**GRANT LINE ELEMENTARY SCHOOL**



**Parent/Student Handbook 2023-2024**

**Grant Line Elementary School**

**4811 Grant Line Rd.**

**New Albany, IN 47150**

**Office Hours: 7:30 a.m. – 3:30 p.m.**

Office Phone 812 542-5502 Fax 812 542-4784

Attendance Line 812 542-5701 Menu Line 812 542-2088

Superintendent of Schools

Director of Elementary Education Tony Duffy

Principal

Administrative Intern Kimberly LaMaster

Counselor Lisa McCory

Secretary Jennifer Quillo

Clerk

**GRANT LINE SCHOOL MISSION STATEMENT**

**Grant Line Elementary Mission Statement**

*The mission of Grant Line Elementary School is to ensure*that all students are learning at a high level by…

* *providing a positive and safe learning environment for all students and staff;*
* *providing a variety of learning experiences that promote students’ academic, creative, emotional, social, and physical development in order to achieve each individual’s maximum potential;*
* *encouraging self-discipline, respect, responsible citizenship, and appreciation for the interdependence and diversity of all people;*
* *encouraging good communication and cooperation between home, school, and community.*

**Grant Line Elementary Statement**

Grant Line Elementary School a Professional Learning Community that utilizes research based methods and practices to deliver instruction across grade levels so that we can better educate all students, and encourage them to perform up to and beyond their expected levels of achievement.

**Collective Commitments for Students**

As students of Grant Line Elementary, we understand the importance of having an excellent school.

In order to do our part, we will:

* Show pride and spirit in our school by participating in school activities.
* Respect ourselves, others, and the property of the school.
* Share our talents and skills with other students so everyone can succeed.
* Extend our hand in friendship and kindness towards all students.
* Take responsibility for our own learning and actions.
* Reach and work towards our personal best with a positive attitude.
* Welcome new friends to our school with kindness and support.

**Collective Commitments for Teachers**

As teachers, we recognize a collaborative culture is the underlying structure on which advancement toward the Grant Line Elementary shared vision is supported. In order to advance this shared vision, we, as members of collaborative teams, will:

* + Use various and balanced assessments to guide instructional design and to monitor students progress towards intended curricular outcomes.
	+ Provide opportunities for students to develop academic and life skills necessary to make responsible choices, develop independence, and act respectfully and collaboratively.
	+ Commit to life-long learning, on-going professional development, and sharing and implementing relevant information and strategies into our learning environment.
	+ Provide a supportive school atmosphere where everyone feels emotionally, physically, and intellectually safe while acting with integrity, respect, and honesty.
	+ Be proactive to collaborate with and involve parents in the education of their children by communicating student progress and providing a support system for students.
	+ Provide differentiated instruction that incorporates conceptual, inquiry, and research-based practices, as well as real world learning at student's instructional level.
	+ Communicate with and utilize resources of the community.

**Collective Commitments for Support Staff**

In our varied roles as members of the Grant Line Elementary support staff, we share common commitments to assist the district in reaching its vision. In order to advance this vision, we will:

* + Create an environment that is: courteous, welcoming, helpful, positive, safe, and nurturing.
	+ Be responsive to the needs and requests of students, staff, parents, and community in a timely manner.
	+ Approach all situations with an open mind.
	+ Maintain a professional presentation in our appearance and work environment.
	+ Promote our own emotional and physical health as well as that of our colleagues.
	+ Develop and support positive relationships with our colleagues, students, parents, and community.
	+ Participate in effective communication through 'chains of command' (i.e. teachers, principal, social worker, special services, etc.) while recognizing and honoring the need for confidentiality.
	+ Model a commitment to continuous improvement, a commitment to life-long learning by taking responsibility for our own career advancement, an appreciation for cultural diversity, and pride, ownership, and support of the school and district.

**Collective Commitments for Parents**

As parents, we must become familiar with the vision statements of Grant Line Elementary. We can contribute to the pursuit of that vision and the success of our children when we:

* Create an environment conducive to learning by providing a quiet place for study, stressing the importance of continuous learning, insisting on good attendance and preparation for school, encouraging involvement in school activities, and encouraging our children to achieve their potential while offering praise.
* Become actively involved in the life of the school by learning about the available curricular, extracurricular, and student support programs, learning about student expectations in the classroom and in extracurricular programs, volunteering in the classroom, and attending school activities.
* Engage in open and timely communication with the school by responding to the school's feedback about our children's academic progress and behavior, advising school personnel of any special circumstances or needs of our children, being proactive in asking questions, expressing concerns, and seeking information, and understanding that we are our child's biggest advocate.
* Help our children become responsible, self-reliant members of the school community by teaching them to accept responsibility for their own learning, decisions, and behavior; insisting they observe the rules of the school; modeling respect, consideration, and cooperation in dealing with others and expecting our children to do the same, and modeling respect for cultural diversity, individuality, and the choices and rights of others.
* Promote a healthy lifestyle by modeling and supporting responsible lifestyle choices, monitoring the activities of our children and responding to behavior which jeopardizes their health and well-being, becoming informed of the risks associated with use of alcohol, tobacco, and other drugs, and discussing and developing family rules which prohibit illegal use of alcohol, tobacco, and other drugs.

