

CANNELTON ELEMENTARY SCHOOL

2017 -- 2018

HANDBOOK

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Cannelton City Schools Mission Statement

We believe that everyone has the right to be treated with dignity and respect and that everyone can learn at different rates and in different ways. Thus, programs will be adjusted so that all have a chance to succeed and feel good about their accomplishments. It is the responsibility of all to hold education in high priority to ensure that there exists an atmosphere where success may occur.

We believe that learning occurs best when communication is open and when the environment is non-threatening, conducive to creativity, exciting and mutually supportive.

Cannelton Elementary School Mission Statement

We believe it is our responsibility to see that all children have the opportunity to learn in a manner which best suits their needs and abilities.

We believe learning occurs best when teachers, staff, students, parents and community are involved. It is therefore the responsibility of ALL to ensure that there exists a positive, cooperative and respectful atmosphere where success for students and staff may occur. The school, home and community will continuously work together to instill in each student a sense of personal responsibility. We will strive to improve education in our schools by keeping current on educational issues and using updated technology and innovative teaching strategies.

We enable learning by keeping open lines of communication between the school, child and the parent; and by creating opportunities to explore unique worlds of learning. This communication will enable our school to evaluate our progress and adjust to new educational needs and goals.

I. General Information

Accidents and Illness

Minor injuries may be cared for by general first aid at school. If any question exists as to the severity of the injury, it is the policy of the school to contact the parents and arrange for the child to be taken home for care. In case of illness at school, school personnel will examine the pupil. All students must have an emergency card on file with at least three working numbers of people we may contact. If parent and/or emergency contacts are unable to come to school to make a determination of the student's status, school personnel will call the Perry County EMS. Please make sure your child's emergency numbers are up to date at all times.

Ill children are to remain at home until they have been without an elevated temperature, vomiting, and/or diarrhea for at least 24 hours (without the aid of medication). The student should also be feeling much better and able to resume school activities.

It is the parent's responsibility to call the school before 9:00 a.m. on the day in which your child will be absent and send a note or a Doctor's excuse with the child upon his/her return.

Head Lice Policy

Head lice infections in school age children are common. The following guidelines have been implemented to protect the interest of the students. If a live bug is detected, the students will be sent home. It is the parent/guardian responsibility to check and maintain.

A medicated over the counter or prescription shampoo is required. Parents must regularly check over the hair and remove nits with a special comb or by manual removal. This is recommended in the morning and the evening for at least a 21-day period. This is the standard remedy. If the child is found to have an unmanageable amount of nits or live lice the parent or guardian is instructed again on what to do and the child is sent back home. If the child has a number of nits that can be removed and is lice free they are allowed to return

to class.

Parents will be required to keep the school informed with progress on a daily basis in order for the missed school days to be excused. If treatment is not successful, a home visit may be warranted. If a student is out for more than four consecutive days or is not receiving appropriate treatment, this may constitute educational neglect. Family will be referred to the Perry County Attendance Review Panel for unexcused absences.

Homework Policy

Homework may be requested by a parent/ guardian after an absence. All homework requests should be made to the teacher or counselor. It should be requested by 9:00 a.m. on the day of the absence to receive work that same day. Requested homework will be available no earlier than 3:00 p.m. of that day in the school office. If a student is absent more than 2 days, or is likely to be absent more because of illness, etc. the parent can request homework for those days. The homework will be gathered throughout the day and will be available to the parent at the end of the school day if requested by 9:00 a.m. If requested past that time, it will be available the following day.

Pre-arranged absence and homework must be made in writing and approved by the Principal.

Homework guidelines are as follows:

- Homework is assigned as a practical application of skills taught by the teacher.
- Examples of guided practice (with teacher feedback) will be available with the assignment.
- Students in grades PK, K, and 1 – Nightly reading no more than 10 minutes
- Students in grades 2 – 5 – No more than 30 minutes nightly
- ***Homework will be assigned a point value rather than a letter grade.*** Feedback will be given to ensure that student achieves mastery on the skill being practiced before moving on to next skill.

There may be, from time to time, long-term projects or assignments that require sequential or systematic planning. Those assigned projects will be given with suspense dates to assist student in completion.

