

**MISSISSINEWA COMMUNITY  
SCHOOL CORPORATION**

*BUILDING A TRADITION OF EXCELLENCE*



**Student/Parent Handbook**

**2024-2025**

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Welcome to Northview Elementary!

Our staff extends a warm welcome to you as part of the Northview school family! To help you enjoy your experiences at Northview, this handbook will introduce you to the school's programs, services, and policies. We are very proud of our school and the excellent educational opportunity that we provide for all students. The staff here at Northview have created a learning environment that is supportive, inclusive, and sets high expectations for student achievement.

Parents are an integral part of their children's learning process. Working together to build strong partnerships between home and school enables our children to be successful both academically and socially. This also allows children to understand the value of working together and becoming active participants in a learning community. This handbook was designed with you in mind.

Please review the information so that you are familiar with our routines and policies. Keep this handbook, as well as your Mississinewa Community Schools calendar readily accessible throughout the year to help you stay informed and to answer questions as they arise. Should you have any questions, call the office at 765-677-4400. We look forward to sharing the new school year with you. Thank you for choosing Mississinewa Community Schools where we are a *Tribe of Excellence*.

*\*Please note that many of the forms included in this packet are paper copies of the electronic version that you will complete during the PowerSchool enrollment process. They are included for your reference.\**

Mrs. Amanda Varner, Principal



# MISSISSINEWA COMMUNITY SCHOOLS

## Mission Statement

The mission of the Mississinewa Community School Corporation is to provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students and citizens.

### **Westview Elementary School**

709 West 6<sup>th</sup> Street  
Jonesboro, IN 46938  
Phone: 765.677.4437  
Fax: 765.677.4449

### **Northview Elementary School**

725 East North "H" Street  
Gas City, IN 46933  
Phone: 765.677.4400  
Fax: 765.677.4733

### **R.J. Baskett Middle School**

125 North Broadway Street  
Gas City, IN 46933  
Phone: 765.674.8536  
Fax: 765.677.4452

### **Mississinewa High School**

#1 Indian Trail  
Gas City, IN 46933  
Phone: 765.674.2248  
Fax: 765.677.4424

### **Fredrick W. Hengstler Administration Building**

424 East South A Street  
Gas City, IN 46933  
Phone: 765.674.8528  
765.674.8529



# NORTHVIEW ELEMENTARY SCHOOL STUDENT HANDBOOK 2024-2025

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## GENERAL INFORMATION

**SCHOOL DOORS OPEN AT 8:15 AM**

### SCHOOL HOURS:

8:30 A.M.- 3:00 P.M.: Walkers and Bike Riders  
8:30 A.M.- 3:05 P.M.: Car Riders  
8:30 A.M.- 3:15 P.M.: Bus Riders

### OFFICE HOURS:

7:30 A.M.- 4:30 P.M., Monday-Thursday  
7:30 A.M.- 4:00 P.M., Friday

### STUDENT FEES:

Student fees **TBA**. Optional device insurance is \$40 per student, and covers the cost of repair and replacement for school-owned student devices.

Parents may pay for the optional device insurance in the school office, by check, cash, or credit card.



# SCHOOL CALENDAR 2024-2025



## MISSISSINEWA COMMUNITY SCHOOLS

### 2024-2025 SCHOOL CALENDAR

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
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27	28	29	30	31		

November						
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					1	2
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24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Teacher Day
- End of Grading Period
- School Reconvenes
- PLC/eLearning Day
- No School
- Snow Makeup Day

August 5 and 6	Teacher Days
August 7	First Student Day
September 2	Labor Day/No School
September 27	eLearning Day
October 9	End of 1 <sup>st</sup> Grading Period
October 11	eLearning Day
October 21-25	Fall Break
November 27-29	Thanksgiving Break
December 20	End of 2 <sup>nd</sup> Grading Period
December 23-	
January 3	Christmas Break
January 6	School Reconvenes
January 20	MLK Day – No School
February 17	President's Day – No School
March 12	End of 3 <sup>rd</sup> Grading Period
March 21-March 31	Spring Break
April 1	School Reconvenes
May 23	End of 4 <sup>th</sup> Grading/Last School Day
May 26	Memorial Day – No School
May 27-May 30	Snow Makeup Days
June 1	Commencement

