

Hope Elementary STUDENT HANDBOOK 2022-2023

Mission of Hope Elementary:

Hope Elementary will work cooperatively between school, home, and community to create and maintain a positive and safe environment where all have the opportunity to learn and teach.

9575 North State Road 9
Hope, IN 47246
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FAX: (812) 546-0603
<http://www.flatrock.k12.in.us>

QUICK GUIDE / GREETING

HELP!!! WHAT TO DO IF...

You are absent: Have your parent/guardian call school by 9:00 a.m. If a phone is not available, bring a note the day you return. For more information, see the attendance section of this handbook.

You are tardy to school: Sign in and get a pass from the main office before going to class.

You get ill at school: Get a pass to the nurse's office from a teacher. A parent must be contacted by school staff before you may go home.

You must leave early: Must have note or phone call from parent. For more information, see Parent Responsibilities in the attendance section of this handbook.

You want to know your child's academic progress: Call Hope's office to request a password to access the on-line student management system, to check your student's grades and other pertinent information.

You need to contact a teacher: You can access email addresses on line at www.flatrock.k12.in.us. If email isn't possible, feel free to call the Hope office.

MESSAGE FROM THE ADMINISTRATION

The administration, faculty, and staff welcome you to our school and to the opportunities that await you. It is our hope that you will have an enjoyable and successful year.

The intent of this handbook is to provide communication among students, parents, and the school. It provides information about policies, practices, and procedures for student life at Hope Elementary. Our goal is to make our students feel safe, happy, and confident so that they can reach their utmost potential!

Therefore, we encourage everyone to become involved in the many activities at our school. We also encourage fluid communication between students, parents, and staff so that our students can do their absolute best. We want all of our students to enjoy great success and believe that working collaboratively with students, parents, and community will make that success occur.

Our staff is ready and willing to assist you whenever possible. We hope your educational experiences will be enriching and rewarding. We look forward to working with you during the school year and once again welcome you to Hope Elementary. Let's have a great school year!

ATTENDANCE POLICY

The educational process requires a continuous sequence of instruction. When broken by a period of absences, this instruction can never be fully regained by extra work. The primary purpose of this attendance policy is to develop high standards of dependability and reliability, to promote punctuality, to develop traits of good citizenship, and to enhance academic success. Flat Rock-Hawcreek Schools are in compliance with Indiana Law (I.C.20-33-2-6), which requires regular school attendance. Indiana law requires that records be kept showing students' attendance. All absences are to be recorded in the main office, but the appropriate teacher's records will be considered the official record for each individual's classroom attendance. In an effort to ensure a high standard of attendance students who have more than TEN (10) absences may be placed on an attendance plan upon further review by administration. Any student who fails to comply with his/her attendance plan and exceeds the allowable number of absences may be subject to other actions, recommended for expulsion, and/or prosecuted.

EXCUSED ABSENCES

Absences from school shall be excused for the following reasons according to Indiana Department of Education mandates:

1. Personal illness of the student.
2. Funerals for persons outside the immediate family when requested by a parent or guardian.
3. Administration-approved school-related activities.
4. Administration-approved non-school activities.

Please note that even though an absence may be documented as excused (i.e., with a doctor's excuse), the absence still counts toward the student's allowable days absent.

ABSENCES THAT DO NOT COUNT TOWARD THE STUDENT'S ALLOWABLE DAYS

1. Death in the immediate family (father, mother, brother, sister, grandparents, aunt, uncle, niece, nephew, or cousin).
2. Court appearance with written verification.
3. Working at the polls on Election Day when pre-arranged and with written verification.
4. School bus does not run its route.
5. Serving as a page in the state legislature with written verification.
6. Required duty with the Indiana National Guard or Civil Air Patrol
7. Qualifying instruction at religious organizations with approval from the public school administrator.

8. Absences due to school disciplinary actions.

COMPLETION OF MAKE-UP WORK FOR ABSENCES:

1. It is the student's responsibility to request their make-up work. This request should occur the day of his/her return.

UNEXCUSED ABSENCES

1. Any absence not provided for under "Excused Absences" will be considered unexcused.
2. Days that students spend suspended are considered unexcused; however, these days do not count against the total number of days missed nor against the maximum number of unexcused absences allowed per semester. Requests for homework may be made by parents or students during suspensions, but the requests are not binding on the students' teachers to provide assignments during this time.

PARENT RESPONSIBILITIES

Verbal contact by telephone or in person must be made either by the parent or guardian before 9:00 a.m. on the day of the absence. The phone number of the school is 546-5001. If verbal contact cannot be made, the student must present a signed note from the parent or guardian explaining the reason for the absence. All absences will be treated as unexcused without the foregoing parental documentation being given within TWO school days of the student's return to school.

Medical and social agency appointments should be made on non-school time whenever possible. If an early dismissal for such an appointment is necessary, the school must receive a phone call or written note signed by the parent or guardian requesting the early dismissal and describing the purpose for the early dismissal. The student must obtain proof of the appointment from the medical or social service agency and submit it to the office upon returning to school.

EARLY DISMISSALS

Parents may request early dismissals for students by a written note or phone call. These communications need to detail the reason for the request, the time for dismissal, and be signed/phoned in by the parent or guardian BEFORE THE STUDENT LEAVES THE BUILDING. If the student returns to school that day, he/she must sign in at the office upon return. All students who are ill and wish to go home should report to the front office to be assessed by the nurse. Students SHOULD NOT use cell phones to call or text parents to obtain permission to leave school.

Any dismissal before 2:45 will be counted against a student's attendance record.

