

ELBERFELD ELEMENTARY SCHOOL HANDBOOK 2013-2014

General School Policies

Book Rental

All book rental, art fee and agenda book fee must be paid in full by the first week of school. Exceptions and payment plans, when necessary, may be arranged with the office. Applications for textbook assistance are sent home with students on the first day of school. **Students who qualify for textbook assistance must pay the art and agenda book fees the first week of school.** If a book is lost, it is the responsibility of the student to pay the replacement cost. Damages to textbooks will also require reimbursement.

Dismissal

Must contact school before **2:30** to make changes (*how your child will be transported from school*) regarding dismissal at the end of school day.

In order to ensure the safety of the children and improve traffic flow, we ask parents to follow these guidelines:

North side of Building:

The north side of the building is strictly for bus drop-off in the morning and bus pick-up in the afternoon. At **NO** time should any cars be in this area.

Southeast side of Building & Parking Lot:

The southeast side (parking lot) of the building is for parents to drop-off their students in the morning and car pick-up in the afternoon. These students enter school on the southeast main entrance.

Students staying for after school activities:

Kindergarten through 3rd grade will need to have written permission to stay after school for athletic events, Brownies, Girl Scouts, Boy Scouts or other school activities.

All students are required to have written permission (from parent/guardian) if he/she is riding a bus home with another student and the note must be signed by office personnel.

*In addition, the Parent/guardian must provide written permission for their child to leave school (dismissal, for lunch, or appointment) with anyone other than the parent/guardian. The only instance in which a student would be released to anyone other than the parent is to the adults listed as emergency contacts on the emergency card in an emergency situation.

Report Cards & Progress Reports

Report cards will be sent home with the students every nine-week period. A progress report is issued at midterm (4.5 weeks) of each nine-week grading period. This report may also be mailed home if the student is exhibiting unacceptable work habits or conduct.

Attendance Policy (Refer to WCSC Handbook/Agenda Book)

1) When a student is absent from school, please contact the school the same day of the absence. If the parent has not called about a student's absence, a note from the parent should contain the student's name, reason for absence, date(s) and time of absence, a parent signature and the phone number where the parent may be reached. The note must be presented prior to admittance to school.

2) Doctor or dental appointments are excused tardies. If students bring proof of appointment, it will not affect their attendance.

*3) In order to be counted on Perfect Attendance students must be in school 3 hours or more per day. Students are required to have a doctor's statement for time missed regarding the appointment. The statement must be on file in the office.

4) Parents or guardians wishing to take a student out of school before regular dismissal time **MUST** report to the office.

Tardy Policy

Seeing that your child arrives on time is a very important matter. When a student enters a classroom late, the teacher must stop and attend to the student who is tardy. This disrupts the learning process for the other students and causes unnecessary delays in the education process, not to mention depriving the tardy student the opportunity to organize materials, socialize with friends and receive all the needed information to develop the concepts of the lesson. Therefore, any student who has not reported to the teacher by 8:05 will be counted tardy. The following procedure will be enforced for those students who are continuously tardy.

Times Tardy & Consequences

- 3 – Contact made by classroom teacher
- 5 – Considered chronic issue. Phone call from School Social Worker Advisor or conference
- 7 – Loss of recess. Teacher informs parents.
- 9 – Letter sent home concerning tardiness
- 11 – Principal notifies Director of Student Services.
- +13 – Principal notifies Director of Student Services. May notify other agencies.

Lunch at Home

Students going home for lunch must have a parent sign them out. Students arriving back to school late from lunch at home will be counted tardy. Students may enter the school grounds to participate in recess activities after checking back in at the office.

Change in Records

Please notify the school office immediately if any information on the student's emergency card changes during the school year. This would include a change of address, phone number, parent's employment or emergency phone number. *Two* emergency cards should be completed for each student. One will stay in the office while the other will be filed in the nurse's office.

Conferences

You are encouraged to confer with your child's teacher periodically to discuss your child's progress and/or problems. We request that you make an appointment for a conference with a teacher before coming to school.

