

# INDIAN CREEK ELEMENTARY SCHOOL

## 2021-2022 STUDENT HANDBOOK

### INTRODUCTION

Welcome to your Elementary school. Please take time to read the following information and all notices sent home since we do want to keep you informed. Hopefully, it will provide you with the information needed to answer most of your questions, and it will help all of us to provide a high quality education for our students.

### MISSION STATEMENT

The Indian Creek Elementary staff, with family and community support, teaches, and challenges each child to build basic and technological skills. We endeavor to promote a positive self-concept needed to become an active, self-motivated, lifelong learner. We strive to prepare each child to become the best possible citizen for the diverse and unique communities of tomorrow.

### DAILY SCHEDULE

Doors Open	Tardy Bell	Dismissal	Office Closed
7:45 a.m.	8:20 a.m.	3:00 p.m.	3:30 p.m.

\*\* Note - Wednesday early release dismissal time is 2:00 p.m.

### STUDENTS' PAYMENTS

All payments sent to the school should be by check whenever possible. We cannot accept checks that combine textbook rental, meals, insurance, pictures, or etc. Please make separate textbook rental and meal checks payable to NHJ. Make all other school checks payable to Indian Creek Elementary or as specified on the order form. You may combine on one check all of your NHJ Indian Creek students' book rental and on a separate check all of your NHJ Indian Creek students' meal money. Be sure to indicate on these checks or envelopes how much money is to be applied to each student's account.

### TEXTBOOK RENTAL

Textbook rental statements will be available at Returning Students' Registration. Your child's textbook rental may be paid by cash or check at any of the schools. You may use a credit card on the Infinite Campus parent portal. Instructions are provided on the website.

### SCHOOL MEALS

All students are invited and encouraged to eat nutritious meals that are served daily in our cafeteria. Breakfast is available at 8:00 a.m. The USDA has extended the waiver that **all** students may receive one free breakfast and one free lunch each school day. The waiver has been extended through June 30, 2022. Parents/guardians who would like to send extra money for their student to buy extra food items may do so. Send money to school in a sealed envelope. Please write on the envelope the name of the child, the amount, and their grade. If you send money to school with your student, a check is the best form of payment. Payments may also be made online through the parent portal. Milk is available for purchase for students wanting an extra milk or who are bringing a sack lunch. The same good behavior and good manners are expected in the cafeteria as are expected in the classroom. Quiet talk to students sitting close is permitted. Students are required to sit at tables assigned by the supervisor. Your student's account activity is available online through Infinite Campus parent portal or call (317) 878-2106 to request your student's account activity report. See the NHJ Corporation Handbook for parent portal access details.

### PARENT/GUARDIAN – TEACHER CONFERENCES

Proposed conference dates have been set up for October. If you desire a conference at other times, please call the school to set up an appointment with the teacher. Please do not come to school and expect your child's teacher to have an unscheduled conference. The teacher will not be able to interrupt classroom instruction without a scheduled meeting.

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### PARENT OR GUARDIAN INVOLVEMENT

All ICES parents are encouraged to become active in the Parent-Teacher-Organization (PTO). Taking an active interest in your child's school shows how important you feel their higher education and future are.

### PTO OFFICERS

Chairperson: Christian Birch      icespto@nhj.k12.in.us

### KINDERGARTEN ENROLLMENT

Indiana statute I.C. 20-33-2-7 establishes a statewide entrance date for public school kindergarten. A student residing in Indiana must be at least five years of age on or before August 1 in order to enroll in public school kindergarten. However, Nineveh-Hensley-Jackson United School Corporation will consider appeals to this rule.

- No student whose birthday is later than October 1st of the state mandated cut off year will be considered for a waiver.
- Applications for early entrance waiver screening must be submitted by May 27, 2022
- The application will consist of the enrollment packet being filled out and a screening conducted. The student must be in the 50th percentile or above to be considered for early entrance.

### ATTENDANCE POLICY

The School Board requires all students enrolled in the schools of this Corporation to attend regularly in accordance with the laws of the State. The Corporation's educational program depends on the consistent presence of all students to achieve continuity of instruction and a successful educational climate.

A parent/guardian must report all absences prior to the start of the school day.