ADVANCED ABSENCES

Advanced absences may be excused only when the reason for the absence is covered under the excused section of the policy. All other requests for advanced absences will be considered unexcused. Advanced absences will not be approved as excused if:

1. The student has not turned in a completed advanced absence form.
 2. The form is not approved by the principal's office by 3:00 p.m. prior to the first day of absence.
- Request for advanced absence may be denied by the administrator due to a student's attendance record.

EXTENDED ILLNESS

To qualify for the extended illness policy, a student must meet one or more of the following guidelines:

1. In-patient or outpatient hospital treatment.
2. Infectious illness or disease, which by Indiana State Board of Health regulations requires exclusion from school.
3. Other long-term illness or injury that results in being under a physician's care for three or more consecutive days.

If one of these guidelines is met, the student must present a statement signed by a physician confirming the dates of illness and justifying the request.

PERFECT ATTENDANCE

Perfect attendance is defined as not being absent, late or leaving early from school (except for those reasons that do not apply toward a student's allowable days) in the year. Students who have perfect attendance will receive special recognition each nine weeks and a certificate at the end of the second semester. A student with perfect attendance for seven years will receive a special award at Sixth Grade Graduation.

TARDY POLICY

Students are expected to be in school and in class at the assigned times. A student is tardy when arriving at school after the tardy bell. If a parent/guardian needs to sign a student out early, this will be counted as an early dismissal. Both tardies and early dismissals will be counted against a student's attendance record.

DISCIPLINE POLICIES

The purpose of discipline is to maintain the best possible learning atmosphere. The student's responsibility is to get an education. The superintendent, principal, or any administrative designee of the school corporation shall be authorized to take action in connection with student behavior. Such actions include but are not limited to:

1. Counseling with a student or group of students
2. Conference with a parent or group of parents
3. Confiscation of inappropriate items
4. Isolation within the classroom or cafeteria
5. Revocation of privileges such as recess, special activities, or field trips
6. Restriction of extracurricular activity
7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Removal from bus
11. Expulsion
12. Exclusion

Examples of actions that might result in disciplinary action include, but are not limited to:

1. Disruptive behavior
2. Disrespect
3. Vulgar language
4. Cheating
5. Lying
6. Electronic devices
7. Intimidation
8. Fighting
9. Theft
10. Vandalism
11. Verbal aggression
12. Public affection
13. Dress code
14. Leaving school grounds

POSITIVE BEHAVIOR SUPPORTS

In collaboration with the Indiana Department of Education and in response to HEA 1419 (IC 20-26-5-32), Hope Elementary School has numerous positive behavior supports in place to assist students in learning our behavior expectations. Every morning begins with our students being led in our Hope Jet Pledge:

Just be Respectful

I treat others the way I want to be treated

Encourage Everybody

I can do my best and so can you

True to yourself and others

I will always be honest

Stay safe and focused

I will pay attention and keep my hands and feet to myself

WE ARE THE JETS!!!

Reciting this pledge is a way to begin each day focused on our overall expectations. As the day continues teachers will follow and utilize our school wide PBIS expectations to encourage and teacher student behaviors that will assist in school and life.

Working with Flat-Rock Hawcreek School Corporation, parents, students, and the community Hope Elementary School will continue to develop our model of Positive Behavior Supports, which provides intentional intervention in behaviors and practices that may impede a positive school climate and/or student achievement.

OUT-OF-SCHOOL SUSPENSION AND EXPULSION

Students may be subject to out-of-school suspension and/or expulsion for student misconduct or substantial disobedience or for any reason permitted by state law (I.C.20-33-8).

Such grounds for suspension or expulsion shall apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
2. Off school grounds at, prior to and immediately following a school activity, function, or event.
3. Traveling to or from school or a school activity, function, or event.
4. Using property or equipment provided by the school.

In addition, a student may be expelled for engaging in unlawful activity on or off school grounds, including an unlawful activity during weekends, holidays, other school breaks, and summer vacation when the student may not be attending classes or after school functions, if the unlawful activity may reasonably be considered to be an interference with school purposes or an

educational function or if the student's removal is necessary to protect persons on school property.

Specific offenses for which students may receive an out-of-school suspension or expulsion include, but are not limited to, the following:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrances or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- Setting fire to or substantially damaging any school building or property.
- Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purposes.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any of the other school personnel to conduct the educational function under his supervision.
- Forgery-misrepresentation of staff/faculty/parent names on any pass or other school document constitutes forgery. This is also applicable to medical statements, parental signatures, or other similar documents that require signatures.

Note: This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

2. Causing or attempting to cause substantial damage to school property, stealing, or attempting to steal school property of small value.

3. Intentionally causing or attempting to cause substantial damage to valuable private property, or repeatedly damaging or stealing private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense, merely defending himself/herself and not throwing punches, or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from the student.

6. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.

7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, stimulant drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized for the student by medical prescription from a physician is not a violation of this subdivision.

8. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes an interference with school purpose or an educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an education function.

10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an education function and are validly adopted in accordance with Indiana Law, including, but not limited to:

- Engaging in sexual behavior on school property;
- Disobedience of administrative authority;
- Willful absence or tardiness of students;
- Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
- Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

11. POSSESSION OF A FIREARM

- No student shall possess, handle or transmit any firearm on school property.
- The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any weapon described above.
 - Any firearm muffler or firearm silencer.
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, or rocket having a propellant, explosive, or incendiary charge of more than one-quarter ounce, a mine, or any similar device.
 - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

12. Occupying any school building or school grounds without permission of the school corporation; blocking the entrance or exits of any school building or property; firing, displaying or threatening use of firearms, explosive, or other weapons on school premises at any school or educational function; or continuously and intentionally making noise or action in a manner so as to interfere seriously with any teacher's ability to conduct the educational function under his/her supervision.