Cannelton Elementary Parent/Teacher Organization

Cannelton Elementary School has a very active organization that meets regularly. This organization contributes greatly to the improvement of the school and the environment for the students. ALL parents are welcomed and encouraged to become active in this organization.

Parent Volunteers

Volunteers are always welcome. Parents and grandparents are an integral part of a child's life. As such, they are encouraged to become involved in the school program. There are a variety of ways parents and grandparents can participate. Volunteers are needed in the library, classrooms and recess. Also, parents with special interests or abilities in an area can contact their child's teacher to volunteer supplemental classroom help. All volunteers and visitors MUST sign in and out at the school office before going to classrooms. Those interested in volunteering time should contact the school office (547-4126).

Textbook Rental Fees

All book rental fees are to be paid in full for the entire year at the beginning of the school year. Parents may apply for textbook assistance. Items lost (textbooks or library books) are the responsibility of the student in whose name the items are issued. If the books cannot be located, or if they are marked in, torn-up, and not cared for properly, the student is responsible for paying to replace these items.

Enrollment/Transfers/Withdrawals

All children are to register at the school office. Registration is accomplished by:

1. Completing an enrollment form for each child. 2. Presenting a birth certificate to verify the age of the child. 3. Furnishing the school with the required health information i.e. immunization records and medications. 4. Paying the fee for textbook rental. 5. Completing and signing an emergency contact card.

Kindergarten and First Grade Enrollment: Students must be five (5) years of age on or before August 1 to attend Cannelton Elementary Kindergarten. Students must be six (6) years of age on or before August 1 to attend First Grade.

If it becomes necessary to transfer or withdrawal from Cannelton Elementary School, please notify the office one week prior to the date of the withdrawal or transfer. There are forms that must be completed.

II. School Day Information

Attendance Policy

Absences are either "Excused," "Unexcused," or Tardy.

Excused absences include:

- a. Personal illness, injury or hospitalization of a student
- b. Death/funeral
- c. Medical and dental appointments
- d. Required religious observance
- e. Exceptions designated in the law
- f. Absences **with prior** arrangements made with administration

Unexcused absences include:

- a. Family trip **without prior** arrangements made with principal
- b. No notification from parent/guardian explaining absence
- c. Absences in excess of five (5) days per semester "without presentation of doctor/dental statements"
- d. Absence due to "personal" reasons
- e. All absences not designated under "Excused Absences."
- f. Any absences due to oversleeping, car trouble, or other personal reasons.

STUDENTS WILL BE EXPECTED TO MAKE UP WORK FOR BOTH EXCUSED AND UNEXCUSED ABSENCES. HOWEVER, IN THE CASE OF AN UNEXCUSED ABSENCE, GRADES FOR ASSIGNMENTS MISSED WILL BE REDUCED BY ONE LETTER GRADE.

Tardies and Half Days

1. Students must be signed in or signed out in the office by a parent/guardian, if arriving at school late or if leaving school early.
2. When absent, parents must inform the school with a phone call the morning of the absence. If the school is not notified this will be counted as an unexcused absence.
3. If the student receives medical attention, a note from the doctor should accompany the student's return to school.
4. It is the student's responsibility to arrange for the completion of missed work.

Perfect Attendance

To qualify for a perfect attendance award the student must not be absent or tardy during the

grading period.

Definition of the School Day

NOTE: William Bennett Early Learning Center & MYERS BUILDING--
NO STUDENTS SHOULD ARRIVE BEFORE 7:50 A.M.

WBELC BUILDING--GRADES PK-K:

7:50 AM STUDENT ARRIVAL TIME (ONLY IF EATING BREAKFAST)
8:10 AM STUDENT ARRIVAL TIME (IF NOT EATING BREAKFAST)
8:20 AM TARDY BELL
3:00 PM DISMISSAL

MYERS BUILDING -- GRADES 1-2-3-4-5-

7:50 AM STUDENT ARRIVAL TIME (ONLY IF EATING BREAKFAST)
8:10 AM STUDENT ARRIVAL TIME (IF NOT EATING BREAKFAST)
8:00 AM BREAKFAST
8:20 AM Classroom BELL
8:25 AM TARDY BELL
3:00 PM DISMISSAL

PARENTS/GUARDIAN NOTE: For the safety of our children, please follow these instructions in bringing and picking up your children:

Myers - PLEASE USE 6TH STREET ENTRANCE AT ALL TIMES for Car Riders. Walkers and Bikers will be dismissed on Taylor Street.