[olemiss.k12.in.us](http://olemiss.k12.in.us)



## **PARENTS**

If you wish to speak to your child's teacher please reach out to the teacher through Seesaw (parent communication app) or their school email. If needed an appointment can be scheduled by calling the office. We encourage and desire communication with the home and will get back with you to arrange a meeting. **In addition, if you would like to meet with an administrator, please call the office to schedule an appointment. Due to their busy schedules, it should not be expected that an administrator will be available to meet with you if you just walk in.** For up to date information please make sure you have liked or followed us on Facebook [facebook.com/Northview Elementary](https://www.facebook.com/NorthviewElementary) and Twitter [@northviewelem](https://twitter.com/northviewelem).

**MORNING ARRIVAL:** No students should arrive at school prior to 8:15 am because no supervision is available. Upon arrival students should report directly to the cafeteria if they are eating breakfast. Otherwise, students should report directly to their classrooms.

### **LIVE Y'ERS SCHOOL AGE CHILD CARE**

This service is a joint venture of the YMCA to provide childcare before and after school. Please call the Grant County YMCA for more information. The phone number to the YMCA is 765-664-0544.

### **DROP OFF & PICK UP PROCEDURES:**

1. Arrival and Entering the Building
  - a. Northview Elementary doors will open at **8:15 a.m.** each morning.
  - b. Car riders will be dropped off at Door 8, 9, or 13.
    - i. **There is NO car drop off at Door 1 in the morning.**
    - ii. **Parents/guardians will not exit their vehicles and parents may not park and drop a child off for the safety of our students.**
  - c. The East parking lot (Door 1) will be reserved for bus riders **only**.
  - d. Students will report directly to their classrooms or designated spots for arrival, except those eating breakfast. Students will be guided to their arrival locations by school personnel.
  - e. Students who eat breakfast will report to the cafeteria upon arrival and remain seated there until finished eating, no later than 8:30 a.m.



- f. For students who arrive after 8:30 a.m., a grab and go bagged breakfast will be provided for them to take to their classrooms.

## 2. Dismissal

- a. Car Riders will begin dismissal at 3:05. Pick up doors are:
  - i. 2nd grade: Door 8
  - ii. 3rd Grade: Door 9
  - iii. 4th Grade: Door 1
  - iv. 5th Grade: Door 13
- b. Note: if you have students in multiple grades, decide as a family on one exit door and have all students in your group use the same exit.
- c. Parents who are picking students up **MUST** remain in the single-file pickup line until they reach the front.
- d. **Car riders will only be released to a vehicle displaying that student's school-issued pickup sign. Cars without a pickup sign will be directed to the office to pick up. This is for the safety of all of our students.**
- e. Bus students will be dismissed at 3:10 from their classrooms to either the gym (grades 4 and 5) or cafeteria (grades 2 and 3)

## **SCHOOL LUNCH**

*ALL students may enjoy free school breakfast and lunch!*

Prices are currently as follows, but **are subject to change.**

Adult Breakfast: \$2.50

Adult Lunch: \$4.60

**NOTICE**—It is the guideline of our school district that only a parent or guardian can take a student out of the building during school hours. The only exception to this guideline would be if arranged ahead of time someone on the authorization of pick up form will be allowed to pick up the child in the office.

## **DELIVERIES**

If your child forgets something at home, we will deliver the items to your child. Please bring them to the office using Door 1.



## **VISITORS:**

All visitors to Northview Elementary must check in at the office. Once checked in you will receive a visitor's tag that must be worn at all times. All entrances will be locked by 8:45 AM. These procedures are for the safety of the students. We need to know who is in the building at all times. To enter through the main entrance you will need to press the buzzer, state your name and the purpose for your visit. All visitors during the school day must access the building through the main entrance.