13. Failing to comply with the directions of or being insubordinate to any school personnel in addition to teachers.

14. Receiving two suspensions in the same school year and subsequently committing another violation of school rules resulting in a third suspension.

In addition, a student may be disciplined or suspended from school attendance by the principal for a period of up to a maximum of ten (10) school days for the following:

- Violation of rules and standards of behavior adopted by each principal with the school or school function under his jurisdiction, of the

Superintendent and/or of the administrative staff.

- Repeated offenses.
- Refusal to obey school rules and standards of school authorities and/or advocating that others do the same.
- Use of obscene gestures or abusive and/or vulgar, indecent language which creates an imminent danger of, or can reasonably be foreseen as likely to cause, a substantial disruptive or material interference in the carrying out of school purposes.
- Throwing or propelling any object that might harm another person or distract a class or school activity.
- Indecent exposure.
- Being disrespectful to teachers or other school authorities.
- Conduct constituting an interference with school purposes.
- Soliciting funds for any purpose without approval from the principal.
- Mutilating, littering, defacing or destroying school property at any time.

Furthermore, any student who acts in a manner that brings embarrassment or shame to themselves and/or their school, or negatively impacts the reputation of themselves and/or their school, may be subject to disciplinary action from suspension to expulsion. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

DUE PROCESS

Due process protects the rights of individuals so that no arbitrary government action can be levied against an individual. Due process means that students who are accused of school rule violations will be given notice of the charges and will be given the opportunity to refute the charges. In addition they will be given an explanation of the evidence on which any disciplinary action is based. Grounds for suspension or expulsion are:

1. Student misconduct
2. Substantial disobedience

BUS RULES

All school regulations apply while riding buses to and from school. The bus driver may make additional rules

for behavior. The moment a student steps on a bus, that student is in the custody of the Flat Rock-Hawcreek School Corporation and under direct supervision of the driver. Riding the school bus is a privilege for the student, not a responsibility of the corporation.

RULES AND REGULATIONS FOR BUS RIDERS

1. The bus driver may assign seats
2. Remain in assigned seat; no moving to another seat
3. Use seatbelt (on buses so equipped)
4. Be courteous
5. Do not eat or drink on the bus; keep the bus clean
6. Violence is prohibited
7. Do not smoke
8. Do not put any part of your body out of a window
9. Do not throw anything in the bus or out of a window
10. Do not use profanity
11. Do not destroy property
12. Students shall conform to the same standards of conduct that are expected of them at school
13. Students are to obey the driver the same as other school staff and be respectful of other students.
14. For your own safety, do not distract the driver through misbehavior.

If a violation of the above rules occurs, the driver will fill out a conduct report and return it to the building principal. The report will state the date of the offense, student name, offense committed and the driver's signature and route number. The following disciplinary actions may be taken by the school administration, depending on the nature of the report.

1. The school official will meet with the student and discuss the incident.
2. Documented warning in regards to the incident
3. The school official will inform the parent of the offense and discuss possible disciplinary measures to correct the situation.
4. Suspension of bus privileges

5. Any actions outlined in the discipline section of the student handbook.

Drivers may refuse to transport a student only if an immediate report of the circumstances is made to the school principal on the next trip to school. No students shall be put off the bus except at the school or at his/her home. The driver may not put a student off the bus unless authorized by the building principal or school official.

Student Transportation Change Procedures and Request for Transportation Change Forms are available under transportation on the district's website.

DRESS CODE

We expect our children to observe some general rules for proper school attire. Parent cooperation not only will help our children feel suitable for school business, but will also enhance the learning environment for our students.

1. Pants are to be worn around the waist.
2. Clothing should be clean and fit reasonably well (include shoes, hats, gloves, etc.)
3. Halter tops, half-top, spaghetti straps, short shorts, deep-slitted shorts, bike shorts, bike pants, and other such clothing are not appropriate for school.
4. Good judgment regarding dress should be exercised.

PUBLIC DISPLAY OF AFFECTION

Kissing, hugging, or any other physical contact is inappropriate in the educational environment. Inappropriate displays of affection may result in disciplinary action.

SEXUAL OR PEER HARASSMENT

It is school policy to maintain an educational environment free from bullying and/or harassment. As defined in I.C. 20-33-8-0.2, bullying involves overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed, by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Examples of such advances include innuendos, suggestive comments or jokes, initiation rites (hazing), insults, threats, placement of suggestive objects or pictures in school environment, insulting sounds or gestures, inappropriately touching another individual, or posting/sending a threatening, intimidating, or derogatory message on social networking sites, e-mail,

or text messages. Hope Elementary prohibits bullying and harassment and works to promote positive interpersonal relationships through curricula taught in class. Any student, parent, or other individual, including any bystander to such behavior, should immediately report such advances to the school administration or staff.

Any report of bullying or harassment will be investigated by the school. Should the report confirm that harassment has taken place; the school will take appropriate action, including opportunities for education, notification of the parents of all involved parties, and appropriate interventions and recovery efforts. Disciplinary action will be based on the severity, context, and nature of the incident and records of prior incidents with the perpetrators. Local authorities may be notified as well.

STUDENT INSPECTION & SEARCH POLICY

Student inspection and searches will be conducted in accordance with I.C. 20-33-8-32 and Flat Rock-Hawcreek policy 5-6-5-2. Copies of this code may be obtained from the main office.