WBELC Building –PLEASE USE THE PARKING LOT ENTRANCE FOR DROP OFF and Pick-up. Walkers/Bikers use Washington Street Gate entrance.

PARENT/GUARDIAN: Please be aware that in case of severe weather--

1. If we have a 1-hour delay, breakfast will be served.
2. We will NEVER have a 2-hour delay.

Traffic Routes

Please follow the designed procedures to ensure our children's safety.

Morning and Afternoon Drop-offs:

MYERS: All students will be dropped off at the 6th Street gated area. Cannelton Police Department will be stopping vehicles that drop students off on Taylor Street. We are requiring that you use this drop off area and drop your child (ren) off with the passenger side next to the gate. (In other words, do not use Taylor Street to turn onto 6th). This is unsafe for your child, as he/she will be crossing traffic. We will be strictly enforcing this procedure.

School Closings/ Emergency Information

If Cannelton City Schools are closed due to severe weather, or other emergency, we will send out a message via phone. It will be announced on WTCJ 123.0 AM, WKCM 105.7 FM, WLME 102.9 FM, or WBKR 92.5 FM radio stations. Some area T.V. stations will also carry this information.

We ask parents not to call the school or drive to the school so as not to interfere with emergency procedures.

In case of early dismissal due to extreme heat, snow, or ice, please tell your child what to do if school is closed early.

III. Student Policies

Behavior and Discipline

The school personnel at Cannelton Elementary School work to maintain an orderly and effective educational environment. Classroom rules are posted and discussed with students. Students choosing to violate rules may receive disciplinary action, which includes, but is not limited to, the following:

TEACHER ACTIONS:

1. Counseling with students
2. Loss of recess privileges
3. Conference with parents
4. Service or restitution
5. Isolation seating (time-out)
6. Detention- (lunch, recess, or after school)

AFTER THESE STEPS HAVE BEEN TAKEN, A STUDENT WHO CONTINUES TO BE A PROBLEM WILL RECEIVE AN OFFICE REFERRAL.

PRINCIPAL ACTIONS:

8. In school suspension
9. Out-of-school suspension
10. Recommendation for expulsion
11. *Recommendation to counseling agency/therapy

OFFICE REFERRALS: When students are referred to the office, the following disciplinary measures will be used:

*Contractual agreements, detention, in-school partial day detention, full day detention, parent notifications

SEVERE OFFENSES...Any student who commits a severe offense will receive an immediate office referral. Severe offenses include, but are not limited to the following:

- **Fighting
- **Possession of dangerous objects
- **Foul language
- **Gross disrespect
- **Possession of tobacco, drugs, or alcohol
- **Threats to other students or staff and/or danger to themselves

As the situation warrants, students referred to the office for severe offenses may be suspended.

NOTE: According to the Cannelton Elementary School Extra Curricular Policy, "Behaviors resulting in office referrals which occur within five school days prior to an extra curricular event, will be cause for ineligibility to participate in and/or attend any extra curricular activities that are not educational."

School Rules

1. Walk quietly to and from areas.
2. When using the stairs, walk quietly on the right side holding on to the handrails.
3. Keep your hands and feet to yourself.
4. Treat others as you would want to be treated.
5. Listen to and follow the directions of all school staff members.
6. Be polite and mannerly to all who enter our building.

Toys, trading cards, balls, electronic devices, etc. shouldn't be brought from home. The classroom teacher may designate special days for items to be brought in from home, i.e., field trips, etc.

THIS ALSO APPLIES TO BUS RIDERS.

Dress Code

Cannelton students are expected to be clean and appropriately dressed for school and all school activities. Proper dress is a positive reflection on the individual, the school and the community. Current fashion trends are important, but if these trends create **disruption to the learning process**, the school must become involved. Students should observe standards which emphasize neatness and appropriateness.