**COLLABORATION = CO-LABORING = EVERYONE WORKS TOGETHER!**

All staff members are of equal importance. The truth is that all of us together are better and stronger than a few of us when working on solutions. All faculty members are encouraged and expected to take a vocal leadership role within our school. You are expected to voice your concerns and share your strategies during faculty meetings, in grade level and collaboration meetings, and in all professional settings. You have wonderful ideas and are tremendously talented people. We need and expect you to play a visible, vital, and valued role in our family.

**Yellow Jacket Pledge - Cheer**

Yellow Jackets that’s our name,

 Working hard is Grant Line’s game,

Respecting others shows I care,

That’s the only way it’s fair,

Be the best that I can be,

“Super Me” is what you’ll see!

**GRANT LINE ELEMENTARY SCHOOL BELIEF STATEMENTS**

*The purpose of education is to discover, share, and seek knowledge in the pursuit of personal fulfillment, lifelong learning, and the improvement of humanity.  Education should develop students into independent learners, critical thinkers, and problem solvers.*

*Our school provides a safe, nurturing, and challenging environment that is conducive to learning and builds self-esteem.*

*Mutual cooperation, communication, and respect among students, families, school corporation staff, and local community are important to student success.*

*High expectations of students and the belief that all children can learn are essential in helping achieve each student’s maximum potential.*

*The consensus process is the model by which joint decisions are made, in order to implement exemplary practices.*

*The professional staff keeps abreast of child development issues, current curriculum research, and instructional standards.*

*Education is enhanced through the use of technology, field trips, and a variety of activities, both curricular and extracurricular.*

*Our school embraces the idea of diversity and promotes the acceptance of each child’s racial, ethnic, socio-economic, and religious background.*

**SCHOOL HOURS**

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**Please DO NOT drop children off at school before the 7:30 am bell.**

**Students arriving between 7:30 a.m. to 7:45 a.m. are to report to the gym or cafeteria for breakfast then to the classroom after 7:45 a.m (Tuesday through Friday). Students are to be either in the gym or cafeteria until taken to their classroom by the teacher at 8 a.m. on Mondays.**

**7:30 a.m. Students arrive at school – On Monday students are to report to the gym and all other days students are to report directly to their classrooms after 7:45 a.m. if they are not having breakfast.**

**7:30 a.m. to 8:00 a.m. Breakfast**

**8:00 a.m. School Begins**

***AFTER 8:00 A.M. YOUR CHILD IS MARKED TARDY***

\* Please note that we are required by corporation policy to report excessive absences and tardies to the Department of Child Services.

Our car rider line remains open until 8:00 am. When arriving after 8:00 in the car rider line the student **MUST** check-in at the office **with a parent or guardian** to get a tardy slip so they may be taken off the absentee list. Please do not simply let your students out at the office door.

**7:30 a.m. Office Opens and Students may start arriving.**

**8:00 a.m. Morning Announcements (Gym - Mondays) - (Classrooms – Tuesdays – Friday)**

**8:00 a.m. Tardy Bell Rings – Students are considered Tardy at this time.**

**2:15 p.m. Afternoon Announcements**

**2:20 p.m. Dismissal**

**3:30 p.m. Office Closes**

**Lunch Schedule (Tentative)**

Kindergarten 11:00 am-11:30 am

1st Grade 11:35 am – 12:05 pm

2nd Grade 12:15 am – 12:45 am

3rd Grade 11:10 am – 11:40 am

4th Grade 11:45 am – 12:15 pm

**GRANT LINE ELEMENTARY SCHOOL INFORMATION**

**REPORT CARDS**

Report cards are distributed every nine weeks. Parents should sign the report card and return it to school in a timely manner. Concerns regarding a student’s grade(s) should be discussed with the child’s teacher.

Midterm reports are sent home during the middle of each quarter. For teachers who send weekly reports, the weekly report in the middle of the quarter is your child’s midterm report.

**CANCELLATION / DELAY OF SCHOOL**

May occur due to inclement weather. Listen to one of the radio or television stations for information related to school closings and delays. DO NOT CALL THE SCHOOL. Parents need to make prior arrangements with their child in the event of an early dismissal. Refer to the inclement weather bulletin sent home. Parents will also receive a phone call advising of a delay or closure. For this reason, it is imperative that we have current phone numbers in our computer.

**CLASSROOM ASSIGNMENTS**

A great deal of time is put into assigning students to classrooms. Assignments have been made on the basis of reading groups, ability, academic reports, boy/girl ratios, learning styles, and behavior. We have a very strong instructional staff across the building, so specific requests for a particular teacher will not be considered.  Families will be notified who their teacher will be in the summer mailing reminder about registration.

