

HENRYVILLE ELEMENTARY SCHOOL

**Student Planner**

**2017-2018**

**HORNET FACTS**

Office Hours 7:15 a.m.-3:30 p.m.

Students MAY NOT arrive prior to 7:30a.m.

School begins at 8:00 a.m.

Students are marked TARDY after 8:05a.m.

Regular dismissal is at 2:45p.m.

**Only those persons on your emergency list may pick up your child.**

When entering the HES building (door #3) at any time, you MUST code in through our electronic security and MUST sign in and obtain a visitor's badge.

Lunch money may be paid in advance (Place in an envelope with child's name and teacher name).

ALL medication **MUST** have a signed WCCS 403 form.

Transportation changes **MUST** be in writing! A note, email or Fax will be accepted. (This is for your child's SAFETY)

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

Henryville Elementary School

215 N. Ferguson

Henryville, IN 47126

Ph. 812.294.4806

Fax: 812-294-4940

Principal: Dr. Glenn Riggs

## **FOREWORD**

This Student-Parent Handbook will answer many of the commonly asked questions that you may have during the school year and provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep it available for frequent reference. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to Dr. Riggs, Principal. Copies of current Board policies and administrative guidelines are available from the building principal and at the Corporation's Central Office.

At HES, we recognize that parents and family members are the most important people in our students' lives. We want to work with you as a team to help your child. We are interested in your comments, suggestions, and questions. Call or send a note to your child's teacher or call the school office at 812-294-4806.

## **MISSION OF HENRYVILLE ELEMENTARY**

To educate students and to prepare them to become positive contributors to society.

## **VALUES AND BELIEFS**

We believe...

- All students can learn.
- Learning can and should be fun and hands-on.
- Students will benefit from cooperative learning, thematic instruction, leveled reading and integrated instruction across the curriculum.
- Student achievement can increase through the use of authentic and self-assessment when it is used to drive instruction.
- Students should be exposed to varied technologies.
- Students need to gain an understanding of and appreciation for diverse cultures and gain a cultural competency.
- Students are entitled to a safe, respectful environment.
- Effective instruction addresses differences in student learning styles.
- Instruction should be challenging for all students, with quality work as the outcome.
- Professional development should focus on student learning and be a process of continuous growth.
- A love of teaching and concern for children is the primary part of the school climate.

*When we look  
At our  
Students  
We see  
Unlimited  
Possibilities.*

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

The rules and procedures of our school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students and parents will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, email, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish communication channels with their child's teacher and support staff. Please inform the staff of suggestions or concerns that may help your child better accomplish his/her educational goals.

## ARRIVAL PROCEDURES

Students are not to arrive before 7:30 am. The school day begins at 8:00 am.

**Arriving by Car**– Your child should be dropped off at Entrance 15, near the elementary gymnasium. **No car drop offs in the front of the school.** Someone from the school will be there to meet your student and assist them in getting out of the car if needed. *Please do not park and walk them into the school.* We want to keep everyone safe. Upon entering Door 15, car riders will either travel to breakfast or into the gym to await dismissal.

**Arriving by Bus**– Students will enter through Door A where they will be greeted by a staff person and either travel to breakfast or into the gym to await dismissal to the classroom.

**Late Students**- Any student arriving after 8:00 am will be considered tardy and not eligible for Perfect Attendance recognition. Any students arriving after 8:05 am must sign in at the office. All doors will be locked at 8:05 am each day.

## DISSMISSAL PROCEDURES

**Dismissal by Car**– Students will be dismissed at 2:40 pm. Families picking their child up from school will form a line beginning at Door C stretching through the parking lot and continuing on the access road that leads to the tennis courts and community center. All car riders will be assigned a number and given a tag to hang in their rearview mirror for safety reasons and easy identification of who you'll be picking up. The line may appear long, but it moves very quickly because staff are on hand to assist students into their cars. Please do not park and come into the building to pick up your students.

**Dismissal by Bus**- Buses will begin loading from HES at 2:45 pm. Students will be escorted to the bus by HES staff.

**Students Signing out Early**- Any student signed out by a parent prior to 2:30 pm will be designated a tardy (early dismissal) and will not be eligible for Perfect Attendance recognition.

**Changing Dismissal**- Keeping each student safe is critical. Students may only be picked up during school or after school by parents or adults listed in the emergency section of the enrollment record. When a student is to go home in a different way or to a different place, the parent **MUST** send a note or email to the child's teacher and/or the front office. **If you need to make a change in the middle of the day please call the office before 2:00 pm to do so.**

## ATTENDANCE

Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a serious problem. Chronic attendance problems always hurt a student's educational process. Please try and refrain from scheduling non-essential appointments during school hours to reduce absences from school.