TRESPASSING ON SCHOOL GROUNDS

Unless supervised by school personnel, students are not allowed to assemble on school property. Persons who violate this rule may be suspended or expelled and may be subject to prosecution.

Visitors on school campus or to the school who do not check in through the front office are considered to be trespassing and may be referred to legal authorities.

WATER DEVICES

The use of squirt guns, water balloons, and fire extinguishers or the inappropriate use of liquids will result in appropriate discipline.

FLAT ROCK- HAWCREEK SUBSTANCE ABUSE POLICY STATEMENT OF PHILOSOPHY AND PURPOSE

The Flat Rock-Hawcreek School Board supports the concept that students will function at school with greater effectiveness if they are not under the influence of illicit mood-altering substances. These substances have a negative effect on learning and on the total development of the individual, causing behavior that interferes with the educational environment and the right of other students to learn. The school further believes that suspension or expulsion is appropriate and may act as a deterrent for those who choose to possess, distribute, be under the influence of, or use illicit mood-altering substances at school or at school-related events. In addition to a penalty, we encourage students to seek help to deal with their abuse problems.

ROUTINE PROCEDURES AND POLICIES

HOME/SCHOOL COMMUNICATION

Parent conferences are scheduled in the fall and spring. We know that other conferences will be necessary from time to time and can be initiated by families or teachers. Due to daily schedules teachers may not be available by phone, but will return calls as quickly as possible. Teachers may also communicate with parents through written communication sent home with the student in a folder or agenda. We believe that the best schools work together with families in the educational experience.

We also encourage parents and students to visit the corporation/school websites at www.flatrock.k12.in.us for information and updates regarding upcoming events. You may also follow Hope Elementary on Facebook to see pictures of events and updates of upcoming events.

ACCIDENTS

Accidents happening at school must be reported to either the faculty member in charge of the group or to the administrative office. An accident report is to be filed with administration.

ANNOUNCEMENTS

Announcements will be made daily. Some of the same information may be found on the school website, Facebook, Twitter, or Instagram account.

BOOK RENTAL

Students are given textbooks and consumable materials to use during the school year. These textbooks are leased to the student. Parents should pay textbook fees at the time of registration. For this payment, debit and credit card payments are accepted and encouraged.

All families applying for free or reduced lunches and textbook assistance need to complete an application. Any family that qualifies for textbook assistance is responsible for the remaining balance after this reduction is applied.

If appropriate fees are not paid, a claim will be filed in Small Claims Court. The school is always willing to set up a payment plan to assist the parent in meeting the textbook fee obligation.

Textbooks are to be returned in the same condition they were issued. Normal wear and tear is expected,

but excessive damage will result in a damage fee being assessed. If a book is lost or damaged beyond repair,

the parent or guardian will receive a bill for the replacement cost of the book.

CAFETERIA

SPECIAL DIET NEEDS

If your child has special diet or feeding needs, including, but not limited to: PKU, Celiac Disease, or Food Anaphylaxis (severe food allergy), please have your child's medical care provider complete a Special Diet Request Form, available at every school. If applicable, a conference may be held with the school nurse, food service director, and cafeteria staff to develop a special diet plan for your student. Please note that menu substitutions cannot and will not be made for personal diet preferences or food intolerances, or without proper documentation. This includes milk substitutions for students with lactose intolerance. Under Offer vs. Serve, milk is not a required meal component and may be left off the tray at lunch and breakfast. All cafeterias offer access to a water fountain and drinking glasses will be provided for those students who cannot or do not drink milk. A select few milk substitutes that are nutritionally equivalent to cow's milk are allowable for substitution with specific medical documentation. If you have any concerns about Special Diet Needs, please contact the Food Service Department office or the school nurse.

FREE AND REDUCED PRICE MEALS

All students who attend FRHC Schools are eligible to participate in the school lunch and breakfast programs. We strive to offer quality meals at affordable prices. The USDA has established income guidelines that provide qualifying families assistance with the cost of school meals. If you believe you may qualify for free or reduced price meals, you are encouraged to contact the Food Service Department to apply. Students who qualify for free or reduced price meals may also qualify for free textbook rental (fees may still apply). Applications may be requested at any time during the year and should be returned as soon as possible so that students may benefit from participating in the meal program. An approved application is valid for the entire school year. A new application is necessary only when it results in greater benefits. One application per household is all that is needed each year. Additionally, students who qualify for certain types of federal aid may be directly certified to receive free meals and textbook assistance. If you have any questions about free or reduced meal benefits, please contact the Food Service Department.

MENU COMPONENTS

All meals served meet or exceed the guidelines set for student meals by the USDA. Menus are available each month on the school website. Breakfast consists of a grain/protein entrée, 100% juice and/or fruit, and milk. Students may select 3-4 items to make a meal. One component must be a fruit or juice. Lunch consists of five components: protein, grains, vegetables, fruit, and milk. Students may select 3-5 components to make a meal. One component must be a fruit or vegetable. Choosing all five components is the best value. A variety of milk choices are available each day. Students may choose from low-fat unflavored or fat-free flavored milks. Students purchasing a meal may choose additional vegetables from the garden bar at no cost, or they may choose to make a large salad as their lunch entrée. All a la carte offerings meet the USDA Smart Snacks Standards for Foods Sold in Schools. Sack Lunches, containing all meal components, are available from the cafeteria for field trips, if selected on the field trip permission slip.