**SCHOOL PROPERTY** - parents are responsible for school property that is destroyed; including marring or defacing of books, iPads, laptops, desks, walls, etc. Textbooks issued are the property of the Mississinewa School System. Students are responsible for books and electronic devices, which are lost, stolen, or damaged beyond use.

## **VISITOR GUIDELINES**

1. All visitors must check in at the office and wear a visitor sticker throughout the duration of the visit. Visitors will be asked to provide a valid ID upon check in.
2. Set a good example for behavior and attitude for all the students. Comply with school and classroom rules in a positive manner.
3. Be friendly and mannerly during your school visit
4. Refrain from any conflicts with staff or students. If you observe or hear about a problem while at school, then notify the staff member in the area or contact the office.
5. There are no visitors permitted during recess time. If you attend lunch with your child or another student, we will ask that you exit the building after the meal.
6. Avoid any physical contact with students including the context of play or nurturing.
7. **Please note: YOU MUST BE APPROVED THROUGH A CRIMINAL BACKGROUND CHECK.**

## **ENROLLMENT CHANGES**

If at any time during the school year you wish to change anything on your child's enrollment form please call the office at 765-677-4400. We need to know any change of address, phone number or contact persons. This is very important for the office as well as the teacher.

## **SICK CHILDREN**

If your child is too sick to participate in regular school activities we would encourage you to keep your child home. If a child has been ill, he or she must be fever-free for 24 hours without the use of fever-reducing medication before returning to school. If it should be necessary for your child to take prescription medication at school, we must have a signed medication form on file before any medication can be given. These forms are available in the office. **NO**



**prescription** medications will be given without a form on file. All prescription medication must be in the original container (see attachment for more details).

### **HOMEWORK & MAKE-UP WORK**

If classes are missed, check with teachers for make-up assignments. Students should be absent at least two days before parents request to pick up make-up work. Generally, unless some type of special circumstances exist which have been arranged with the teacher, the students will have one day to make up if absent one day, two days if absent two, etc.

### **DELAYS, CLOSINGS, AND EARLY DISMISSAL**

Delays, closings, and early dismissals will be announced through varied radio, website, social media outlets, and television media. Parents and guardians are encouraged to enroll in Global Connect to receive various corporation-related announcements by phone. Global Connect enrollment forms are available at Northview Elementary School main office.

Upon a two-hour delay, school will begin at 10:30 AM. The doors will open at 10:15 AM.

## **Northview Elementary School Expectations**

### ***General rules and regulations for students***

**These rules are for the primary safety and to improve the operation of our school**

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### **THE FOLLOWING RULES ARE IN ADDITION TO THE TEACHERS CLASSROOM REQUIREMENTS:**

1. Students will walk in a safe and quiet line with their classmates. (no running while in line to support safety)
2. Students will strive to be quiet in the halls during school hours so as not to distract others who are learning in their classrooms. Students will keep their hands, feet and any objects off the walls to prevent accidents from happening.
3. Recess – When the recess period is over the students are to line up outside the building and quietly enter the building.
4. Restrooms – It is everyone’s responsibility in our school to maintain clean restrooms. Do not throw paper towels on the floor. Be sure the water is turned off at the sinks.
5. Cafeteria – Cleanliness is important! Make sure napkins are thrown in the proper containers. Please use inside voices while in the cafeteria.
6. Students should not bring toys to school unless designated by the teacher or school (like show and tell).



7. Playground Activities - Exercise and wellness are encouraged at Northview Elementary. Teachers and staff will be monitoring students to keep them safe.
8. Northview students will use appropriate language and safe hands and feet while playing at recess.
9. Student dress and hygiene should be safe and should not detract from a positive school environment.
10. Students are not to play with iPads, cell phones or electronic games unless permission is given by the teacher.
11. No Knives of any kind at school.
12. Respect the feelings and the property of the school and others at all times.