Parents are required to contact the school with a note, email, fax, or phone call that gives the reason for the student's absence. If prior contact is not possible, parents should provide a written excuse within 6 days of the absence. If parental contact is not made the absence is recorded as "unexcused". If the absences of a student is excessive, the school staff will work with the parents to improve their child's attendance.

### **Excused absences per WCCS attendance policy:**

- |                                       |  |
|---------------------------------------|--|
| -Student illness with doctor's excuse | -Student illness with parent note                          |
| -Dental/Medical with doctor's note    | -Death in immediate family                                 |
| -Court or legal appointment           | -Religious observance (principal OK's)                     |
| -Educational reason (principal OK's)  | -Sent home by school personnel for medical or other reason |

A student with more than 20 absences will not be promoted to the next grade level unless a waiver is granted. Parents should read the West Clark Policy for further information on absences and for appeal procedures to the "twenty day retention" regulation.

## **CAFETERIA– BREAKFAST/LUNCH**

Breakfast and lunch is served at HES. The cost of an **elementary breakfast is \$1.65 per day and an elementary lunch is \$2.65 per day**. Students cannot purchase more than one extra milk. **Financial assistance is available for those who may qualify**. Please help your students know whether or not they should be eating breakfast at school. All prices are subject to change based on WCCS School Board approval.

Money can be sent directly to school. **All lunch money sent to school should be sent in an envelope with the student's first and last name and teacher's name on the outside**. For your convenience, online payment is available through the West Clark website. Payment can be made instantly by credit card. It is the parent's responsibility to make sure that all lunch balances are kept current.

Students may bring their own lunch from home. Students may not have sodas in their lunches. They are always welcome to purchase a milk or drink water provided in the cafeteria.

Family members are invited to join their child for lunch provided they are on the approved contact. **No fast food can be brought into the cafeteria**. Family members may purchase a lunch from the school cafeteria (reservations appreciated) or a "brown bag" lunch can be brought from home.

## **DISCIPLINE:**

Students who choose to not follow the rules will receive the consequence of loss of privileges or fun from the teacher or office staff. In the office students may also fill out a "Think Sheet" to promote re-teaching appropriate behavior choices.

The same behavior rules are used in all of our classrooms and on the school bus. HES teachers use specific directions and procedures during the various learning activities in the classrooms. Our teachers focus on recognition of positive behavior choices.

### **School wide Rules and Expectations**

1. No talking in the hallways.
2. Keep your hands, feet and objects to yourself.
3. Be respectful of others and school property.
4. Use appropriate language at all times.
5. Listen and follow directions.

## **BULLYING– INDIANA CODE (2013)**

Indiana Code defines "bullying" as:

- (a) Overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - (2) has a substantially detrimental effect on the targeted student's physical or mental health;
  - (3) has the effect of substantially interfering with the targeted student's academic performance; or
  - (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

We strive to make sure our students understand what bullying is and how it can be harmful to others. A student who is being bullied should tell his/her classroom teacher. The classroom teacher and HES office staff will begin an investigation .

## **DRESS CODE**

West Clark Community School Board policy addresses student dress at school. Please read the entire policy. A summary of the policy:

“Students should be dressed appropriately while attending school and school functions. Dress should be appropriate for the age group involved and should not exert a disruptive influence on the educational program. Overtly extreme dress is not permitted.”

If manner of dress, grooming, or appearance disrupts the normal educational process, necessary steps will be taken to correct the situation, including a call to parents to bring an appropriate change of clothes.

- Pants must be worn at the waist. Shorts and skirts should be worn slightly above the knee.
- Shirts and tops *must have a sleeves the width of 3 adult fingers*. No spaghetti straps. No exposed stomach, back, or midriff is allowed.
- Shoes must be worn and secured to the feet; no flip-flops allowed.
- No pajamas or leisure wear, unless for a school-related activity.
- No clothes with objectionable wording or pictures; or advertises alcohol, drugs, or anything else inappropriate for students.
- No clothing that is dirty, torn or ragged, too baggy, or too tight.
- No visible body piercings (other than earlobes) are allowed.
- Students are not to wear hats or head bandanas during the school day, unless for a school-related activity.

Note: The school administrator reserves the right to interpret the meaning of “extreme “ or “inappropriate” in the area of student dress and appearance.

## **EQUAL EMPLOYMENT OPPORTUNITY (NONDISCRIMINATION)**

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation’s employment opportunities, 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.