MEAL PAYMENTS AND ACCOUNT BALANCES

All meal accounts are pre-pay. Parents may send payments in any amount at any time. Please send payments in an envelope with STUDENT NAME, TEACHER NAME, and LUNCH MONEY marked on the outside of the envelope. Payments can also be made online. Parents may monitor meal accounts by registering on E-Funds. The link is on the school website as part of the food service page. The child's student ID number is needed for this service. Services offered include: monitoring account balance, tracking purchases, signing up for low balance alerts, and making online payments. Students' meal accounts, both positive and negative, stay with them at the end of the school year.

CAFETERIA RULES AND EXPECTATIONS

The following are some guidelines for FRHC Schools Cafeterias. The building principals may set additional rules for the building. These guidelines are in place to ensure the health and safety of all students.

1. Students are expected to be polite and respectful with each other and with staff.
2. Students should keep the area around their tray clean and neat.
3. The cafeteria is a good place to visit with friends, but the staff regulates the noise level allowed.
4. Soda and soft drinks are not allowed in the cafeteria.

5. Food and beverages are not allowed in the hall ways and should not be taken from the cafeteria.
6. The school does not supply refrigerators or microwaves for student use unless medically necessary.
7. Care should be taken that packed lunches are kept at a safe temperature until lunch time.
8. Students are not allowed to share food.
9. Please send everything your student needs to eat a packed lunch- spoon, fork, and napkin. Knives of any kind are NEVER allowed. Do not send packaging that is difficult for your student to open or items that require adult assistance.
10. Parents are welcome to join students for lunch in the cafeteria. Fast food is NOT allowed in the cafeteria.

Due to liability and space issues, if a visitor comes to have lunch with one of our students, they will only be allowed to eat with that student. The student and their guest will be asked to sit at the extra side table to enjoy their visit and not at the lunch tables with the other students.

CHARGE POLICY

Students with positive account balances may purchase "extras" or second servings of menu items, depending on availability. Students with negative account balances are NOT permitted to charge extra items, including milk. Students bringing lunch from home must have cash or money in an account to purchase milk. These rules apply to all students, regardless of free or reduced price meal benefit status. Free and reduced benefits apply only toward complete, reimbursable meals, and cannot be used for "extras" or a la carte purchases. It is our intent that all students receive a healthy meal each day. Parents who do not send meal money in a timely manner may limit the choices available to students. The cafeteria charge policy states that all students, except those who receive free meals, must have cash or a positive account balance to purchase breakfast. The complete charge policy will be available on the school website and will be sent in written form each year.

CLOSING OF SCHOOL

For information related to school closings, please check the school corporation website, check your phone for a message from the School Messenger

Notification Service, listen to radio station WCSI-1010 AM or WKKG - 101.5 FM in Columbus or watch channel 8 (WISH) or channel 13 (WTHR).

In all cases, it is assumed that school will be in session on regularly scheduled school days unless an announcement is made that Flat Rock-Hawcreek School Corporation Schools will be closed.

COMPUTER/INTERNET POLICY

With the permission of parents or guardians, Hope Elementary offers students the opportunity to use the Internet at school. We expect the Internet/Network to be used only for educational purposes approved by Hope Elementary. This use is a privilege, not a right.

Violators of the policy will be disciplined in accordance with the school's rules and/or will have their privileges taken away. Students are responsible for their own actions while using the Internet/Network at Hope Elementary, and are also accountable for the online activities of others who are allowed access to their account.

In order to gain access to the Internet/Network, each student and their parent or guardian must read and sign Hope Elementary's Acceptable Use Policy for Internet/Network Access. A copy of this agreement can be obtained from the front office or the district's website. Hope Elementary makes no guarantee that the functions or the service provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage a student may suffer including but not limited to loss of data or interruptions of service. The district will not be responsible for financial obligations arising through the unauthorized use of the system. If at any time you wish to change your child's Internet access status, please contact the Technology Coordinator.

DELIVERIES

Parents should make every effort to ensure that students take with them the things they need during the school day, i.e. homework, supplies, gym clothes, lunches, etc. If/when students forget these common items, parents may bring them to school, and the items will be delivered to the students. The school **WILL NOT** deliver flowers, candy, balloons or other items that may cause a distraction in the classroom. Such items will be held in the front office area until the end of the school day. PLEASE NOTE: All Birthday treats need to be prepackaged.

ELECTRONIC DEVICES

Any electronic device brought to school should be put away before entering the building and should stay put away until out of the building. Students possessing electronic devices at school may have these devices confiscated and be subject to disciplinary consequences.

HOMEWORK POLICY

Homework is an out-of-school assignment that enhances or completes learning. Homework may include additional practice exercises, reading of material on a specified subject, or in-depth extensions of classroom instruction.

Homework should fulfill the following objectives:

1. To review, reinforce, or extend classroom learning by providing practice and application of knowledge.
2. To teach students responsibility and organizational skills.
3. To promote wise and orderly use of time.
4. To encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
5. To provide opportunities for enrichment activities.

Teachers and administration reserve the right to serve students with disciplinary consequences for failure to complete homework.

FIELD TRIPS

Educational field trips enrich and reinforce classroom instruction. The Board of School Trustees and the school principal approve such trips. A signed permission slip by parents will be required for you to attend the field trip. Telephone calls to acquire parental permission will not be permitted.

Students are expected to abide by the regular school rules on field trips.

Students may be denied participation in a field trip by the sponsoring teacher or administration if the student is not in good standing.