# MISSISSINEWA COMMUNITY SCHOOLS

## STUDENT DISCIPLINE

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that:

- A. Conform to reasonable standards of socially acceptable behavior.
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged.
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold that authority.

Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record before he/she leaves this Corporation.

The Superintendent shall promulgate administrative guidelines for student conduct, which carry out the purposes of this policy.

A Student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with board policies on transportation.

A building administrator shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process right to notice, hearing, and appeal.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. No student shall be refused transportation services until the parent has been notified. Notification to the parent is the responsibility of Corporation personnel and should be made prior to the departure of school buses. If a parent cannot be contacted the child should be detained on another day.

1. C.20-8.1-5-1 et seq.



## **Child Abuse and Neglect Procedures**

When we have reasonable cause to suspect child abuse or neglect, we shall report it to the appropriate community agency and follow up to ensure that appropriate action has been taken. When appropriate, parents or guardians will be informed that the referral will be or has been made.

- Families, staff, and community partners who are affected by child abuse and neglect are encouraged to go to our county wide website directed specifically to child abuse and neglect. The website is <http://pcain.org/council/grant-county/>.

## **Playground Procedures**

1. Students will follow the “Hands Off” policy. Throwing objects such as rocks are not allowed.
2. Students will continue to show kindness to one another. No hurtful words or actions.
3. Students will stay off of the blacktop and stay within the playground boundaries.
4. Students will respect playground equipment as intended.
  - Students will go up the stairs and down the slide in a seated position.
  - Students will not jump off or stand on the swings.
  - Students will not jump off the playground equipment.
  - Students will not climb on any part of the playground equipment that is not designed or intended for climbing.
  - Only students with special needs will use the equipment intended for children with special needs under teacher supervision.
5. Students will line up quietly to go inside. Students will be accounted for by their classroom teacher and be respectful to other classrooms.



# RULES FOR STUDENTS WHO RIDE THE BUS

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School bus drivers are to have control of all school children conveyed between the homes of the children and the school building, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

- a. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
- b. No pupils shall stand or move from place to place during the trip.
- c. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- d. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or body in any other objectionable manner.
- e. No windows or doors will be opened or closed except by permission of the bus driver.
- f. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- g. The child should be waiting at his boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the pupil station. If the school bus driver is already three minutes late, he need not wait at all.
- h. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.

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The above rules were established by the School Bus Safety Committee as provided by Chapter 260, Indiana Acts of 1965. It is the responsibility of every school bus driver to participate in an educational safety movement by posting this card in his vehicle.

Superintendent, Indiana State Police



# GUIDELINES

**Office of the Superintendent  
Mississinewa Community Schools**

**Students  
Policy #5511**

It is the responsibility of the Superintendent to establish administrative guidelines for the purpose of implementing the adopted policy of the Board of School Trustees. The Superintendent will interpret Board policy converting it into specific guidelines to promote the intent and purpose of the Board. Therefore, the following guidelines are created to carry out the intent and purpose of Board Policy #5511

## **DRESS AND GROOMING**

It is expected students will be clean in their person and their apparel. Grooming, clothing and accessories are appropriate when they conform to policy #5511 subsections A. B. C. D: do not disrupt the orderly function of the organization: do not promote sexuality in a manner unacceptable to community mores: do not contain or suggest vulgar, obscene or satanic references: and do not promote gang identification either by the article of clothing itself or to manner in which it is worn. Students violating the spirit of these guidelines will be subject to corrective discipline.

### **SPECIFICALLY:**

1. Hats and overcoats are not to be worn to class.
2. All items of clothing will be worn in an appropriate and modest manner.
3. Clothing must be clean and free of holes that create inappropriate exposure.
4. No clothes or accessories promoting controlled substances will be considered acceptable.
5. Clothing with pictures, symbols or lettering which suggest satanic, vulgar, obscene or sexual innuendo is expressly prohibited.
6. Students must be fully dressed including footwear.
7. Personal hygiene and cleanliness of person and hair are required.