### LOST INSTRUCTION TIMELINE

**Late Arrival** -- Student who crosses the threshold of the school after the designated start time: 8:20 at ICES.

**Lost Instructional Time** -- Student who misses less than two (2) hours of instructional time throughout the day.

**Half-day** -- Student missing between two (2) and three (3) hours of instructional time within a school day.

### UNEXCUSED/UNACCEPTABLE ABSENCE UNTIL ACCEPTABLE VERIFICATION RECEIVED

#### **Death of an immediate family member**

- Obituary or Funeral Home Bereavement Card signifying family relationship.

#### **Hospitalization and / or Quarantine**

- Written notification from a competent physician.

#### **Professional Appointments (i.e. Medical, Dental, Vision Appointment)**

- Notice after appointment must be submitted within 30 calendar days to the office.
- Student name must be identified as the one seen by the professional.
- The date and time of the appointment must be documented by the professional.
- The date of return must be documented by the professional.
- Expected limitations and duration must be documented by the professional when applicable.

#### **Physical or Mental Incapacitation**

- Official Letter of Incapacitation signed by a competent Physician.
- Physician must indicate start and projected end date of the Letter of Incapacity.
- Physician must indicate student's diagnoses and symptoms specific to the Letter of Incapacity.

#### **Required Court Attendance**

- Written court documentation of court appearance.

#### **Incarcerations**

- Written court documentation of detainment from a Juvenile Justice Representative.

#### **Observance of a Recognized Religious Holiday**

### EXCUSED/ACCEPTABLE ABSENCES

1. Unexcused absences in which acceptable verification has been received.
2. The day of, and the day following, a student being sent home by the school clinic.
3. Out-of-School-Suspension

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### 4. Exempt by Statute

- a. Service as a Page or as an Honoree of the General Assembly (IC 20-33-2-14)
- b. Service on Precinct Election Board or for Political Candidate or Parties (IC 20-33-2-15)
- c. Witness in Judicial Proceeding (IC 20-33-2-16)
- d. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. (IC 20-33-2-17)
- e. A member of the Indiana wing of the civil air patrol and who is participating in a civil Air Patrol. (IC 20-33-2-17.2)
- f. Educationally Related Non-Classroom Activity (IC 20-33-2-17.5)
  - i. Agricultural Events (State/County Fair, Livestock Shows, Judging)
  - ii. Students are allowed to miss for educationally related events and/or State and county fairs, but are not to exceed five (5) days of school. Students must be a participant in the event. Days must be pre-approved through the attendance office.

### UNEXCUSED/UNACCEPTABLE ABSENCES

1. Any absence in which acceptable verification has not been received.
2. Truancy – A student who has lost instructional time without the knowledge of the parent/guardian.
3. Pre-arranged or unreported absences; i.e., vacation.

### CONSEQUENCES

1. Warning Letter – Sent when a student has missed an accumulation of seven (7) days of unexcused instructional time and/or seven (7) occurrences of lost instructional time less than two (2) hours.
2. Official Notice – Sent when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of lost instructional time less than two (2) hours.
3. FRP Referral – Made by the school when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than two (2) hours.
4. FRP Action – Family Resource Officer will meet with the parent/guardian when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than two (2) hours, to complete a needs assessment, read and sign compulsory attendance laws and school attendance policies, and sign an action plan.
5. Failed Action – Family Resource Officer will send notice to the parent/guardian to report to the Nurturing Parenting Program when and if the following has occurred:
  - a. The parent/guardian fails to meet with a Family Resource Officer
  - b. The student misses an accumulation of 15 full days of unexcused/unacceptable instructional time.
6. Charges Filed – Family Resource Officer will file charges of parental or Educational neglect against the Parent/Guardian, through the Johnson County Prosecutor's Officer, when and if the following occurs:
  - a. The parent/guardian fails to attend the Nurturing Parenting Program and complete 19 hours of class.
  - b. The parent/guardian fails to respond to attempts to notify them of escalating lost instructional time beyond the 15 day notice

### TARDINESS

- The prompt arrival of students prepares them for success the entire day. Students who report late to school must check in at the main office to obtain admittance to the building.
- When a student has reached his/her seventh (7<sup>th</sup>) tardy, a letter is sent from the school notifying the parent.
- Upon the 10<sup>th</sup> tardy, the school will send notice to the Family Resource Program for further consideration.
- Instruction is taking place throughout the entire school day. Teachers teach up to and until the last five (5) minutes of the day. Students who are picked up before the five-minute-to-dismissal announcement will receive a Tardy-Left Early designation. This category of tardy will count the same as a tardy at the start of the school day.