VOLUNTEERS

All chaperones/volunteers **MUST** have a criminal background check on file in order to attend a field trip or participate in any school sponsored activity. Not every field trip will require parent chaperones, and often we need to limit the number of chaperones based on the type of field trips. Chaperones are expected to follow the same rules and guidelines as if on school property.

PARENT-TEACHER ORGANIZATION (PTO)

We would like to encourage you to become part of your child's education by actively joining the parent teacher organization. Participation in the PTO is a good way to find out firsthand what is happening at the school. No experience is necessary to serve on the PTO committee. The PTO plays an important role in the school as they provide many materials and donate much time to enhance the educational experience.

VISITOR PASS POLICY

All visitors must report to the main office upon entering the school. Once there, they must obtain an identifying visitor pass, which is to be worn at all times. Students are not permitted to have visitors except for their parents/guardians during the school day. Parents are encouraged to visit and must obtain a pass as well. However, to maintain the integrity and safety of the classroom educational experience, permission to observe classes will be limited to those individuals the principal approves. Please arrange a meeting with the principal if you desire a classroom observation.

PARTY INVITATIONS

We encourage students to be social outside of school; however, in an effort to make sure that no child feels left out, party invitations may only be distributed at school if:

1. The whole class is invited
2. Single invitations may not be distributed on the bus, playground, cafeteria, or hall.

LOST AND FOUND

A Lost and Found is available for students. Items are kept for two (2) months and displayed in a designated school area. All unclaimed items are taken to Goodwill or similar organization.

ACCIDENTS

If a serious injury occurs on the school grounds or on the bus, parents will be notified and may be asked to pick up the child for their own observation/examination by their family physician. Parents will be promptly notified of all injuries not considered minor. In the event that parents cannot be reached, the student may be discharged to the person designated as the "medical emergency contact" on the enrollment card.

IMMUNIZATIONS

When a child enrolls for the first time in a school corporation, the parents shall furnish to the governing body of that corporation an adequately documented statement of the child's immunizations which shall show that the child has received at least the minimum number of doses for his/her age recommended by the official bodies named in section 1[410 IAC 1-1-1]" All students must be immunized completely against diphtheria, whooping cough, tetanus, measles, rubella, mumps, hepatitis B, varicella, poliomyelitis, and sixth graders are also to be vaccinated for Tdap and MCV4.

All transfer students, upon enrollment, must present proof of immunizations for diphtheria, tetanus, whooping cough, measles, rubella, and mumps. A child may not be permitted to attend school without furnishing written statement unless:

1. The school gives the parents of the child a waiver; or
2. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

SCREENINGS AND CHECKS

Vision and hearing screenings are required by the Indiana Department of Education.

Vision screenings are to be completed for grades Kor1, grade 3, grade 5, new students, and any classroom parent referral.

Hearing screenings will be completed for grade 1, grade 4, new students, and any classroom parent referral. Hearing screenings are completed by our speech language pathologist through Johnson County Special Services.

Dental screenings are a recommended service. Hope Elementary offers screenings for grades 2 and 5 in the spring by a volunteer dentist.

Head Lice checks will be done periodically throughout the year by our school nurse. In addition, parents may call to have their children's head checked for lice. Children who have head lice are excluded from school and have to be treated, and then checked by the school nurse before returning to the classroom. An excused absence of 48 hours is allowed for effective treatment.

SERVICES

Hope Elementary is a member of the Earlywood Educational Services Cooperative and provides comprehensive services for any student with special needs. If you have concerns or questions regarding services your child is receiving or the possibility of your child qualifying for services please feel free to contact the district coordinator of special education at Hope Elementary.

504 services are also available at times for students who may not qualify for special services but have a medical diagnosis or situation that impedes their education. Medical documentation is required for a student to qualify for a 504 plan. Please feel free to contact the Principal for any questions in regards to 504 qualifications and services.

WITHDRAWAL

Should it become necessary to withdraw your child from Hope Elementary School, there are a few steps that need to be completed.

1. Notify the office
2. Return all textbooks to your child's teacher
3. Return all library books
4. Pay any outstanding balances (cafeteria / book charges)

EXTRA/CO-CURRICULAR POLICIES

EXTRA/CO-CURRICULAR ACTIVITIES

It is the position of Hope Elementary School that participation in co-curricular and extracurricular activities is a privilege. High standards of conduct are expected for students participating in these activities. Furthermore, any student who acts in a manner that brings embarrassment or shame to themselves and/or their school, or negatively impacts the reputation of themselves and/or their school, may be removed from extra/co-curricular activities for all or part of the year.

spectators is cause for security personnel, administration, or school staff to suggest that they are not serving as a good role model for young people and to potentially ask them to leave the campus for that event and possibly be barred for additional events.

ATHLETIC ELIGIBILITY

In order to be eligible for athletics at Hope Elementary a student must be in good academic standing. In order to measure good academic standing grades will be checked at the end of each nine weeks. The most recent grade report will determine initial eligibility with the following grade reports being used as a continued check for eligibility. Good academic standing is defined as not receiving a F in any subject. Any student found to be not in good academic standing will be allowed to participate in practice but will be ineligible for all contests.

GUIDELINES FOR PARTICIPATION

In order for a student to participate in an extra/co-curricular activity the student must be present at school for a minimum of half the school day on the day of the event. Exceptions may be granted by the administration due to unusual or extenuating circumstances.

