

Exceptional Learners staff members will be utilized according to student IEPs and Response to Intervention as required by IDEA and Article 7.

B. Student Success Team

The Student Success Team (SST) is a problem solving and coordinating structure that assists students, families and teachers to seek positive solutions for maximizing student potential. The SST focuses in-depth on one student at a time, and invites the parent and student to participate in finding solutions. Additionally, at the elementary level, the Classroom SST provides a structure to review the academic, behavioral and health status of each student in a particular classroom. This process informs individual actions for students, including referral to the formal SST process, and class-wide actions to address issues such as use of class resources, behavior management, classroom modifications, and health education. See the SST manual in the binder or on nmnet.

VII. SCHOOL GROUNDS

A. Tobacco Free Workplace

The use of tobacco is offensive to many and presents a health hazard which can have serious consequences for both for the user and the nonuser. For purposes of the policy “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, chewing or any other matter of substance that contains tobacco. In order to protect students and staff from an environment noxious to them, the use of tobacco by professional staff members in school buildings, on school grounds, on school buses, or while participating in any school-related event involving students is prohibited.

B. Substance Free Workplace (Board Policy)

Alcoholism and drug abuse are recognized as treatable illnesses. When such illnesses impair the performance of professional staff members, the School Corporation will assist in the treatment of those illnesses. A professional staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same consideration and offer of assistance that is extended to professional staff members having any other illness. The responsibility for adequate job performance and the duty to correct unsatisfactory job performance or behavior even if it results from an illness rests with the professional staff member. Failure to do so, for whatever reason will result in appropriate corrective or disciplinary action as determined by the Board. Professional staff members who suspect they may have an alcohol, or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service. A request for counseling or referral assistance will not jeopardize job security or promotion opportunities. I.C. 20-1-1-6 (10) 29 U.S.C. 734

C. Building Use

Elementary school facilities may be used by groups or organizations within the school district in accordance with North Montgomery Community Schools Board of Education Policy and approval by the building principal. Any groups wanting to use North Montgomery elementary buildings must apply by completing a Use of Facility Agreement Form. Fees may be accessed and insurance must be provided by the user.

D. Classroom Cleanliness

Take pride in your classroom and the building appearance. Make your room environment one children will enjoy. Include colorful and attractive decorations, displays, bulletin boards, and learning centers that are inspirationally relevant to ongoing classroom activities and that will stimulate students’ interest in learning. Be certain your room is in order for the following day before leaving the building. It is all of our responsibility to keep our school beautiful and could become a health issue if not maintained properly. A few tips when picking up your classroom or the building:

- Classroom teachers are expected to keep the general area of their rooms clean and items picked up off of the floors so the custodians can sweep the carpet in the evening. This also includes chairs to be placed up on the desks after school.
- It is the responsibility of the classroom teacher to make every attempt to keep items such as staples, glue, permanent markers from being left on the floor.

- Clear your countertops before you leave;
- Clear sinks of any dishes or materials each day;
- Staff is to report immediately any spills, vomiting, blood or other objects that will cause damage to the carpet. The custodian can be reached by directly dialing the phone extension or contacting the office and notifying them of the need of service
- Please utilize the recycling containers so that we can be a positive role model for students
- If there is a leak in the ceiling, or under doors from the outside notify the custodian immediately.
- If there is a plumbing issue such as running water or toilet flushing problems notifies the custodian immediately.
- If there are minor issues in the classrooms or areas of work that need to be attended to but are not emergencies, notify the custodian with an e-mail or personal note so that a work order or investigation into the situation can be made at their convenience.
- Classroom teachers are asked to clear their rooms of all desks, chairs, filing cabinets, shelving, books etc. at the end of the school year in order to facilitate a complete cleaning during the summer break.
- The custodians will return all items of furniture to the individual rooms when cleaning is finished in the summer.
- No household appliances are permitted in classrooms (including but not limited to: coffee makers, microwaves, refrigerators, hot plates, wax melting room fresheners, etc.)
- Teachers should consult with custodians for appropriate ways to post/hang items in the school.
- Locks that are not functioning correctly should be immediately reported to the custodian.

Appendix A:

Elementary Field Trip Parent Permission Form

North Montgomery Elementary Field Trip Permission Form

Your child's class will be attending a field trip to: _____

<i>Date</i>	_____	<i>Time</i>	_____
<i>Location</i>	_____		
<i>Cost</i>	_____		
<i>Transportation</i>	_____		
<i>Notes</i>	_____ _____ _____		

Please return this permission slip by: _____

Return bottom portion to teacher.

I give permission for my child _____ (teacher's name) _____
to attend the field trip to _____ on _____
from _____ to _____
Enclosed is \$ _____ to cover the cost of the trip. (Exact cash or check made payable to school.)
A returned check will be assessed a \$25 fee. After two returned checks, cash is the only acceptable mode of payment.

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:
Name _____ Phone _____

Parent/Guardian Signature _____ Date _____

RECEIPT AND ACKNOWLEDGMENT FORM

I acknowledge receipt of a copy of Staff/Faculty Handbook and have read it.

I understand all this handbook's rules, policies, terms and conditions, and agree to abide by them, realizing that failure to do so may result in disciplinary action. I understand that no building principal or other administration official has the authority to enter into an oral employment agreement, and only the Superintendent, acting through the School Board of Trustees, can enter into a written employment agreement.

I understand that nothing contained in this handbook in any way creates an express or implied agreement, but rather is intended only to provide useful information for the purpose of fostering a better working atmosphere.

Faculty/Staff Signature

Date

Faculty/Staff Name (Printed)