Visitors

The faculty and staff at Elberfeld welcomes parents, guardians and other interested members of the community to visit the school. All visitors must report to the office. Visitors are required to register in the office and receive a visitor's badge. Meeting with a teacher should occur by appointment. This procedure of having all parents/visitors report to the office to sign in and out ensures a safe learning environment.

Dress Code

Dress code at Elberfeld is consistent with Warrick County School Corporation Dress Code in that no clothing is to be worn that can be considered a disruption to the educational process. This policy includes wearing clothing that displays alcohol or tobacco products, shows bare midriffs (spaghetti straps, halter tops, crop tops prohibited for 4th – 6th grade) or any other garments which expose the upper or lower torso are prohibited. Fourth through sixth grade girls need to wear tops that do not expose the majority of the chest area. Any extreme clothing, hair (such as mohawks or colored dyed) hair attachments or jewelry that interferes with normal educational functions is prohibited. Clothing that displays holes (ripped clothing) baring skin is not permitted. All skirts and shorts must be mid-thigh or lower in length. (Students arms down to side of leg – tip of fingers must touch clothing to be acceptable length). When wearing leggings/tights follow same rule for shirts worn over leggings/tights. All students are required to wear foot wear that permits safe movement . (Summer wear shoes must have some type of heel strap to ensure safety.) Shoes (heellies) that have wheels inside the soles of the shoes are not permitted. *(page 11 in student agenda book)*

Phone Calls/Cell Phones

Students are permitted to use the office telephone for teacher directed activities and emergencies. Teachers or students will not be called out of class to accept telephone calls, except in cases of emergency. Messages will be delivered or the one being called will be notified to call back. Cell phones are not permitted at school. Cell phones are deemed disruptive to the educational process. In accordance with the Warrick County Sheriff's department, the use of cell phones could interfere during emergency situations with the communication tower. Students always have access to a phone before, during and after school hours.

Lost and Found Items

Valuable clothing and articles are found at Elberfeld Elementary each year and never claimed. Owners could be found easily if items such as coats, sweaters, caps, gym shoes etc. were labeled with names. Encourage your child to check with his/her teacher and at the office if they have lost something. Items in lost and found will be publicly displayed. Those items not claimed by the end of the year will be donated to charity.

Activity Calendar/Menus

The cafeteria menus and school activities calendar will be sent home monthly.

Birthdays/Holidays

Do not send or have delivered birthday (other holidays) balloons, flowers, etc. to school. These items interfere with normal educational functions or school purposes and are prohibited on the bus.

Room Parties

The EPTS schedules one room party during the month of December. The date and time will be included on the monthly activity schedule.

The EPTS officers (with assistance from the head room parents) will plan a December party, which will be held in the gym (in lieu of classrooms) with activities/crafts, food and fun. The 4- 6th grade will participate in the party during the A.M. on the designated day. The K-3 grade will participate in the party during the P.M. on the designated day.

Playground/Recess Rules

The playground area is located south of the school. A large asphalt area with basketball goals is located in the area. Additional playground equipment can be found adjacent to the asphalt area. Games such as tackle football, keep away and those games causing physical contact are strictly prohibited.

During K-3rd recess (both a.m. and p.m.) an additional teacher will be on duty. There will be two teachers supervising these recesses.

Ozone Alerts

Faculty and staff will be made aware of any ozone alert and will ensure that those students with respiratory disease, such as asthma, will stay inside for recess.

Toys, Skateboards, Rollerblades, Scooters

Students should not bring any toys to school unless they have been requested by a teacher. **Students are NOT allowed to bring skateboards, rollerblades or scooters to school.**

School Safety Patrol

Elberfeld Elementary provides a safety patrol service to help guard and supervise students at the school crossings. Those chosen to serve on the patrol have displayed qualities of leadership, reliability and good citizenship. Serving unselfishly on their time, they help their classmates learn safe walking habits. Pedestrian safety includes crossing at crosswalks and intersections, using sidewalks and walking single file on the left side of the street, facing traffic where there are no sidewalks. Students should never go through or enter private property.