**CLASSROOM PARTIES**

Due to the importance of protecting instructional time in the classrooms, parties are limited to three times per year: Halloween, Christmas, and Valentine’s Day. These parties are handled and arranged by the teacher and / or designated room parents. Invitations to individual children’s homes, parties, etc., are to be arranged outside of school. Individual recognition, gifts, or treats for special occasions, should occur at home and NOT AT SCHOOL.

**CLASSOOM PARTIES (BIRTHDAY TREATS)**

The number of students with food allergies has increased significantly over the last several years.  Student safety is our number one priority followed by ensuring instructional consistency and fidelity.  Grant Line Elementary will announce student birthdays each day during morning announcements instead of distributing cupcakes, donuts, and other food items.  Parents wanting the school to celebrate their child’s birthday in a different way could celebrate with non-food items.  Some ideas include donating a book to the classroom with a note to your child or donating items for the classroom to use during indoor or outdoor recess.  Items for celebration aren’t being expected or requested, but just serve as ideas for parents wanting further celebration of their child’s special day.  Thank you for supporting the health and wellbeing of our students while also supporting the fidelity of instructional time.

**FIELD TRIPS**

Field trips are part of the curriculum and considered an extension of the classroom. We have an exciting field trip program funded by the school corporation and grants. Teachers will inform you of any additional costs involved in a field trip. Students may be required to do some pre- and/or post-tour activity.

**GRADING SCALE**

When assessing student performance, the following grading scale is used:

A+ = 100-99% A = 98-92% A- = 91-90%

B+ = 89-88% B = 87-82% B- = 81-80%

C+ = 79-78% C = 77-72% C- = 71-70%

D+ = 69-68% D = 67-62% D- = 61-60%

59% and below = F

**LIBRARY**

Grant Line employs a media specialist. Students have a scheduled library time for 40 minutes each week. We also encourage volunteers. The library volunteers check out books, help with book selections, read stories to primary classes, and keep the library in good condition. If a student loses or damages a book, that student should notify the teacher and the principal to discuss replacement of the book. The PTO helps provide monies for library expenses and the acquisition of new books. Volunteers who want to work in the library may sign up each year at registration. If at any time you decide to volunteer, please contact the school.

**NEWSLETTER**

The school newsletteris emailed to families by the end of each week. It will contain the latest news and important announcements. Contact the front office to have your email address updated if you aren’t receiving this weekly communication.

**PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization(PTO) is a large, vital organization within our school community which seeks all parents, grandparents, and school staff as members. SUPPORT THE PTO BY JOINING IN THE FALL.

**EMERGENCY DRILLS**

All schools are required by state law to conduct the following drills:

* Monthly fire drill
* One take cover (manmade occurrence) drill per semester
* One take shelter (tornado) drill per semester

The purpose of these drills is to teach children how to respond in a rapid, orderly, and safe manner in emergency situations. Students are required to cooperate fully and in a serious manner. Proper behavior is expected at all times to ensure the safety of everyone.

**SCHOOL INSURANCE**

Accident insurance forms are provided for those who would like to purchase the coverage. They are available through the office at the beginning of the year.

**SCHOOL PICTURES**

Are taken in the fall of each year. You will be sent information before school pictures are taken. When you get the information review it, check to see what package you want, and send the money **ON PICTURE DAY**. If your child is absent, you may have the picture taken on retake day. No pictures are taken in the spring.

**SNACK SHOP**

Each class sets aside some time during the day for a nutritious snack. Snacks may be purchased in the cafeteria in the morning before school. **WE ENCOURAGE HEALTHY SNACKS –** NO CANDY, COOKIES, CAKES, CHIPS, CHOCOLATE, ETC. ***GUM IS NOT ALLOWED AT ANYTIME****.*

**SPECIAL SERVICES**

The Grant Line staff works to meet the individual needs of the student. Our special service staff includes a school counselor, a general education intervention team, special education teachers, a speech therapist, a school nurse, an occupational therapist, and a physical therapist. Parents are encouraged to consult with the classroom teacher about a child’s special needs.

**TELEPHONE AND ADDRESS INFORMATION**

Please keep the school informed regarding a ***CURRENT*** address and phone number. It is highly recommended that we have at least TWO EMERGENGY contact numbers on file at all times, as well as any other pertinent information. This information is very important in case your child becomes ill or is injured.

**TEXTBOOK RENTAL**

Fees are assessed each year for use of books. The fee will vary according to grade level. Paid at the time of enrollment, the fees cover the cost of books, art supplies, and test materials. Partial payments are accepted, and a deferred payment plan may be arranged with the office. An additional fee will also be assessed for each damaged book.

Financial Assistance for textbook rental fees is available. Families may qualify based on need. Textbook assistance is included on the same form as the application for free/reduced meals. Upon request, the school principal will help any parent in understanding and/or completing the application. If a child moves out of the school system, a pro-rated refund will be given. This refund is uniform throughout the New Albany-Floyd County School district.