### **Compliance Officer**

The following person is designated as the Corporation’s Compliance Officer and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination:

Associate Superintendent  
West Clark Community Schools  
601 Renz Avenue  
Sellersburg, Indiana 47172  
812-246-3375

**Education is the most powerful weapon which you can use to change the world.**

- Nelson Mandela

## **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file in the school office the following information:

1. Parents' or guardians' names
2. Complete and current residential address
3. Home, work, and cell numbers of parents or guardians
4. Emergency phone number of friend(s) or relative(s)
5. Medical or health information
6. Email address

**Please contact the office to communicate any changes in the above information at 812-294-4806.** It is critical to be able to contact parents at any time. New information can be faxed to the office at 812-294-4940. You can also update all demographic information using the Infinite Campus Parent Portal Access.

**ALL STUDENTS SHOULD HAVE 3 DIFFERENT NUMBERS ON THEIR ENROLLMENT CARD THAT WE CAN CALL IN CASE OF ILLNESS OR EMERGENCY.**

## **FIELD TRIPS**

Classroom teachers, throughout the school year, schedule field trips to nearby points of interest. These trips are designed to support and supplement the classroom curricular programs. Parents will receive notice of all field trips in advance and will be asked to sign a permission slip. Sometimes a fee will be charged for such field trips and students may be asked to bring a lunch. In some cases, parents may be able to chaperone their child on a field trip. In order to do so a criminal history check must be on file at the school. Please contact the office to get a form.

## **FLOWERS / BALLOONS DELIVERED TO SCHOOL/SPECIAL OCCASIONS**

Due to problems incurred on our school buses; balloons, glass containers, and/or flower deliveries will not be accepted at school. Birthdays may be celebrated with pre-packaged food items ONLY. Classrooms will have Fall Party, Winter Celebration, and a Valentine Party. Please see the PTO calendar for dates. Room parents will coordinate and/or offer assistance to teachers for the Fall Party and Valentine Party. Please check with teachers to see what their requests for these events may be before planning.

## **GRADING SYSTEM - ELEMENTARY SCHOOL**

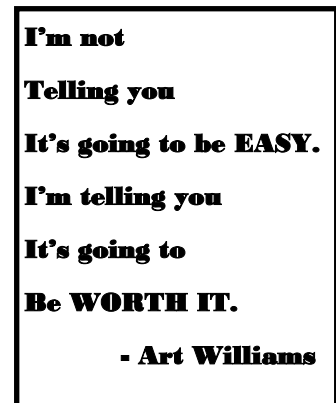
In grading, teachers use the letter grades A, B, C, D, and F to describe achievement in terms of normal expectation for the grade level concerned. These grades are **not** equivalents of percentage scale, but represent a five-point scale against which the performance of pupils is evaluated. The following is the interpretation of the grading system for grades one through six.

- A** - Indicates that the pupil consistently does excellent work with skills and thoroughness; shows initiative; applies knowledge gained to new situations; and in keeping with his/her level of maturity, accepts responsibility for learning.
- B** - Indicates that the pupil's work is above average and frequently approaches excellence.
- C** - Means that the pupil does average work and is making satisfactory progress with constant direction and stimulation by the teacher.
- D** - Indicates that the pupil's performance consistently falls below the average level.
- F** - Indicates that the pupil's achievement is below reasonable expectation for his/her grade.

### **Grades in Music, Art, Physical Education, Media :**

E / + = Excellent S = Satisfactory I = Improving N = Needs Improvement U = Unsatisfactory

An asterisk (\*) on a report card means that the curriculum in that subject has been adapted to meet the needs of the child and may not be at that grade level.



## **HOMEWORK**

The school corporation supports the practice of assigning reasonable homework as a necessary part of the learning process and as a legitimate demand on the non-class time of the student. Assigning homework is the responsibility of the teacher based on individual differences and needs of the students. The school does not require nor expect all students to experience the same kind of homework in connection with classroom instruction. Purposeful homework most likely will vary from day to day with each pupil depending on his/her needs. Homework should be reserved primarily for either the reinforcement of those skills that have already been introduced to the student or projects which are extensions of classroom work and should reflect individual pupil needs.