The above “Dress and Grooming” guidelines apply to members of extra-curricular activities when representing the school community at a public event.

The principal of each building is designated as the arbiter of student dress and grooming in their building. The principal is empowered to ask a student to take immediate corrective action if in violation of guidelines.

It is essential to note guidelines for students also apply to corporation employees and the Board itself so the corporation leadership of students is by example rather than fiat.

Community mores, standard etiquette and common sense should prevail concerning this issue.



# ATTENDANCE AND TARDY POLICY

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Students are expected to be at school and on time unless special circumstances exist like doctor visit, illness, and funerals.

The parent/guardian should call the office on the day of the student's absence from school.

The school policy for absences allowed without a doctor's statement is ten annually. A Doctor's statement does not count as an absence on the policy. Six tardies will be the equivalent of an absence from school on the attendance policy.

When a student exceeds six days, a letter(s) of notification will be sent home for succeeding absences. Once a student reaches ten absences (without a doctor statement) a parent conference will be required. If the absence problem continues after the parent contact, then the Grant County truant office will be contacted.

Good student attendance is necessary for school success and achievement. The school and home need to communicate about all issues in a timely manner, which can facilitate the student's success at school.

Whenever you have any questions, please feel free to contact our office.



# NORTHVIEW ELEMENTARY SCHOOL TITLE 1 SCHOOL/PARENT COMPACT AGREEMENT

*Families and schools must work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.*

## Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a safe and supportive learning environment.
- Teach classes with an interesting and challenging curriculum that promotes student achievement.
- Motivate my students to learn.
- Set high expectations and help every child be successful in meeting the Indiana academic achievement standards.
- Communicate frequently and meet annually with families about student progress and the school - parent compact.
- Provide opportunities for parents to volunteer, participate, and observe in my classroom. Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making with parents and school colleagues to make our school accessible and welcoming for families.
- Respect the school, students, staff and families.

## Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching, video game playing, and internet usage.
- Study or read every day after school.
- Respect the school, classmates, staff and families.

## Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-6).



- Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate, as appropriate, in decisions about my child's education.
- Attend parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.



# INTERNET ACCEPTABLE USE POLICY

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The Internet and other types of distance learning may be used as instructional technologies for the purposes of finding and retrieving information and doing collaborative work in accordance with the mission statements and desired learner outcomes of the Mississinewa Community School Corporation. Our students and staff now have access to devices that will enable them to access public domain software and shareware of all types, discussion groups involving most any topic, as well as access to many university library catalogs, the Library of Congress and information and news from NASA, and communicate with people (ie. experts) from around the globe.

Access to the Internet at Mississinewa will be regarded as a privilege and not a right. Students interested in utilizing the Internet through the district's access must first obtain permission to use equipment from a Mississinewa instructional staff member such as the student's teacher or another member of the school's administrative or teaching staff. It is expected that student access to the Internet will be structured in ways that point students to those resources and have been evaluated prior to use. Students using the Internet, provided by the school district, are expected to exhibit behavior, while engaged on-line, consistent with the standards established in the Mississinewa Schools policy on student discipline. Parents will be notified if their student's privileges have been suspended. Parents shall be given the option to request alternate activities to access the Internet.

With the use of district-owned, school-based computers, users shall not have or claim to have any expectation of privacy with regard to the storage of files or information. The use of memory, storage, and Internet access will be treated like school lockers. The professional staff may review all files and message exchanges on the systems in order to maintain system integrity and ensure that users are acting responsibly and consistent with the acceptable use standards. Inappropriate usage by adults and students of the Mississinewa Community Schools' Internet/electronic communications capacity may result in termination of access. Inappropriate usage may include, but is not limited to, the following:

1. Violating any local, state, or federal statute,
2. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit materials,
3. Transmitting obscene, abusive, or sexually explicit language,
4. Vandalizing, damaging, or disabling the property of another person or organization,
5. Accessing another person's materials, information, or files without the direct permission of that person,
6. Accessing material or resources which result in the Mississinewa School Corporation receiving an unauthorized billing,
7. Violating copyright, or otherwise using another person's property without his or her prior approval or proper citation,



8. Extensive use for non curriculum-related communication, including chat rooms and email.

Email is allowed only before or after school hours under adult supervision. The Mississinewa Community School Corporation cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. In addition, the Mississinewa Community School Corporation cannot be held accountable for the information that is retrieved via the network.