### **PROMOTION AND RETENTION**

The awarding of marks shall be the responsibility of the teacher and principal. Parents shall be notified at the earliest date when their child is being considered for retention. **Final decision on placement of a child, whether promotion, transfer, transition, or retention will be made by the principal with input from the teacher and parent.**

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**Transfer:** A child who is transferred to the next grade when they have not met the academic standards of that grade level. That student may be placed back in the previous grade after an evaluation has been made following the first grading period.

### AFTER SCHOOL CARE

NHJ provides After School Care (contracted by Country Kids Pre-School and Childcare for 2021-2022) for students in grades K-5 from 3:00-6:00 p.m. Please contact the office at ICES or ICIS for additional information.

### DRESS CODE

Our corporation recognizes that among the many factors affecting the successful operation of schools is the appearance of its students. It is also aware that styles and trends change. In view of these considerations, students are expected to wear apparel and have grooming habits, which are neat, clean, modest, safe, healthy, and non-distracting to the efficient operation of the schools. In instances deemed necessary by the principal, action may be taken which may include consultation, parent/guardian conference and other appropriate measures. Wearing apparel or general appearance that is distracting or interrupts the educational process is forbidden. Footwear without back straps creates safety issues for students. This includes flip-flops or open heeled shoes without straps. The principal shall have authority to determine and interpret these criteria and make recommendations accordingly.

### GIFTS SENT TO SCHOOL

We strongly encourage parents/guardians to not send flowers/balloons/stuffed animals for birthdays/holidays. It becomes an academic distraction and an interruption to the students. Children's feelings are delicate at this age when fellow students receive exorbitant gifts and they do not have the same gift. Gifts/flower arrangements/balloons, etc. will be kept in the office and will have to be picked up by a parent/guardian because these items can not go home on the bus.

### GENERAL RULES FOR STUDENTS

The following suggestions and guidelines are presented with the hope that YOU will have a better understanding of what we would appreciate seeing in our student's behavior. Our desire is to help you become the best person you can and to give you the type of education that will benefit you in your future years. These guidelines will help us help you:

1. Treat others, as you would like to be treated!
2. THINK before you do or say something you might regret later.
3. Always try your best.

### SPECIFIC SCHOOL RULES

Most teachers will be sending home specific classroom rules with positive and corrective consequences resulting from student's behavior. These rules allow the teacher to teach, which is necessary for effective learning by students. The following rules have resulted from previous problems created by the lack of such rules. These rules will be maintained throughout the year, for doing without them would create numerous problems. Rules are subject to revision, addition, or deletion throughout the year as the situation demands. Rules and regulations must be maintained for the safety and welfare of all students. School rules apply to students from the time they leave home until they return home. This includes walking to and from school, at bus stops, on the bus, while on school property during the day, and at all school events.

1. Fighting will not be allowed; there are better ways of settling disputes.
2. Walking, not running, is the proper and safest way to travel while at school.
3. Keep your hands, feet, and body to yourself, and off others showing that you respect the rights of others.
4. Cutting in line is not acceptable.
5. Gum of any kind is not allowed at school.
6. Keep hands, feet, pencils, etc. off the walls; this will show respect for others' property and pride in you school.
7. Knives, matches, tobacco, drugs, alcohol, or other dangerous materials are not to be used at or brought to school. The administrator reserves the rights to search student property on school grounds to ensure the safety of all students.
8. Baseballs, bats, and skateboards are not to be used at school, except under the close supervision of a teacher or coach.
9. Fire and disaster drills are serious business and should be treated with respect. Stay quiet, no running, and follow drill procedures.
10. Children are to leave immediately after school and go directly home; at no time should students play around the entrances to the building.

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11. No toys or pets are to be brought to school without permission from the teacher.
12. Students should not leave the school grounds with strangers or accept rides. Permission from the office is required before leaving school at any time other than regular dismissal.
13. Students are not allowed in the teachers' workroom.
14. Hats are reserved for being worn outside, due to etiquette and possible distraction inside the building.
15. Our school does not tolerate bullying in any form. All members of the school community are committed to ensuring a safe and caring environment, which promotes personal growth and positive self-esteem for all.
16. **Bullying**  
In Accordance with the provisions of IC 20-33-8-13.5, and the Nineveh-Hensley-Jackson United School Corporation Board Policy 5517.01, bullying is not permitted at Indian Creek Intermediate School. Students who commit acts of bullying are subject to discipline including, but not limited to, suspension, expulsion, arrest and/or prosecution. Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted (including digitally or electronically), physical acts committed, aggression, 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 and create for the targeted student an objectively hostile school environment that:
  - a. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - b. Has a substantially detrimental effect on the targeted student's physical or mental health;
  - c. Has the effect of substantially interfering with the targeted student's academic performance; or
  - d. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing.