**USE OF THE TELEPHONE**

By students must be regulated. Students must obtain permission from their teacher before using the phone. Calling home in order to request permission to stay after school to attend athletic events or to go home with another student will not be permitted.

**VISITOR REGISTRATION**

We try very hard to maintain a **SAFE AND SECURE ENVIRONMENT** in our school building daily. During school hours, all doors are locked. Entrance to the building is only allowed during school hours at door one, which is near the flag pole. We ask that all parents and visitors to Grant Line Elementary School check in at our secure entry point located at door 1. Here they will register, obtain a name tag, and receive information on classroom location. All visitors coming to the school 18 years and older are required to present a valid identification or driver’s license issued by a State agency. The identification will be scanned. This process automatically performs criminal background checks. This policy is for our students’ protection. If you are in the building and not wearing a name tag or badge, please do not be offended if a one of our staff asks you if you have stopped by the office. Compliance with this rule will help us protect your child from the disruption of unauthorized visitors. Contractors and service professionals working at Grant Line Elementary shall undergo a criminal background check and be issued a temporary pass for access to the building. All contractors and service personal must be approved by the principal.

At Grant Line Elementary, during the school hours, our time on task and working directly with students is our teachers’ priority. In fact, the Grant Line Elementary team views daily instructional time, good routines, and consistency as an extremely valuable part of the learning process. Therefore, parents need to schedule a time to meet with teachers. **We discourage parents from stopping into the classroom before and after lunch and just before school.** It is difficult for teachers to talk with parents when they are required to be supervising a full class of students. Grant Line teachers are committed to working with parents and maintaining an ongoing dialogue with each parent regarding their child’s progress. We are committed to providing the best educational experience for all students. Parents can help with this by taking time to schedule an appointment to talk with the teachers. Any visitation to the classroom without the prior knowledge and agreement of the teacher is discouraged to ensure that the learning environment and the teachers focus remains on the students during instructional hours. We appreciate your support in this matter.

**All volunteers, chaperones, and employees** must have a State approved identification card scanned and on file with the office prior to working with students.

**YEARBOOK**

The Grant Line PTO publishes an annual yearbook. Included in this yearbook are pictures of all students, classroom and PTO activities, team pictures, and other extracurricular events. Yearbooks are ordered and paid for early spring. They arrive and are sent home near the end of the school year.

**ATTENDANCE POLICY AND PROCEDURES**

The New Albany Floyd County Consolidated School Corporation requires that students attend each day the school is in session. Each day of school is part of a sequential learning process; therefore, missing even one day without good cause should be avoided.

**Reporting Absences to School**

Parents are to notify the office of a student’s absence.

When reporting the absence please use the attendance line **(812) 542-5701** and provide complete information as to child’s name, teacher, request for picking up home practice, and the reason for the absence. Failure to contact the school office with information regarding the student’s absence may result in an unexcused absence.

Physician, dental and counseling appointments should be scheduled after school hours whenever possible. If unavoidable, please notify the office and have the child attend classes both before and after the scheduled appointments. A physician’s statement of diagnosis may be required at any point for an absence or extended absences. After ten days absence, a doctor’s statement is required each time a student is absent for the remainder of the year. A statement from a licensed medical professional documenting an absence may allow an unexcused absence to be changed to an excused absence.

If one or more of the following occurs, your child will be sent home: temperature of 100 or higher, vomiting, severe pain in the chest or stomach, fainting, live lice is found in hair, and/or injury. Please have two current emergency contacts listed on you child’s enrollment form. Please contact the school immediately if this information changes during the year.

**Excused Absence-Definition**

Absences for the following reasons will be considered as *excused absences*:

* Illness that involves fever, vomiting, injuries, or situations when a physician recommends the students be absent from school. The reason is to be reported to the school office.
* Death of immediate family member
* Medical or dental appointments which cannot be scheduled outside the school day (a written doctor’s statement is to be given to the school office)
* Religious Holidays
* Court ordered absences
* Other unusual circumstances when approved by the principal and requested in advance of the event
* Travel for a limited time period involving new educational experiences for a student, which is requested on an infrequent basis by parents or guardian at least one week in advance of the proposed absence. Letters should be submitted to the school principal for approval.

**Unexcused Absence-Definition**

Absences for the following reasons will be considered as unexcused absences:

* “Long weekends” and vacations without prior approval
* Moving days (change of residence)
* Transportation problems
* Medical or dental appointment without a doctor’s written statement
* Appointments for non-essential activities such as haircuts, shopping, etc.
* Extended absences for head lice treatment

**Tardy to School-Definition**

Students who arrive at school after 8:00 a.m. are considered tardy. Those who arrive after 8:00 a.m. are to report to the office to obtain a pass that will permit them into the classroom. The student’s parent or guardian is to sign in at the office and indicate the reason the student in tardy. The tardy will be documented in the office.

Excused tardies are those that are verified in writing by a medical professional, counselor, etc.…or those that have been approved by the building principal due to extenuating circumstances.