## 2024/2025 REQUEST FOR TRANSPORTATION

DATE \_\_\_\_\_

**\*\*\*Circle one - Ride Bus Every day or Ride bus with note/call**

SCHOOL \_\_\_\_\_ BUS # \_\_\_\_\_ BUS STOP \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

A.M. PICK UP ADDRESS \_\_\_\_\_

P.M. DROP OFF ADDRESS \_\_\_\_\_

HOME PHONE NO. \_\_\_\_\_ CELL PHONE NO. \_\_\_\_\_

WORK PHONE NO. \_\_\_\_\_

PREVIOUS BUS# (if applicable) \_\_\_\_\_

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**PLEASE CALL THE TRANSPORTATION OFFICE IF YOU NEED ASSISTANCE WITH A BUS ROUTE.**

**Transportation office: 677-4413**

You can leave a voicemail after hours and your call will be returned the next day.  
Please give your address and phone number.



# VOLUNTEER INFORMATION

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To: Parents and Community Members Interested in Volunteering In the Classroom, Extra-Curricular Activities/Sports, Field Trips, and/or Other School-Related Activities

From: Lezlie Winter, Superintendent  
Mississinewa Community School Corporation

Thank you for your interest in volunteering in our schools. We appreciate your willingness to invest your time and talents with our students and school programs.

Assisting with school activities sometimes involves close contact with our student population. Because providing our school children with a safe and secure educational environment is our highest priority, we must do all that we can to insure their safety. Therefore, it is important that we ask you to complete the enclosed Mississinewa Community School Corporation Volunteer Application. All volunteers are expected to provide us with background information; you are not being singled out from other volunteers for closer inspection.

Your application should be returned to the principal of the school where you would like to volunteer. If you would like to help in more than one building, please indicate such on the application. Principals will discuss with classroom teachers their needs for volunteers and assign you activities as appropriate. In some situations, all individuals interested in helping with a specific activity will not be needed and you may be considered for other activities at a later date.

You need to complete this application only once for assisting in any building in the corporation. Because this issue is so vital to the security of our students, we will ask that volunteers re-apply at the beginning of each school year. Please contact our office if you would like to have your application deleted from our files.

Volunteers are vital to our educational system, and so is student safety. We believe the extra time needed for you to complete this application is worth any possible inconvenience. Please contact us at 674-8528 if you have any questions.

Thank you for your time and cooperation.



## **USE OF MEDICATIONS**

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child. Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the office of the principal.

Medication to be administered during the school day must be brought to the office of the school nurse. Medication will be accepted by the school nurse only. No other school personnel will be allowed to accept medication from the student's parent.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered and only in the presence of another adult. Parents, or students authorized in writing by the physician and parents, may administer medication or treatment but only in the presence of another adult.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the principal's office and administered in accord with this policy.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

I.C. 20-33-8-12  
I.C. 20-34-3-18



# Mississinewa Community Schools Health Services **Medical Information Sheet**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Medical Diagnosis/Condition(s): Medications – Dosage & Time Given:

_____	_____
_____	_____
_____	_____

**Medications to be administered at school\*:** \_\_\_\_\_

\_\_\_\_\_

**\*All medication given at school require a Doctor Prescription and Medication Administration Form signed by parent/guardian**

Side effects to watch for: \_\_\_\_\_

**\*\*Special considerations or procedures needed such as tube feeding, catheter, etc.**

**You must provide Medical Doctors' instruction and supporting diagnosis.**

\_\_\_\_\_

\_\_\_\_\_

Food Allergies (Doctor Script must be provided):

\_\_\_\_\_

\_\_\_\_\_

Physicians Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*\*If you or any emergency contacts cannot be contacted and you wish the school to act in what is believed to be the best interest of your child, sign below.**



Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_



Does your child need vaccinations for the 2022-2023 school year?