### **REPORTING ACTS OF BULLYING**

1. Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal, assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.
2. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.
3. All complaints about bullying behavior that may violate this policy shall be promptly investigated.
4. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members.
5. The complainant shall be notified of the findings of the investigation and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.
6. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

**Bullying** at Indian Creek Elementary (ICES) is defined as:

Hurting someone again and again, over a period of time, with words or hurtful things you do to them. ICES will not tolerate bullying in any form. Every student at ICES is exposed to the Bully Free School Curriculum that explains the various types of bullying and methods that students can use to solve the problem. Students are encouraged to solve their bullying problem first with proactive techniques; if this does not work, they are to tell the nearest adult. If the problem has not been solved after these steps have been taken, the student should fill out a bully referral form. The administrator or counselor would then investigate the report and take appropriate action. The following consequences may be enacted by the building principal:

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### **Consequences for Bullying Offenses**

- a. First offense – Teacher and student conference.
- b. Second Offense – Student conference with principal or counselor and a student improvement plan is created.
- c. Third offense – Teacher, parent, principal, counselor, and student conference.
- d. Fourth offense – In-school suspension.
- e. Fifth offense – Out-of-school suspension or referral to law enforcement.  
\*\*\*\* For serious offenses, the principal may skip right to suspension. \*\*\*

### 17. Playground:

- a. The playground is open to students during the school day in good weather and only when supervised. Anyone using school grounds or playgrounds after school hours assumes responsibility for health and any claim for injury or damages.
- b. Do not walk in front of slides or swings while students are playing.
- c. Only one student is to be on each end of the teeterboards.
- d. No one is to be on top of the horizontal ladders – use hanging, hand-over-hand motions.
- e. One person on a ladder or slide at a time. Slide in forward sitting position only.
- f. Do not throw rocks or snowballs. No dodge ball or keep-away is allowed at recess.
- g. Do not lay or sit on the ground when it is wet or muddy. Stay out of mud and/or water.
- h. Do not re-enter the building during recess time unless you have permission from the teacher on duty.
- i. After recess, students are to enter the building in an orderly manner, calmed from the excitement of playground activity. All students will line up quietly and enter the building under your teacher’s supervision. Please be as quiet as possible, because other classes are in session.

### 18. Electronic Device:

In order to limit distractions to the learning process, the use of the following devices, any like items, or any other items deemed by an administrator to be disruptive are not allowed during the regular school day (8:00 a.m. – 3:30 p.m.): cell phones, electronic pagers, CD players, iPods, video games, and etc. These items should be turned off and placed in a book bag before entering the building and stored in the student’s book bag and/or locker if available. If these are seen in a student’s possession during the school day, the administrator maintains the right to confiscate the item and follow appropriate disciplinary actions so that the learning process will not be interrupted. The school does not assume any responsibility for any item that is lost or stolen from the student’s possession. Specific rules, guidelines, and policies found in the NHJ Corporation Handbook are applicable to all students.

### **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS**

The Board of School Trustees of the Nineveh - Hensley - Jackson United School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior. To view the full policy, visit:

<https://www.indiancreekschools.com/documents-policies>

### **STUDENT REFERRALS TO THE OFFICE**

When sent to the office, because you are in trouble, the following events may take place:

1. All sides of the problem will be heard and considered.
2. A discipline form will be filled out with all persons involved, with name, date, and nature of the problem and the action taken. This will be registered in Infinite Campus.
3. A solution to the problem will be discussed and a course of action decided and action taken.
4. Generally on your first visit, depending on how severe the problem, a “talking to” will be the course of action. On your second trip to the office, consequences will be forthcoming.
5. The principal has a lot of respect for students that tell the truth, that admit their mistakes, and accept their consequences. This type of student often receives less severe consequences than the person who lies, makes excuses, or blames other people.

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### SCHOOL PROGRAMS

Among the main programs in our Elementary school each year are the Christmas Programs, Spring Sing, and Art Shows. Information will be sent home with your child concerning these programs at the proper times.

- Our School has a number of activities and programs that parents/guardians are invited to attend.
- Grandparents may look forward to attending school during Grandparents' Day.
- Our PTO has financially supported professional educational programs for the entire school.