Bicycles

Students who ride their bicycles to school assume full responsibility for their safe keeping. The school can assume no responsibility for stolen or damaged bicycles. Students should park their bicycles in the rack provided when they arrive at school. All students must dismount and walk their bicycles across the school safety patrol crossings. **Student should walk their bicycles at all times on school grounds.**

Pets & Animals

Pets and animals may **NOT** be brought to school at any time unless permission is granted by the school's principal.

P.E./Locker Rooms

T-shirt, athletic shorts and tennis shoes are to be worn for gym class for students in grades four – six. Students must change clothes after participating in gym. Gym clothes are NOT to be worn in class. The lockers in the shower rooms are to be used only during P.E. period and/or 6th grade athletic events. Clothes, books, valuables, etc. should not be left in the locker room all day or between class periods. If your child is unable to take physical education, he/she must have a doctor's statement on file in the school office stating the specific length of time he/she is unable to participate. *no shower access in the locker rooms.

STUDENT PROCEDURES & GUIDELINES

School Hours

The school day begins at 8:05 a.m. and ends at 3:05 p.m. **Students should not arrive at school before 7:55 a.m.!** The only exceptions to this are those students coming for breakfast at 7:45 a.m.

Daily Schedule K-6

7:45 a.m.	Breakfast program in the cafeteria
7:55 a.m.	Students may enter building
8:05 a.m.	Students are in respective classes
*10:40 – 11:45	Lunch/Recess (Grades K -3)
*11:40 - 12:45	Lunch/Recess (Grades 4 – 6)
1:30 – 1:45 p.m.	Afternoon recess (Grades K -3)
3:05 p.m.	Dismissal

Daily Rules & Regulations

All students at Elberfeld Elementary are expected to comply with the following rules:

- 1) Respect for ALL school personnel must be exhibited at all times by the students. Willful disobedience by a student, however expressed to any person supervising students, will be considered insolence or insubordination and may result in serious disciplinary action.
- 2) Any behavior by a student that interferes with the rights of other students to receive an education or which interrupts the educational process is strictly prohibited.
- 3) Fighting on school grounds during school hours, on the way to and from school, or while attending school functions is strictly prohibited.
- 4) No running, pushing and other boisterous activity are permitted in the school at anytime.
- 5) Any student knowingly possessing, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind: (a) on school grounds during and immediately before and after school, (b) on school grounds at any other time when the school is being used by any school group, or (c) off school grounds at a school activity, function or event may be expelled from school, subject to the individual's rights for due process under Public Law 128.

Students must treat **school property** with respect and abide by the rules and regulations governing the daily operations of the Elberfeld Elementary School:

- 1) The possession of cigarettes, cigars and tobacco product or smoking paraphernalia is strictly prohibited.
- 2) Chewing gum is **not** permitted.
- 3) Hats or caps or **not** to be worn in the building.
- 4) Getting a drink and using the rest room should be done in a quiet and orderly manner.
- 5) Gambling or games of chance are prohibited.
- 6) Public displays of affections are prohibited.
- 7) Gym shoes **must** be worn on the gym floor during recess and P.E. classes.
- 8) Students may **not** use the drink machine during school hours. Students are **not** allowed to bring soft drinks to school and are **not** allowed to have them on the school bus.
- 9) Honor and respect to the American flag should be displayed at all times.
- 10) Pajamas **are not** considered appropriate for regular school functions. Pajamas are not to be worn to school.

NOTE: All rules and regulations are applicable to all students attending extra-curricular events, field trips or other school-related functions.

Discipline Policy & Procedures

Discipline Policy

Elberfeld Elementary School administers discipline on a consistent basis with clearly stated expectations for proper behavior. Students can expect fair reprimands or consequences for violations of standards and rules. A list of consequences and suggested disciplinary levels are listed in the Warrick County Student Handbook/Agenda Book (*pages 17 – 20*). The school reserves the right to address any other forms of misconduct not listed on the charts and may apply any reasonable penalty in response to the particular misconduct. Teachers and principals may select and administer a consequence for student misconduct at any suggested disciplinary level (*page 18 in student agenda book*) at their discretion.