**Early Dismissal-Definition**

Request to release children from school early creates a disruption to the learning environment. Excused early departures are those departures that are verified in writing by a medical professional, counselor, etc.… or those departures approved by the building principals for extenuating circumstances.

If early dismissal is unavoidable, please follow this procedure:

* Send a note to your child’s teacher including the date, time, and reason for early dismissal.
* Report to the office at the designated time. Your child will be called to the office when you arrive.

**Procedure for Dealing with Excessive Absences, Tardies, or Early Dismissals**

Once a student obtains **ten** unexcused absences, a referral will be submitted to Department of Child Services per Indiana Code. Referral documentation includes:

* Evidence that the school has communicated attendance concerns to the parents
* An academic impact statement including grades and performance concerns
* Attendance records

Anytime a student misses any portion of the school day (early dismissal, tardy, appointments during the day) the student will be marked tardy for accurate record-keeping. If the period of time exceeds one-half of the student day, the student will be marked half-day absent.[[1]](#footnote-0)

**GENERAL SCHOOL RULES**

These rules are needed to ensure that all students receive a quality education, that they respect the property of the school and of others, and in general are not disruptive to the environment of the school.

1. Students will follow directions given by all adults,
2. Students will keep their hands, feet, and other objects to themselves.
3. Students will use only kind words when talking to others.
4. Students will walk and talk quietly in the building at all times.
5. Students will stay in assigned areas.

**BEHAVIOR CODE**

A happy, cheerful school environment is absolutely essential to provide the best educational experience your child can have. Each child is continually growing in academic, social, physical, and emotional areas. The staff at Grant Line wants to ensure that all students have an excellent educational environment. Student misconduct hampers both learning and safety. Misbehavior interrupts classroom time and detracts from learning opportunities. Furthermore, when children are not held accountable for their conduct, they begin to believe that “*rules are made to be broken”.*

The behavior expected of students at Grant Line is a combination of common courtesy, respect for others, and safety considerations. No student should keep a teacher from teaching or another student from learning.

**DISCIPLINE POLICY**

Grant Line School has a *Discipline Policy* which is used to promote good citizenship related to conduct and school work. Parent Conferences, assigning students to the After-School Detention program, and out-of-school suspension may be implemented based on student behavior. These measures are used based on the seriousness of the incident or program.

When an after-school detention is assigned for a student infraction or failure to complete assignments, advance notice (usually a written note) will be given indicating the reason for, and the date and time of the detention to be served. Students are to remain at school until 3:30 p.m. It is the responsibility of the parent to pick up their child at 3:30 p.m.

**PERSONAL APPEARANCE**

Good grooming should always be the order of the day. Children should not wear any type of clothing that would prevent them from participating in all school activities. The dress code for New Albany Floyd County School System is listed below.

The following clothing guidelins should be followed:

1. No spaghetti straps (straps must be at least two fingers wide)
2. No midriff tops (stomachs must be covered)
3. Students are to wear tennis shoes on the day they have P.E.
4. No flip-flops or shoes with wheels at anytime (they cause problems on the playground and are a safety hazard)
5. Sandals may be worn, but they must have a strap around the heel for safety
6. Shorts must reach the tips of fingers when arms held down to the side

Clothing and jewelry which includes depictions or symbols of the following are prohibited:

1. sex or sexual innuendo;
2. lewd, vulgar, indecent, or plainly offensive speech, including profanity;
3. violence, destruction of property, or advocating the use of force;
4. urging violation of the law or school regulations;
5. alcohol, drugs, tobacco, or tobacco like products;
6. anything that humiliates others or which may be considered racist, sexist, ethnically derogatory, including the

 confederate flag

1. anything that substantially or materially disrupts the school environment.

Restricted items will include the following:

1. Any item deemed inappropriate by a building administrator
2. Any item that may cause safety concerns/issues
3. Head covering of any kind unless the item (e.g. religious headwear) is approved by the principal
4. Pants and skirts must be worn at the waist
5. Tops without sleeves unless deemed appropriate by a building administrator and cover the stomach
6. Pajamas or similar nightwear
7. Sunglasses without a doctors statement
8. Clothing or holes in clothing that exposes stomach/private areas

**BE AWARE OF WEATHER CONDITIONS AND DRESS YOUR CHILD ACCORDINGLY**. We like to play outside whenever possible.

**PERSONAL BELONGINGS**

To prevent lost, stolen, damaged, or misplaced personal property, each child is to be responsible for his or her own belongings. Lost articles will be returned to the lost and found box. **ALL ARTICLES BROUGHT TO SCHOOL SHOULD BE MARKED WITH YOUR CHILD’S NAME. MONEY SHOULD NEVER BE LEFT LYING AROUND.** If money is sent for lunch or other purchases, place it in an envelope labeled with your child’s name and their teacher’s name. Parents are encouraged to load money onto the student’s lunch account instead of sending cash for lunch purchases.