For example: T-shirts or other wearing apparel that displays inappropriate slogans, ethnic slurs, racial slurs, satanic worship shirts, and clothing with other innuendoes will not be worn in school. Also, any apparel that advertises tobacco and /or alcohol companies will not be permitted in school. All wearing apparel should be kept clean, worn in good taste, and should not be disruptive or offensive to others. Teachers will be observant of student dress while on hall duty in the mornings and during their teaching time. They will make timely referrals to the proper authority.

Guidelines for Personal Expression:

Skirts, pant dresses, pantsuits, jeans and walking shorts (NO SHORTER THAN FINGER TIP LENGTH) are allowed. No clothing with distracting or (see-through) holes or frays will be allowed. Running shorts, short shorts, and miniskirts are not allowed. Mesh shirts, midriff shirts that expose the lower torso area, halter-tops and spaghetti straps are not allowed. Regular and sleeveless T-shirts are acceptable if worn in good taste without offensive lettering or messages, obscene language, illegal drugs including tobacco and alcohol advertising or other configurations. T-shirt's messages may not disrupt the educational process. Tank tops are not allowed. No sleeping attire is allowed. Hair should be kept well groomed and clean. Any hairstyles, including those of an extreme nature or inappropriate color that **disrupt the educational process**, will not be permitted. The excessive display of jewelry will not be permitted. Piercing rings or studs are permitted in the ears only. Tattoos must be hidden. Hats, gloves, and sunglasses will not be worn in the building at any time. If a student wears a hat to school, he/she shall remove it upon entering the building and place it in his/her locker or desk. No retractable roller blades should be worn to school. All shoes should allow for safe play on the playground and in PE class. High heels and flip flops are not appropriate. When the weather is appropriate for sandals-they must have a back strap. Children must wear coat/jacket during the winter months. Parents should monitor the weather for appropriate clothing during the school year. It will be at the parents discretion on appropriate clothing for daily weather.

Administrative Rights

In addition to the proceeding guidelines, the administration reserves the right to address other disruptive situations and disallow any items in these categories as needed. The administrator in charge will determine what is appropriate and what is inappropriate.

Lost and Found

The lost and found box is located in the office in either building. Students should have all of their items well marked for identification.

Use of Medications—

The School Board shall not be responsible for the diagnosis and treatment of student's 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, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For the purpose of this policy, "medication" shall include all medication 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.

Before any medication or treatment may be administered by school personnel to any student during school hours, the Board shall require the written prescription from the child's physician for all prescription drugs accompanied by the written authorization of the parent. In the case of nonprescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the office of the school nurse. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct.

Only medication in its original container and, if a prescription, labeled with the date, the student's name, and exact dosage will be administered.

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 a physician prescribes both the medication and the procedure 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 school office and administered in accord with this policy.

However, if authorization for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 – Self-Administered Medication, then the student may retain possession of the self-administered medications.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-5 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

NO NARCOTICS OF ANY KIND WILL BE ADMINISTERED BY SCHOOL PERSONNEL. A parent/guardian must come to school to administer these types of medications.

Any and all medications need to be picked up by a parent/guardian on the last day of school or the medication(s) will be discarded.

Self-Administered Medication

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement shall be filed annually and include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is

prescribed.

- B. The Student has been given instruction as to how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act of omission amounting to gross negligence or willful and wanton misconduct.

IV. Academics

Grades

Report cards will be given every nine weeks. Mid-term reports will be given approximately half way through each grading period. If you are concerned with something when you see these reports, do not hesitate to set up a conference with the teacher.

Grading Scale

Preschool – Creative Curriculum Checklists are done in the fall, winter, and spring. Conferences are held to discuss these in the fall and spring.

Kindergarten – Checklists are used according to Indiana State Standards.

First /Second Grade:

Satisfactory= Consistently (tries most of the time)

Learning= Sometimes (tries with encouragement)

Needs Improvement= Rarely (Puts forth little effort)

Third through Fifth Grades:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

S – Satisfactory

U-Unsatisfactory

P- Passing without defining a grade (Accommodations provided)

Extra Curricular Policy

High standards are expected of all students at Cannelton Elementary School. Cannelton Elementary Students are representing our school and will be expected to maintain the following standards of conduct, academics, and attendance.