Discipline Procedure

The staff and administration will make very effort to understand each student and behavior exhibited by them. As a means of gaining this understanding the following procedure will be followed:

- 1) Teacher will confer with student.
- 2) Teacher will phone parents and discuss behavior.
- 3) Teacher will confer with student and administrator.
- 4) Teacher and/or administrator will confer with student and parents.

The following measures may be administered during the discipline procedure:

- 1) A parent conference may be called to address the discipline problem.
- 2) Incidents of extreme misbehavior or conduct may result in immediate disciplinary action by teacher or administrator.
- 3) Teachers and/or administrator may agree on corrective behaviors during the discipline procedure.
- 4) Loss of school privileges (at the discretion of teacher or principal). Examples: Loss of recess, loss of lunch in cafeteria with peers, loss of attendance at athletic events, programs, special classroom activities, field trips, etc.
- 5) Serve after school detention from 3:05 – 4:00 p.m. may be administered by the principal.
- 6) Saturday school is an option for any **5th or 6th grade student** who commits a suspendable offense.
- 7) In school suspension may be administered by the principal.
- 8) Out of school suspension may be administered by the principal.
- 9) Contact the School Resource Officer (if warranted).

CURRICULUM

Curriculum K-6 (In correlation with the Indiana State Standards and/or Common Core Standards)

- Language Arts
- Mathematics
- language experiences, including oral, listening visual activities;
- creative experiences, including music, dramatics movement, arts and crafts;
- personal growth experiences, including motor skills development, health safety, nutrition, and self-concept development;
- social living experiences;
- environmental and science experiences;
- mathematical experiences;

The curriculum for **grades one, two, and three** shall include the following curricular areas:

- Language Arts
- Mathematics
- Social Studies/Citizenship
- Science
- Fine Arts
- Motor Skills Development and Health/Safety Education

The curriculum for **grades four, five, and six** shall include the following curricular areas:

- Language Arts
- Mathematics
- Social Studies/Citizenship
- Science
- Health & Safety Education
- Physical Education

In grades four, five, and six, schools shall schedule unallotted time either for additional experiences in any of the areas listed or for instruction in curriculum areas such as creative experiences, practical arts or computer education.

K - 2 Students will participate in DIBELS Diagnostic Assessment Tools:

The K-2 Diagnostic Assessment Tools include English/language arts and mathematics assessment options to enable teachers to target instruction to each student's needs and to monitor each student's progress toward master. The English/language arts tool, mCLASS: Reading 3DTM, is a combination of Dynamic Indicators of Basic Early Literacy Skills (DIBELS) and Reading Records, which are seamlessly integrated. DIBELS alerts teachers to problems in student learning and informs teachers of student progress. The Reading Records help teachers identify and track error patterns, reading strategies, and comprehension. The mathematics tool, mCLASS: Math is used to help identify students at-risk of acquiring proficient early math skills and aids teachers in learning more about students' mathematical thinking. mCLASS: Math also offers suggestion for teachers in how to approach instruction after uncovering student information.

3 – 6 Students will participate in Acuity Diagnostic Assessment Tools:

The 3-6 Diagnostic Assessment Tools include English/language arts, mathematics, science, and social studies assessment options to enable teachers to target instruction to each student and to monitor each student's progress. Acuity, the 3-6 diagnostic assessment program, can predict ISTEP+ student performance and diagnose student strengths and weaknesses by state standard. Acuity offers online targets instruction to improve student achievement, provides flexible options for creating and delivering assessments, and includes item banks that area aligned to Indiana's Standards. Included in the Acuity package are the following: three predictive assessments, for interim benchmark (diagnostic) tests, and an online item bank from which teachers can create custom tests on demand by skill group or standard. The predictive tests are given online and scored electronically.