**RESTRICTED ITEMS**

Students should not bring to school items which are potentially dangerous or that would detract from the education process. Certain items are forbidden at school and will be taken and held until the parents reclaim them. These items include, but are not limited to the following:

 Matches or lighters

 Cigarettes / tobacco products

 Firecrackers, shells, or any explosive device

 Pocket knives or any sharp instruments

 Spray paint

 Cinnamon oil or cinnamon toothpicks

 Drugs of any kind (exception: see medicine section)

 Obscene pictures or literature

 Guns of any type

 Toys (except with teacher’s permission)

 Headsets (except with teacher’s permission)

 Cell Phones

 IPODS / MP3 Players / Radios/ Walkmans / CD Players (**Principal or Princial Designee’s Discretion**)

**SPECIAL SCHOOL RULES**

These rules needed to insure the safety and well being of all the students in the building.

1. Fighting is strictly prohibited at any time for any reason.
2. The use of profanity is strictly prohibited.
3. Vandalism is strictly prohibited.
4. Possession of weapons or other dangerous objects is not allowed.
5. Possession of or use of any controlled substance is not allowed.
6. Stealing is strictly prohibited.

With the violation of Special School Rules, parents will be notified of the infraction in a timely manner. Suspension from school may be recommended if, in the opinion of the principal and the teacher, the incident was

1. DELIBERATE
2. CAUSED, OR COULD HAVE CAUSED, ANOTHER CHILD TO BE SERIOUSLY INJURED.
3. REPEATED.

This Grant Line School Behavior Code is in addition to the corporation-wide regulations as well as the Grant Line School Code of Behavior.

**Anti-Bullying**

(a) Bullying is **prohibited** by the School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to his or her person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does **not** include:

• participating in a religious event;

• acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;

• participating in an activity consisting of the exercise of a student's freedom of speech rights;

• participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;

• participating in an activity undertaken at the prior written direction of the student's parent; or

• engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: The School Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a *safe and* peaceful learning environment. The School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

1. Education: All students in grades K-12 will be provided age appropriate instruction focusing on bullying prevention.
2. Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the Superintendent). All staff who observe or receive a report of suspected bullying shall **immediately** notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The School Corporation will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.
3. Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.
4. Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.
5. Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and the School Corporation policy.

**Policies for Student Meal Accounts**

2023-2024

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative

guidelines and procedures for managing student meal accounts. It is the parent's/guardian's responsibility to

provide the means for their child to be properly fed and ready to learn. In order to do so they should: provide

the money for the child/children to purchase a school meal, complete the free/reduced meal application to

determine if they are eligible for assistance or send a meal from home.

2023-2024 Meal Prices: Prices to be announced soon.

Students:

Breakfast: $1.90 Reduced Price $0.30

Lunch: $2.80 Reduced Price $0.40

Adults:

Breakfast: $2.70

Lunch: $4.85

Milk Only: $0.65

MyPaymentsPlus:

All parents/guardians are required to open an online MyPaymentsPlus account to manage their child's meal

account. MyPaymentsPlus is an online secure and convenient way to monitor purchases, make payments, and

receive their personalized low balance notifications regarding their child's school meal account.

Log on to

[www.MyPaymentsPlus.com](http://www.mypaymentsplus.com)

Meal Payments:

All cafeteria purchases are to be prepaid before meal service begins. Payments can be made two ways:

I. MyPaymentsPlus: Log on to www.MyPaymentsPlus.com

2. Prepay at School: Parents can make advance meal payments by sending checks to school.

Checks must contain the student's name and PIN number. Make checks payable to your child's

school.

Meal Charge Policy: Go to www.NAFCSnutrition.com for full details of "Charge Policy".

The New Albany Floyd County Consolidated School Corporation recognizes that on rare occasion, students

may forget to bring money to school for meals. Charging can be embarrassing to the students. Students and

adults are expected to pay daily or in advance for all food purchases. Unpaid debts are disallowed by the

Federal School Nutrition Program Regulations; accordingly, unpaid debts must be collected and paid to the

School Food & Nutrition Program.

Emergency Meals:

An emergency meal is necessary when a student wants a meal but does not have money to pay for it.

Elementary and secondary schools have procedures in place to ensure students do not go without a meal as

outlined in the Meal Charge Policy.

Refunds:

Money will only be refunded from accounts to parents upon written request. Go to www.NAFCSnutrition.com

for guidelines. Print the "Refund Meal Account" form and submit to the school Food & Nutrition Manager.

**HOMEWORK (HOME PRACTICE) POLICY**

Homework, or “home practice” is important. It is an extension of the learning that takes place in school. Home practice provides practice and drill that reinforces classroom learning. It can provide opportunities for independent study, research, and creative thinking. Parents can help by arranging a quiet and comfortable place for the students to work and by seeing that assignments are completed.