Conduct: To maintain eligibility to participate in any extra curricular events, a student **must maintain a C- or above in conduct** from his/her classroom teacher/teachers or from any special class teachers. Behavior resulting in office referrals, but not yet reflected on the child's report card, which occur **within five (5) days prior** to extra curricular events, will be cause for ineligibility to participate in extra curricular activities.

If after four (4.5) weeks the student has met criteria for eligibility, he/she may resume participation in extra curricular events until the next report card on a probationary basis. It is up to the classroom teacher to notify the office of this improvement.

Academics: Any student who has an **academic grade of two (2) F's or two (2) unsatisfactory marks ("U" or "minus")** on his/her report card will be ineligible to

participate in any extra curricular activities (*unless otherwise determined by the child's teacher*) until the following report card is issued and academic standards are maintained.

If after four and a half (4.5) weeks the student has met criteria for academic eligibility in failing subjects, and is not failing in more than two (2) other areas, he/she may resume participation in extra curricular events until the next report card on a probationary basis. It is up to the classroom teacher to notify the office of this improvement.

Attendance: A student absent from school for one half (½) day or longer, will not be allowed to participate in, or attend any extra curricular activities that occur on that same calendar date, **unless a written statement from the doctor** is provided declaring that the child received medical treatment on that date. The school may waive the attendance policy if the student was in attendance and sent home from school by school personnel.

Extra curricular events will include (but are not limited to) the following:

All athletic events (including cheerleading)

All academic competitions

Field trips

Pep sessions

School dances, skating parties. Etc.

Cannelton Elementary Fall Festival

Note: Parents will be advised of child's ineligibility either by phone or by mail. A note containing a list of ineligible students will be sent to all coaches/sponsors as well.

Honor Rolls

Attendance: A student must have perfect attendance - no ½ days absent and no tardies.

Citizenship: A student cannot have any grade below an A- in Citizenship from any teacher.

Scholastic: Distinguished: A student must have all A's or A-'s in Grades 3-6 or all +'s and Handwriting does count in Grades 1 and 2. **Regular:** A student must have all A's and B's with at least three (3) A's or all +'s with one checkmark. **Honorable Mention:** No C's nothing below a B- or all +'s and two checkmarks.

V. Food Services

It is preferred that the total weekly cafeteria payment is made on the first day of each week. Charging meals is not permitted. Please either bring your lunch or pay for your meals in advance. Children from households that meet the Federal Income guidelines are eligible for free or reduced price meals for breakfast and lunch. We ask that each family fills out an application, signs it, and returns it to the school office during registration time.

Breakfast Program

Breakfast is served daily from 7:50 a.m. through 8:15 a.m. It is available to all children in our school and provides nutritionally balanced meals. Breakfast prices will be sent home on an information flier at registration time.

Lunch Program

Prices for lunches will be sent home on an information flier at registration time.

Students should *not* bring soft drinks to school. Also, *no* glass containers should be used. If your child is going home for lunch, please come by to sign him/her out at the Myers Office and sign student back in upon returning to school after lunch.

If a parent/guardian/relative wants to eat with a student(s), they must call the office ahead of time at 547-4126. Meals must be ordered before 9:00 a.m. the day of and must be paid for in advance. All guests must check in at the office.

VI. Special Programs and Services

Child Protection

By state law, school personnel are required to report any suspected cases of child abuse or neglect.

Special Needs

State guidelines determine eligibility for students once the Dubois-Spencer-Perry Exceptional Children's Co-op tests them. Parents who think their pre-school aged child may qualify for special services should contact the Dubois-Perry-Spencer Exceptional Children's Co-op at (812) 482-6661. Pre-school services are available.

School-aged students are referred to the Intervention Team. This team consists of a group of teachers who recommend a variety of accommodations for a student who is not meeting with success. The child's progress is then monitored over a period of time. If progress is not satisfactory, then further recommendations are made. An evaluation may be done at this time with parental consent.

Title I

Title I is a federally funded program, which provides assistance to the students most in need. The purpose of the program is to help the children read at grade level and to function successfully in the regular program.

This program also supports assisting parents in order to help them with their child's education. Reading materials, manipulative, and games are available for checkout. There is a Parent Resource Center located in the William Bennett Early Learning Center which contains items for family check-out. Title I Parent Meetings will be held throughout the year.