SPORTSMANSHIP

Good sportsmanship is a primary goal of athletic programs in Flat Rock-Hawcreek Schools. Both adults and students are expected to exhibit good sportsmanship during all extra- and co-curricular events. Coaches and other adult supervisors shall use appropriate disciplinary measures (such as loss of playing time, additional drills or conditioning exercises, and possible removal from the team) as a deterrent to poor sportsmanship. Student fans will be held to the same standard as players. In addition to the possibility of being barred from attendance at further events, misconduct at an extracurricular event will bear the same consequences as misconduct at school. Instances of poor sportsmanship on the part of fans and

SAFETY AND WELLNESS PROCEDURES

EMERGENCY PROCEDURES FIRE AND TORNADO

Information cards are posted in each classroom stating directions to follow in case of tornado or fire drills. Teachers will give further instructions about leaving the building in case of emergencies. Fire, earthquake, and crisis drills are set up to help prevent injuries and deaths in the case of an emergency.

RELEASE OF STUDENT DIRECTORY INFORMATION

All public schools in the United States are required to comply with the Family Educational and Privacy Act (FERPA), which prohibits disclosure of “personally identifiable information” from a minor student’s education record without the written permission of the student’s parent. However, the Indiana General Assembly through P.L. 81-2000 has amended the Indiana legal code that supports FERPA to allow greater access by military recruiters and institutions/organizations for higher education to student directory information, defined as the student’s name, address, and telephone number if listed/published. Pursuant to I.C. 20-10.1-29, Hauser High School will release student names and addresses to such agencies as commissions on higher education, Learn More Indiana, and military agencies when the principal feels it is the best interest of the student. Military agencies are defined as the United States branches of the Air Force, Army, Navy, Coast Guard, Marine Corps, and any reserve component and/or service academies of these branches as well as the Indiana branches of the Air National Guard and Army National Guard. This information, which may not be disclosed to any nonofficial recruiting representative, may only be used to provide information to students concerning career and educational opportunities available in the military. Any eligible student or parent/guardian may request that the directory information not be released to these agencies by submitting a signed, written request at the end of the student’s

sophomore year. This request may be rescinded at any time through another written request by the parent or student.

FERPA ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Flat Rock-Hawcreek School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff

and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

PESTICIDES

Flat Rock-Hawcreek Schools do not apply pesticides on a regularly scheduled basis, but as needed. They are applied when students are not present. Only OSHA-approved pesticides will be applied when necessary.

MEDICATION POLICY

Indiana Law Code, IC 20-33-8-13, allows students with a chronic disease or medical condition to possess and self-administer emergency medication for that disease or condition if the following conditions are met:

1. The student's parent has filed an authorization form with the school principal certifying that the student may possess and self-administer the medication. This form must be filed annually.

2. A written physician's statement has been filed with the school nurse confirming that:

A. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;

B. The student has been instructed in how to self-administer the medication and the nature of the disease or medical condition **REQUIRES** emergency administration of the medication, i.e. Glucagon for diabetes or Epi-Pen for allergies.

C. In addition to a written permission slip from the parent, prescription medication requires a note on doctor's office stationery with the prescribing doctor's signature certifying that the medication

must be taken at school. All prescribed medication must be in a prescription bottle with a proper pharmacy label. (Pharmacists will give a second labeled bottle upon request.) Medication administration forms are available in the nurse's office and on the school website.

<http://www.flatrock.k12.in.us/Page/962>

If a parent does not have access to a medication administration form, a note stating the student's name, the name of the medication, the time it is to be given, and the signature of the parent or legal guardian will be accepted.

Indiana Code, states that ALL other medication must be kept in the health room and be given by the school nurse, principal, or other designee of the principal. These medications, including Tylenol, ibuprofen, cough medications, etc. can only be given with written permission from the parent or legal guardian. All over-the-counter medication must be in the original container identifying contents, dosage, and expiration date. No medication will be accepted if brought to school in baggies, plastic containers or anything other than the original container. Medications brought to school without the original container will be disposed of immediately, and students found carrying such improperly labeled medications will be subject to the Substance Abuse Policy. No school in Flatrock-Hawcreek School Corporation keeps medications in stock for student use. All medications must be provided by parent/guardians. When provided, they will be labeled with the student's name and used only for that student.

Herbal and dietary supplements are treated as medications and the permission guideline as above should be followed.

Medications must be picked up by the parent/guardian or a person at least 18 years of age and designated by the parent/guardian in writing. All medication left at school after the last day of school will be disposed of unless prior arrangements have been made with the nurse. No medication is/will be stored at school during the summer months. (IC 20-34-3-18).

NURSE

All students who become ill at school must get a pass from the teacher and report to the nurse's office, unless it is an emergency. Students with vomiting, diarrhea, or fever over 100 degrees will be sent home. Please keep all contact information current for situations like this where school staff may need to contact a parent/guardian. Students must not leave the building because of illness or injury without permission from the nurse or administration. Students who are not released by

the nurse or school personnel, but who call home to be picked up may not be given an excused absence.

PHYSICAL RESTRAINT AND SECLUSION

Our goal here at Hope is to maintain a school environment that is orderly and safe for all students. Physical restraint and/or seclusion of a student may sometimes be necessary to protect the student or other individuals. Physical restraint is the use of bodily force to limit a student's freedom of movement. Physical restraint will be used with extreme caution and only in emergency situations where there is a risk of injury to the student or others and only after other less intrusive alternatives have failed or been deemed inappropriate.

Seclusion is the confinement of a student in an enclosure "time out room" from which the student's egress is restricted.

As part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on student and staff will be reported to the police. As soon as possible after any such use of restraint and or seclusion, the parent or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

Any time physical restraint and/or seclusion is utilized a report detailing the circumstances of the situation will be documented and put on file. Appropriate administration will be informed of the incident.