# **School Health Services**

A school nurse oversees the health services offered at this school. However, a school nurse may not be at the school every day because most nurses travel between multiple school buildings. In case of illness or injury, a child will be cared for by a trained member of the school staff. If your child has a health concern, please include this information on your child’s health history information or notify the school as soon as possible. This information remains confidential and is shared with school personnel only on an as-needed basis. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the hospital by ambulance at the parents’ expense. ***Remember, an emergency telephone number where parents can be reached must be on file and is vital in reaching parents in the case of an emergency.***

# **Medications at School**

1. A “Request for Administration of Medication” form must be signed and dated by the doctor and parent/legal caregiver. This written request must be on file in the school office before the medication, prescription or over-the-counter, will be administered by the staff. The request must contain the student’s name, name of the medication, dosage, and time to be given. The form must be renewed at the beginning of each school year or if the medication changes during the school year.
2. A student may be authorized to possess and self-administer medication for a chronic or acute disease or medical condition if the medication is necessary in an emergency situation. The section of the medication form entitled “Possession and Self-Administration of Emergency Medication Authorization/Approval” must be signed and dated by the doctor and parent/legal caregiver.
3. The medication must be furnished to the school by the parent/legal caregiver on a daily basis. Any exception to this daily dosage requirement must be approved by the principal after consultation with the school nurse. The exception will be limited to a one (1) school week’s supply of the medication and must be brought to school by the parent/legal caregiver, or by another arrangement approved in advance by the principal. The medication must come to school meeting the requirements listed in #5 below.
4. All nonprescription medication must be in the original container and be clearly labeled with the child’s name.
5. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:

 Prescription number

 Child’s name

 Doctor’s name

 Name of medication

 Dosage

 Time to be given.

1. All medication brought to school for administration by staff will be kept in a locked container.
2. School nurses will provide instruction/training as needed to those staff members who dispense medication to students.
3. Non-medicated lip balms and up to 2 cough drops per day (with parent note) is allowed without a doctor’s statement.

# **Illness and Returning to School**

**Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons *and require a doctor’s statement for readmission***:

1. Reddened eye(s) with possible drainage, matting, or discomfort.
2. Recurrent or persistent skin infections – including scabies.
3. Unexplained or undiagnosed rash.
4. Injury involving documented loss of consciousness.
5. Untreated drainage from skin.

**Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons**:

* 1. Temperature of 100.4 or over. Students must be fever-free for 24 hours *without the aid of fever-reducing medication such as Tylenol/Ibuprofen* before returning to school.
	2. Temperature of 96.5 or lower.
	3. Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day, but should be treated before returning to school. According to New Albany-Floyd County School Board Policy, classroom head checks will not be done.
	4. Vomiting. Student must be free of vomiting for 24 hours before returning to school.
	5. Diarrhea. Student must be free of diarrhea for 24 hours before returning to school.

# **Severe Allergies at School**

If your child has a potentially life-threatening allergy to food, insect sting, latex, or other allergen, please be sure to have your child’s health care provider complete an Allergy Action Plan for your child and provide the school with an EpiPen. A school nurse or other trained school employee may give the EpiPen according to the directions on the Allergy Action Plan.

But, what if your child has an allergic reaction for the very first time at school and has never been diagnosed with an allergy? New Albany-Floyd County school nurses are prepared to handle these potentially life-threatening allergic reactions as well. If your child experiences a life-threatening allergic reaction at school that involves severe swelling of lip, face, tongue, or throat, severe difficulty swallowing or breathing, or unconsciousness, 911 and a parent will be notified. A school nurse or trained school employee under the direction of a school nurse may use a lifesaving medication called an EpiPen according to orders from the medical advisor. If you do not want your child to receive the life saving measure of medication from an EpiPen, please contact your school’s nurse in writing.

**Health and Wellness in the Classroom**

To ensure the safety and health of all students, all food items brought to school to be served to students or classrooms must be store-bought and include an ingredient label with allergens and carbohydrate counts. For celebrations, non-food items or healthy snacks are encouraged. Foods provided for classroom parties or holiday celebrations must comply with USDA Smart Snacks in School nutrition standards. A list of Smart Snacks will be provided at the beginning of the school year. Snacks not on the list can be determined to be a Smart Snack at https://foodplanner.healthiergeneration.org/calculator/

# **Immunizations**

A number of immunizations are required by state law for students admitted to public school. Evidence of receiving these immunizations or a letter of medical or religious objection is required before starting school. Your child could be suspended from attending school if the required proof of immunizations or objection is not given to the school.

# **Meningococcal Disease**

Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and prevention recommends routine meningococcal immunizations at 11 to 12 years old (prior to starting 6th grade), with a booster dose at 16 years old (prior to starting 12th grade). The meningococcal vaccine is required for 6th-12th grade students to attend school.

**Health and Extracurricular Activities**

New Albany-Floyd County Schools offers nursing services during school hours. However, a school nurse or health aide is not in the building after school hours. If your child has a medical condition requiring nursing care or a specialized care plan and intends to participate in any before or after-school activities, sports, or the YMCA childcare program, please notify your school nurse. Many agencies use our school buildings for student activities but do not have access to your child’s health information or training on how to handle health concerns.