### HONORS DAY PROGRAM

Awards will be given in the following areas (criteria for receiving the award is also listed):

**ATTENDANCE** – **Perfect Attendance** - No absences or tardies

**Outstanding Attendance** - Limit of one-half (1/2) day excused absence and two (2) tardies. An award will not be given if one (1) full day is missed.

**SCHOLASTIC** – Outstanding achievement by subject. “A” average in a subject on a report card.

**TEACHER DISCRETION** – Citizenship, Music, Art, Most Improved, or Special Awards.

### SCHOOL SAFETY / VISITORS / LEAVING SCHOOL

In order to maintain a safe and secure environment for all students at Indian Creek Elementary School, we will follow the procedures listed below:

Visitors in the school building who volunteer / eat lunch / etc.

1. Sign in at the office
2. Leave their Photo Identification in the office
3. Upon leaving, sign out in the office and pick up identification.

When picking up a student during the school day, the following procedures will be followed:

1. Photo Identification must be shown to the office staff.
2. Verification that the individual is on the Emergency Contact List and eligible to take the student from the building.
3. Sign out the student

**\*\*\* If an individual is not on the Emergency Contact List, the individual will not be permitted to take the student from the school premises.**

### VOLUNTEERS/CHAPERONES

All volunteers for the school, as well as field trip chaperones, shall complete a limited criminal background check prior to working with any students. This form is available in the ICES office. It is requested that all volunteers and chaperones complete this process forty-eight (48) hours prior to working in the school or attending a field trip.

**Volunteers/chaperones are asked to refrain from taking pictures of students while working in classrooms, visiting for lunch, or attending a field trip. Parents may take pictures of their own student(s) on special occasions, but parental consent has not been given for other students to be included.**

### SPECIAL SERVICES

**TITLE I – REMEDIAL READING** – A Federal Program designed to increase the Language Art skills of regular classroom students experiencing difficulty.

**VISION SCREENING** – New and referred students may also be screened.

**HEARING TESTS** – Given to first grade and upon referral.

Earlywood Educational Services provides testing and evaluation for referred students. Earlywood Educational Services conducts special education classes throughout the county, as well as speech and hearing assistance to students qualifying for classes. Also, students at our school qualifying for specialized programs may receive full or part-time special education classes.

ICES offers services to meet the needs of all students including high ability students. Each school and teacher is searching for new ways to challenge all levels. A Broad Based Planning Committee has been formed to plan

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innovative ways to meet the needs of the high ability students. Please refer to the High Ability web site at <http://www.nhj.k12.in.us/HighAbility/index.htm> for more details.

### **MEDIA RELEASE OF INFORMATION**

Indian Creek Elementary School personnel may release certain student information including the student's name, photograph or electronic image, participation in officially recognized activities, dates of attendance, awards received, and other similar information without parental consent to newspapers, magazines, radio and television, colleges, civic organizations or similar groups, or publish such information in its own publications, programs, yearbooks, Internet pages or by other means. Any parent, or guardian, **not** wanting this information released to the public shall mark this selection accordingly with enrollment paperwork. Upon the receipt of this form, ICES will attempt to prevent the release of student information.

### **PARKING**

Please look at the parking map we have outlined for you. Please do not park in the bus lanes from 7:45 AM - 8:10 AM or 2:30 PM - 3:10 PM. Wednesday times are 1:30 PM - 2:10 PM.

### **EQUAL OPPORTUNITY**

Nineveh Hensley Jackson School Corporation practices equal opportunity in education and employment. It does not discriminate on the basis of age, race, color, religion, sex, national origin, or disability. Educational services, programs, courses, instruction, and facilities will not be denied to anyone in the Nineveh Hensley Jackson United School Corporation because of his or her age, race, color, religion, sex, national origin or disability.

### **NINEVEH-HENSLEY-JACKSON-UNITED SCHOOL CORPORATION POLICIES**

The Nineveh-Hensley Jackson United School Corporation provides to parents all of the corporation policies. All students and their parents/guardians are encouraged to read the corporation policies, which include American Disabilities Act (ADA) and Section 504, Annual Asbestos Hazard Emergency Response Act (AHERA) Anti-Harassment, Family Educational Rights and Privacy Act (FERPA), and Network and Internet Use, as well as other policies.

### **CONCLUSION**

Thank you for reading this information. If each student understands and follows these policies, each student will get along well with the other students and most importantly, get an excellent education.