Administration will provide all staff with guidelines and procedural information regarding physical restraint/seclusion and will arrange for the appropriate training of staff. Key staff will be trained to administer physical restraint. Except in the most extreme emergency situations, trained staff will be the only individuals that will administer physical restraint. However, nothing precludes any teacher or employee from using reasonable force to protect students, other persons, or themselves from assault or physical harm.

CIVIL RIGHTS COMPLIANCE

It is the policy of Flat Rock-Hawcreek Schools not to discriminate on the basis of race, color,

religion, gender, age, disability or national origin including limited English proficiency, in its programs or employment policies, as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and Americans with Disabilities Act.

Information, inquiries, or complaints related to discrimination or Civil Rights Compliance should be directed to the Superintendent, P.O. Box 34, Hope, IN 47246, phone (812) 546-2000.

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EQUAL OPPORTUNITY

Hope Elementary is an equal opportunity educational institution. Hope Elementary is committed to equal opportunity and does not discriminate on the basis of: age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any educational opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

GRADE INFORMATION

GRADING SCALE

A+	100%
A	93-99%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73-77%
C-	70-72%
D+	68-69%
D	63-67%
D-	60-62%
F	0-59%

- Physical or social immaturity
- Frequent or long absences

Retention is used only as a last resort, and parents are always included when retention is being considered. As per state mandate 3rd grade students will be up for retention if they do not pass IREAD 3.

REPORT CARDS

Report cards will be issued to students at the close of each nine week grading period. Report cards will contain academic, effort, and conduct grades. Please carefully review your child's progress and contact the teacher if you have any questions concerning the grades. Midterm reports are issued approximately half way through each grading period. The purpose of these reports is to keep you informed of your child's progress. Kindergarten and 1st Grade utilize standards-based report cards. Students are assessed on key grade level standards and reported as Below, Approaching, or Exceeding End of Year Expectations.

HONOR ROLL

The honor roll is a very special recognition for academic achievement. It is based on grades received in Language Arts, Reading, Mathematics, Social. Hope Elementary also includes a student's Citizenship grade into honor roll eligibility as well. The honor roll will be calculated at the end of each nine week grading period and each semester. In order to be eligible for honor roll, the student must meet one of two criteria:
-Criteria 1- All A's in the subjects listed above
-Criteria 2- All A's or B's in the subjects listed above
These qualifying grades may be any form of the above listed letter grades. (A+, A, A-, B+, B, B-)

PROMOTION/RETENTION

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

- A lack of mastery of the essential academic areas of that grade level.
- Indifference or lack of effort on the part of a capable student.

SCHEDULES/CALENDAR

HOURS:

Office Hours:	7:30am – 4:00pm
Breakfast Hours:	7:45am – 7:55am
Teacher Hours:	7:45am – 3:15pm
Classes Begin:	7:55am
Dismissal:	2:45pm (Car Riders) 2:55pm (Bus Riders)
Early Release Dismissal	2:15pm (Car Riders) 2:25pm (Bus Riders)

2 HOUR DELAY SCHEDULE:

If the school corporation is running on a 2 hour delay schedule, school will begin at 9:55am. Breakfast will not be served and lunch and dismissal schedules will remain the same; except on early release days, where we will no longer be releasing students early and move to our regular release time of 2:55pm. If you ever have any questions regarding the schedule, please feel free to contact the main office.

LUNCH AND RECESS SCHEDULE: (TENTATIVE TO CHANGE)

Kindergarten:	10:45-11:10	(Lunch)
	11:10-11:40	(Recess)
First Grade:	12:55-1:20	(Lunch)
	1:20-1:50	(Recess)
Second Grade:	11:35-12:00	(Lunch)
	12:00-12:30	(Recess)
Third Grade:	12:00-12:25	(Lunch)
	12:25-12:55	(Recess)
Fourth Grade:	12:25-12:55	(Lunch)
	12:55-1:25	(Recess)
Fifth Grade	11:10-11:35	(Lunch)
	11:35-12:05	(Recess)
Sixth Grade	11:10-11:35	(Lunch)
	11:35-12:05	(Recess)

Tuesday, August 9.....	Teacher Work Day
Wednesday, August 10.....	First Student Day
Monday, September 5.....	Labor Day – No School
Friday, October 7.....	End of 1 st 9 weeks (44 Days)
Monday, October 10-Friday, October 14.....	Fall Break – No School
Monday, October 17.....	Classes Resume
Wednesday, November 23 - Friday, November 25.....	Thanksgiving Break – No School
Tuesday, December 20.....	End of 2 nd 9 weeks & 1 st Semester (88 Days)
Wednesday, December 21 – Friday, January 3.....	Christmas Break – No School
Monday, January 3.....	Teacher Work Day
Tuesday, January 4.....	Classes Resume
Monday, January 16.....	Martin Luther King Day – No School
Monday, February 20.....	Presidents Day – No School
Friday, March 10.....	End of 3 rd 9 Weeks (45 Days)
Monday-Friday, March 13-17.....	Spring Break- No School
Friday, April 7.....	Good Friday – No School
Thursday, May 25.....	End of 4 th 9 Weeks (92 days) & 2 nd Semester – Last Student Day
Friday, May 26.....	Teacher Work Day

SNOW MAKE UP DAYS

E-learning will take the place of snow make-up days

EARLY RELEASE FOR STAFF PROFESSIONAL DEVELOPMENT ACTIVITIES

Students will be released at 2:25 p.m. **EVERY** Tuesday for the 2022-23 school year.