**Make up work-** Students who have been absent will be required to make up any missed learning experiences while absent. If you wish to pick up the child's work, please call in the morning to inform your child's teacher. Homework will be sent to the office by 3:00 pm for you to pick up. Please do not go to the classroom. *The student will have one more day than the number of days absent to make up any school work.*

## **ILLNESS/INJURY**

In case of illness or injury, the school nurse or a member of the school staff will care for your child temporarily. School personnel will render first aid treatment only. If additional medical treatment is necessary, the parents will be contacted. If parents cannot be reached, emergency contacts, listed in the student's enrollment record, will be called. *If no one listed in the record can be reached, the child will be taken to the emergency room at Clark Memorial Hospital.*

**\*\*Remember, an emergency telephone number where parents can be reached must be on file.**

## **INTERNET USE/ACCESS**

Any student utilizing internet services in the WCCS schools must have a Telecommunications Network Usage Agreement form signed by the parent/student and on file in the school office. Students who fail to comply with this policy will have their internet privileges revoked. See WCCS Board Policy for the guidelines for acceptable use of the Internet.

## **LOST AND FOUND**

All clothing found will be placed on tables near the cafeteria. Students may check that area for lost items of clothing. Items other than clothes may be turned into the front office. Students may claim lost article upon proper identification of the item.

## **MEDICATIONS AND NURSE**

The school nurse's office is located in the clinic at the principal's office and is staffed by our school nurse. She is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health training and vision screening. All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the nurse will follow the school's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home.

The following are **GENERAL** guidelines to follow to determine if you should keep your student home from school.

- Has a temperature of 100.0 degrees or above with any other symptoms.
- Has a fever the evening before school. He/She should be fever free for 24 hours without the aid of any fever reducing medications (ie: Tylenol/Ibuprofen) before returning to school.
- Is vomiting. He/She should be episode free for 24 hours before returning to school.
- Has diarrhea during the night. He/She should remain at home until symptom free.
- Has strep throat (Positive throat culture from the doctor). He/She should be on an antibiotic for 24 hours AND without fever before returning to school.

## MEDICATION AND NURSE CONTINUED

PRESCRIPTION and NON– PRESCRIPTION MEDICINE- If your child must bring medication to school:

- **Must be in the original container.**
- Must be clearly identified as to the name and type of medicine.
- The original container must have a prescription label with child's name, drug name, dosage instructions, doctor's name, and prescription date.
- The prescription must be current.
- A **school form**, which lists the dosage times and instructions, as well as permission for the school staff to give medicine to the child, dated and signed by parent, must accompany the medicine.
- Refrigeration is available.
- School personnel will give medicine in the health clinic.
- Student should not bring medication to school in his or her backpack. ***Parent should bring it to the office.***
- ***UNUSED MEDICATIONS must be picked up by parents, they will not be sent home with students. Any medications not picked up by the last day will be disposed.***

## IMMUNIZATION REQUIREMENTS

West Clark Community School Board Policy 404A addresses Immunization Requirements.

## PARENT VOLUNTEER

To help ensure safety for all our students, anyone who wishes to volunteer to work with our students, chaperone/supervise our students, or be with our students during the school day, must have a criminal background check on file. The school administrator reserves the right to ask for more personal information in the case that the background check is not approved before allowing someone to volunteer in the building. HES considers parents and other family volunteers a very special and important resource. Parents and families are encouraged to help in classrooms, with administrative tasks in the teacher work-rooms, in the cafeteria, with programs, and extra-curricular activities. Please contact your child's teacher or the office if you have time or skills that you can donate to make our school a better place for our students to grow and learn.

## PARENT TEACHER– PTO

Our Parent-Teacher Organization (PTO) sponsors many valuable services for students. **The PTO needs your help!** The school office can put you in touch with the PTO officers and Committee Chairs. Parents can like our PTO Facebook page at Henryville Elementary PTO.

## PHONES

We understand cell phones/electronic devices have become a necessity for students to communicate with parents. We ask that all cell phones/electronic devices be silenced or turned off and stored in the student's backpack in their assigned locker during the school day. Any devices that are heard or seen will be confiscated by the teacher and turned into the office. If a student's cell phone is taken it will be turned in to the office. The first occurrence the student will be given a warning and the cell phone can be picked up by student at the end of the school day. The second infraction a parent will be contacted and the phone must be picked up by a parent. Field trips are an extension of school and unless prior approval cell phones will not be permitted on field trips.

## PHYSICAL EDUCATION

For your child's safety, students are required to have a pair of rubber-soled (gym) shoes for gym activities. If for some reason your child cannot participate in some P.E. activities, please contact the school office so the school will understand your child's limitations. An excuse from your physician may be required.