Your school nurse can help you know what steps need to be taken to keep your child safe and healthy outside of the normal school day. For activities that are not school-sponsored (such as YMCA before-/after-school care, and After School Rocks) parents are responsible for communicating a child’s health needs to the program director and providing any necessary medication/treatment to care for the child.

**TRANSPORTATION**

**CELL PHONE USAGE IN PICK-UP AND DROP-OFF LINES**

Parents should refrain from using their cell phones during car rider arrival and dismissal times, so that student safety is not compromised.

**CAR RIDERS/ A.M. DROP-OFF**

Student may be dropped off in the morning between 7:30 - 8:00 a.m. at door #12. Please enter the one-way drive and proceed around the ballfield to the white awning on the north side. Students are to be unloaded at curbside. Due to safety concerns, please do not allow your child to cross the driveway without adult supervision.

**CAR RIDERS/ AFTERNOON PICK-UP**

When picking up students in the afternoon please pick students up at door #11. You can do this by entering the one-way drive and proceed around the ball field. Join the end of the car rider line, stay in your car, and move forward as students are loaded into their vehicles. **Parents are not to park and come in to pick up their child in the afternoon during dismissal.**

**CHANGE OF TRANSPORTATION**

If your child will be going home early, with a friend, or in any different way than usual, please send a NOTE to the teacher with all the pertinent information. Students must have a note to get on a different bus or to get off at a different stop. Please try to make these decisions before your child comes to school. We try to get messages to students when changes are called in, but sometimes it is difficult to find a class or student, so we can’t guarantee the message will be received if called in late in the day after **1:00 p.m**. For this reason, we ask that you not call in with changes or messages after **1:00 p.m.**

**SCHOOL BUS SAFETY**

“All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the school bus driver and the governing body of the school corporation” (1965 Acts of the General Assembly, Chapter 260).

We would like for you to discuss with your child and help them understand the rules which have been instituted for their safety and comfort in order to provide the efficient operation of our bus fleet.

**SAFETY RULES**

1. Be at your bus pick-up **ON TIME.** An early start will assure this.
2. Wait your turn to load and unload the bus. Avoid standing or playing on the road while waiting for the bus.
3. Obey the bus driver (and bus patrol) promptly and cheerfully. Realize that they have a big responsibility and that it is your job to help.
4. Knowing that bus transportation is scheduled to move you from one point to another safely and in conformance with a definite schedule of time, anything that each of us can do to maximize safety should be our concern.
5. Watch your step going to and from your stop and getting on and off the bus. Where there are no sidewalks, walk on the edge of the road **FACING** oncoming traffic.
6. Show consideration for the property for where your bus stop is located. Damage and destruction at the stops result in discontinuance of these stops.
7. NOTHING (arms, hands heads, books, etc.) shall be allowed to protrude from the open windows on the bus. Windows may only be opened or closed with the permission of the bus driver. Feet shall be kept on the floor and not protrude into the aisle.
8. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts the driver and may result in a serious accident endangering everyone on the bus.
9. Band instruments that can be carried on a bus by a student without taking up room of another student or blocking the aisle or exists may be carried on the bus. Where a differing point of view occurs, the school principal shall make the determination.

 10. Misconduct such as profanity, boisterousness, throwing things, destruction of school property, fighting, loading or unloading improperly, lighting matches, smoking, changing seats when the bus is in motion, eating on the bus, insolence, obscene gestures, shall be cause for dismissal of the student from the bus. A formal complaint form or a school or bus conduct report will be given to the principal and a school official shall make contact with the parent. Students under suspension from one bus MAY NOT ride another school bus for the period of the suspension. Permanent suspension may be made for flagrant violation of the school transportation rules.

1. Drivers are NOT permitted to allow passengers to load or unload at any point other than those specifically assigned to each student except by WRITTEN request from parent and APPROVAL BY a designated school official.
2. Students who have to cross a road at a loading point or after unloading shall do so on a driver signal at a point 10 feet in front of the bus. This allows the student and driver to make eye contact. Students refusing to cross in front of the bus will be denied use of the transportation.
3. Where it seems advisable and appropriate, a driver may assign a student a specific seat on the bus and the student may occupy that seat on the bus. Changes in seat assignment may be necessary and will be made by the driver in charge of the bus.
4. Animals such as snakes, mice, or pets of any type MAY NOT be brought on the school bus. Students desiring to take such items to school should arrange for parent transportation on those days.
5. **MOVING FROM ONE PLACE ON THE BUS TO ANOTHER WHILE THE BUS IS IN MOTION IS NOT PERMITTED.**

**GRANT LINE ELEMENTARY SCHOOL**



**Parent/Student Handbook 2023-2024**

1. Updated May 2022

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  Please Print

I have received a copy of my 2023-2024 Grant Line Elementary student handbook. I have read the handbook and agree to follow the policies and procedures outlined in the Grant Line Elementary Handbook.

 Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-0)