## GRANT COUNTY SCHOOL VACCINATIONS

### WHAT'S REQUIRED?

- PRE-KINDERGARTEN**  
2 Hepatitis A  
3 Hepatitis B  
4 DTaP (Diphtheria, Tetanus & Pertussis)  
3 Polio  
1 Varicella  
1 MMR (Measles, Mumps, Rubella)
- KINDERGARTEN**  
All the Above **PLUS:**  
5th DTaP (Diphtheria, Tetanus & Pertussis)  
4th Polio  
2nd Varicella  
2nd MMR (Measles, Mumps, Rubella)
- SIXTH GRADE**  
All the Above **PLUS:**  
1 MCV4 (Meningococcal)  
1 Tdap (Tetanus, Diphtheria & Pertussis)
- TWELFTH GRADE**  
All the Above **PLUS:**  
2nd MCV4 (Meningococcal)

### HOW DO WE GET THEM?

- Visit your pediatrician regularly for check-ups and to stay current on vaccines.
- Call the Grant County Health Department and make an appointment for vaccines. We can usually arrange appointments quickly, to keep your child in class!
- GCHD accepts Medicaid, Medicare, Anthem, HIP, Cigna, Encore, and Sagamore insurance

**The Grant County Health Department has vaccines  
for your child even if you don't have insurance!**

**Call (765) 662-0377 to schedule your appointment  
today!**



#tribelife

**MISSISSINEWA COMMUNITY SCHOOLS**  
**HEALTH SERVICES**  
**'CHIRP' RELEASE FORM**

I, \_\_\_\_\_, give Mississinewa Community Schools permission to  
(parent/guardian name)  
release the following information concerning my child \_\_\_\_\_ to the  
Indiana \_\_\_\_\_ (name of child)  
State Department of Health's ***Children and Hoosiers Immunization Registry Program***  
**(CHIRP)**.

The following information to be released: Name, immunization data and other information such as date of birth or other identifying information as applicable.

I understand that the information in the registry may be used to verify that my child has received proper immunizations and to inform me or my child of my child's immunization status or that an immunization is due according to recommended immunization schedules.

**I understand that my child's information will be available to the immunization data registry of another state, a healthcare provider or provider's designee, a local health department, an elementary or secondary school, a child care center, the office of Medicaid policy and planning, a licensed child placing agency, and a college or university. I also understand that other entities may be added to this list through amendment to I.C. 16-38-5-3. (continued)**



I hereby consent to the release of such information.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Parent/Guardian**

\_\_\_\_\_  
**Address**

( ) \_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Child's Name**

\_\_\_\_\_  
**Date of birth**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Grade Level**



# MISSISSINEWA COMMUNITY SCHOOLS

## CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS

The Board of School Trustees of the Mississinewa School Corporation prohibits gang or criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. The Board also prohibits reprisal or retaliation against individuals who report gang or criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang or criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang or Criminal Organization means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang or Criminal Organization Activity means a student who knowingly or intentionally actively participates in a criminal gang or criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang or criminal organization.

Per state law, a school employee shall report any incidents of suspected criminal gang or criminal organization activity, criminal gang or criminal organization intimidation, or criminal gang or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang or criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang or criminal organization activity. The investigation shall be initiated by the principal or



the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but no later than five school days from the date of the report of the alleged incident of gang or criminal organization activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of gang or criminal organization activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang or criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of gang or criminal organization activity, whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

*IC 20-26-18, IC 20-33-9-10.5, IC 35-45-9-1*