## **PLAYGROUND SUPERVISION**

Weather permitting; students will have recess each day. Decisions about going outside for recess during extreme cold or hot weather will depend upon the wind chill factor or heat index. **Always dress your child for outdoor recess.** Students without a proper coat on cold days will not be able to participate. *It is a good idea to put your child's name in all clothing garments that they bring to school.*

## **PROMOTION AND RETENTION**

Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are:

- Indifference or lack of effort on the part of a capable student
- Lack of academic growth
- Physical or social immaturity
- Frequent or long absences
- Family circumstances that may change or improve in the next year

Retention is usually considered as a more positive alternative during kindergarten through grade two. According to the West Clark Attendance Policy, students with a total of 20 or more days of absences may be retained. Steps to appeal the retention are listed in the policy. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision. **Final decision on retention rests with the principal.**

## **SCHOOL ACTIVITIES/EXPECTATIONS**

Our school offers activities for students that include: Basketball, Volleyball, Cross Country, Track, Math Bowl, Spell Bowl, Student Council, Cheerleading, Safety Patrol and other programs that give students the opportunity to grow and succeed. In order to participate in extra curricular activities a student must maintain at least a "C" average in conduct and an overall academic grade average of 2.75 GPA in Reading, Language, Spelling, Social Studies, Mathematics, and Science/Health and not be failing any subject. This average will be assessed at the next grading opportunity either mid-term or the next report card.

**Pupil Responsibility:** Any pupil may be excluded from any activity at the discretion of the principal/teacher/coach in charge. Eligibility for pupil activities will be based on the scholastic and conduct records of the pupil. Pupils are also under school supervision at all school-sponsored functions such as athletic contests, class parties, etc. If a student is absent from school they may NOT participate in extracurricular or after school events.

**Parent Responsibility:** Parents shall provide transportation to and from all extracurricular activities for which they consent for their child to attend. Parents should be punctual in arrival and pick up after an event.

## **SCHOOL RECORDS**

All pupil records are maintained by the HES staff and administration. These serve as a documented record of your child's educational experience as well as a useful planning tool. Access to this information is controlled by provisions of the Family Education Rights and Privacy Act of 1974. The release of student record information beyond the educational purposes of the school corporation can only be done with the written permission of the parent or legal guardian. The law permits the following exceptions which are accepted practices in the school system:

- A. The school will forward educational records on request to a school in which a student seeks or intends to enroll.
- B. The school may make available to outside agencies student directory information including name, address, telephone number, date, and place of birth, height and weight, and dates of school attendance.

Any change of guardianship, address, or telephone number should be reported to the classroom teacher and the office immediately. It is most important that this information be kept current. Parents changing jobs during the school year need to update us as to their new place of employment as well as new telephone numbers.

## **SCHOOL WEBSITE**

Our school website is accessible from [www.wclark.k12.in.us](http://www.wclark.k12.in.us). On the district page, click on schools and then choose Henryville Elementary. Our school website has the school lunch menus, office announcements, teacher pages, student activities, PTO information, school forms, parent-student handbook pages, delays, and closings. Visit our website often!

## **SELLING OR TRADING ITEMS**

Students, adults, and other groups are not allowed to sell or trade items at school without being granted permission by the Principal.

## **TOYS AT SCHOOL/GUM**

Students are not to bring toys, electronic games, personal music equipment or unusual items to school unless they are intended for a specific purpose in the classroom. Gum or candy should not be brought to school unless prior approval by the teacher. The school is not responsible for broken or stolen personal items.

## **VISITORS AT SCHOOL**

All visitors must enter via Door A. All visitors are required to report to the office upon entering the building to receive a school pass. Parents are invited and encouraged to visit school.

## **TEXTBOOKS /LIBRARY BOOKS/ SCHOOL PROPERTY**

All basic texts are rented to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. **PLEASE** be sure your name, grade and school are written in the book in case it is misplaced. Parents will be charged for abuse, misuse, or lost books and/or materials. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or to replace the item and other penalties may be applied. We encourage use of the library at every opportunity. Certain rules must be made to provide maximum use by all the students.

Library- Please review these rules with your child.

Return all books promptly.

Overdue notices are sent out and fines will be assessed.

Do not cut articles or order forms from books or magazines.

Appropriate behavior is expected at all times.

Permission from your teacher and the Media Specialist / Librarian is necessary if you wish to use the library during school hours.

## **WEATHER RELATED DELAYS, CLOSINGS, AND EARLY DISMISSALS**

Please monitor your local news media for any delays or closings related to weather. Our school district is WEST CLARK COMMUNITY SCHOOLS. Delays and closings will also be updated on WCCS Facebook page, Twitter, and the West Clark website.

\*In case of a two-hour delay, school doors will open at 9:30 am and school will begin at 10:00 am.

West Clark School Board Policies are found electronically on our HES website and at:

[www.wclark.k12.in.us](http://www.wclark.k12.in.us)