RTI – Response to Intervention

Response to Intervention (RTI) is an education model used to improve student learning and promote early identification of students who may be at risk for learning difficulties. All students are frequently assessed in language Arts and Math areas to identify those who are not meeting grade level goals. This program is designed to help those students who are not meeting grade level benchmarks implemented in the classroom as well as with a classroom aide to target specific skills in order to improve deficit areas. Progress is measured frequently to determine the success of the interventions. Elberfeld Elementary's RTI Team is comprised of 8 staff members. The team meets on a regular basis to monitor student progress and assess the needs of the student. The RTI Team may recommend further testing by the school psychologist if the student has no demonstrated adequate progress.

Agenda Book

The daily use of our Agenda Book enhances communication between school and home. It is a useful tool in helping students organize their time and efforts. It gives parents an opportunity to review their child's completed work on a regular basis. Teachers will instruct students on how to use the Agenda Book in their classrooms. Requirements may vary from teacher to teacher. Misuse of the Agenda Book will result in a classroom rule violation and discipline will be taken by the teacher. Every student will be issued an Agenda Book (cost is covered in the agenda book fee).

Communication Folder (Red)

Every student is provided a take home "Communicator folder" that is used to build effective communication between school and home. Completed and graded papers as well as papers to be finished will be located inside the "communicator folder."

Field Trips

Education field trips are planned for students. These chaperoned trips are held during the school day with transportation provided. If room mothers are asked to help chaperone, remember that because of the liability issues the trip is only for the students in the class. **No other family members may attend, unless approved by the teacher/and or principal.** Parental permission forms must be completed before a child can attend such trips. All school rules apply on field trips. Remember, everyone is representing Elberfeld Elementary School.

Due to large classroom enrollment numbers there could possibly be field trips scheduled that do not require parent chaperons. School personnel will be providing supervision during such field trips.

SPECIAL PROGRAMS

Student of the Month

Elberfeld Elementary School recognizes students who display exemplary citizenship in the classroom, complete all assignments on time and meet all teacher standards in regard to behavior and expectations. At the end of each month, the classroom teacher will select a student. The student will receive a certificate and special recognition for being selected as "student of the month".

Honor Roll

Elberfeld Elementary recognizes students that excel in academic areas as well as their overall conduct and work habits. The Principal's A Honor Roll and the A/B Honor Roll are established each nine weeks.

- To be eligible for the "**Principal's A Honor Roll**" a student in grades 3 -6 must achieve all A's, S's (no S-) in any subject or study/work habits area. (Handwriting grade excluded for 3rd grade).
- To be eligible for the "**A/B Honor Roll**" a student in grades 3 -6 must achieve all A's, B's, S's (including S-, or I.) in any subject or study/work habits area. (Handwriting grade excluded for 3rd grade).

Conduct:

- Any student receiving a N/U in the general ed classroom as well as Art and Music will not be eligible for either Honor Roll.**

B.U.G. Award (Brought Up a Grade)

Elberfeld Elementary recognizes students that are working hard to bring up their grades in school. A student receives a B.U.G. (Brought Up a Grade) Award when he/she brings up a grade in any of the major subject areas, and does not have any grades drop from one nine weeks to the next. The major subject areas are:

Reading-English-Writing-Spelling-Social Studies-Math-Health-Science-Music-Art-P.E.-Band-Computer.
Work habits and conduct do not apply for the B.U.G. Award

Band

All sixth grade students are allowed to try out for band. All band participants will receive a letter grade in band based on requirements set by Mr. Kendall (band director). If a student drops out of band during a nine week grading period then he/she will receive a failing grade for that grading period only. At the beginning of the new nine week grading period the course will then be eliminated from the student's report card.

ATHLETICS

If athletics are to be a part of the general education program of the student, then they must have clear, well-defined objectives. Interscholastic athletics should not have, as their primary objective, the entertainment of the community or student body or the raising of funds to support the program or any other phase of the educational process. Too often, these purposes outweigh the worthwhile objectives developed by the administrator and physical educator. Some of the worthwhile objectives are:

- Create an interest in athletics
- Provide an exposure to all type of athletics
- Provide the fun & enjoyment of participating
- Help to develop constructive attitude, loyalty, and dedication
- Provide a sense of identification and belonging
- Provide a feeling of responsibility to your school and yourself
- Provide for the recognition of effort and excellence
- Bring together classes and classmates that are separated by the school curriculum
- Bring together students, parents, teachers, and the general public in the educational process
- Create an atmosphere and respect for hard work
- Create and foster a desire to excel
- Develop fundamental skills in each sport
- Provide a clean and wholesome attitude and atmosphere in which to compete
- Provide a natural outlet for students desiring to participate on teams, in competition with other teams of similar abilities
- Assist in the development of school and student morale
- Teach and develop good individual, team, school and community sportsmanship
- Develop ideals of self-sacrifice and denial
- Provide a situation in which a physically gifted student will have the opportunity to participate with students who have like gifts
- Further the development of the health of each student so that he/she will be a contributing member of society
- Develop skills that have carry-over value in terms of worthy use of leisure time

Athletic Eligibility/Participation

Students participating in any type of elementary athletic program/extracurricular activity will be **declared ineligible to participate if the student receives an “F” in any subject area or “U” in conduct on his/her midterm or nine week report card.** Either the midterm or nine week report card will be utilized to re-gain eligibility (must receive passing grades) to participate in elementary athletics/extracurricular activities. (*page 12 in student agenda book*).

Elementary Sports – All athletic events will begin at 3:30 p.m. (except 6th gr volleyball)

2 Teams Girls Volleyball – Begins in September

5th grade

6th grade team (will travel to compete against the other Warrick County 6th grade middle school teams)

Boys Basketball 5th – 6th – Begins in November

Girls Basketball – Begins in January

Boys/Girls Track 4th-6th– Begins in April

Admission to Games:

Kindergarten through 3rd grade will need to have written permission (from parent/guardian) to stay after school for athletic events.

Admission Prices:

Students - \$.50

Adults - \$2.00

Family - \$5.00

CAFETERIA PROCEDURES

Costs

Children need healthy meals to learn. WCSC offers healthy meals every school day. The breakfast regular price is \$1.25, lunch is \$1.75. Reduced-price is \$0.30 for breakfast and \$0.40 for lunch. Milk is \$.40 if purchased without lunch.

Debit Program

Elberfeld Elementary School has a computerized "Debit" program for purchase of school lunches. Parents submit a check to the school for any amount to cover any number of meals. Meals may be paid for the week, month, or even the entire year. When their child receives a meal and enters their "pin" number, it will automatically deduct that amount from the child's balance. When the balance in the account becomes low, a notice will be sent home notifying parents of the amount remaining. Any remaining balance will be refunded if the child withdraws.

Cash Purchases

Students may pay daily with cash as they go through the lunch line. Students will be responsible for this money.

Lunch Charges

A child who has a zero balance in their cafeteria account will be allowed to charge a meal. It is necessary to allow only ONE meal per student to be charged at a time. A charge must be paid the next day. This policy will be strictly enforced.

Free & Reduced Lunches

Children in households getting Food Stamps and are foster children are eligible for free meals regardless of your income. Also, if the household income is within the limits on the Federal Income Guidelines, your children can get free or reduced meal prices. Application forms are available in the *office and on the Warrick County School Corporation web site.*

You may now complete your Free & Reduced Meal and Textbook Assistance application online by visiting:

www.LunchApp.com

Breakfast Program

Warrick County School Cafeterias want to help the students start their day right by offering the breakfast program again this year. The cost for a paid breakfast is \$1.25. Students that eat breakfast may enter the building when the 7:45 bell rings. If you ride a bus, please inform the bus driver that you are eating breakfast.

Ala Carte

Students may purchase individual items from the lunch menu and snacks using the new debit system. If parents do not want them to purchase snacks, they should contact the cafeteria manager, Mrs. Redman, to have the system block those purchases.

Parents Eating Lunch at School

Parents are always welcome to eat lunch with their children. We ask that you call ahead to let us know so that we may add your name to our lunch count. *Parents must pay cash (\$2.50) for lunch. They cannot use the student's debit account to purchase meals.* We prefer that you purchase lunch provided by the cafeteria. We also ask that you **not bring in soft drinks** for your children as they are not allowed by the State and school.