

Georgetown Elementary Parent Handbook 2023-2024



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New Albany Floyd County Consolidated School Corporation Vision and Mission Statements

The New Albany Floyd County School Corporation provides each child with an outstanding, unsurpassed education.

The New Albany-Floyd County Consolidated School Corporation works together with parents and the community to provide an outstanding education in a safe, nurturing environment where all are challenged to reach their maximum potential as respectful, responsible, contributing members of a diverse society.

Georgetown Elementary Vision and Mission Statements

To provide every child with an outstanding, individualized educational experience to achieve his/her fullest potential.

- ★ *To provide a quality instructional program in an integrated setting for each student.*
- ★ *To provide an orderly and safe school environment.*
- ★ *To develop programs and activities which will respond to the academic, social, emotional, personal, and physical needs of each student.*
- ★ *To work cooperatively with families to help their children develop self-discipline, self-respect, and self-confidence.*

Georgetown Elementary Parent Handbook

ANTI-BULLYING

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.

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.

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.

Education: All students in grades K-12 will be provided age appropriate instruction focusing on bullying prevention.

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 the 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.

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.

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.

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.

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. Our schools are committed to recognizing and celebrating students and classrooms with exemplary attendance.

Reporting Absences to School

Parents are to notify the school office of a student's absence. When reporting the absence please use the attendance line (812)542-2901 and provide complete information as to the child's name, teacher, request for picking up home practice, and the reason for the absence. If a phone call or a written note is not provided to the school the absence will remain unexcused.

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 100.4 or higher, vomiting, severe pain in chest or stomach, fainting, live lice found in hair, and/or injury. Please have two current emergency contacts listed on your 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 of 100.4 or higher, vomiting, injuries, or situations when a physician recommends the students be absent from school. The reason is to be reported to the school office by 9:00 AM.
- 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, not the classroom teacher, 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 AM are considered tardy. Those who arrive after 8:00 AM 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 is 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.

Procedures for Dealing with Excessive Absences:

At **ten** absences (excused or unexcused), legal contact regarding attendance status will be made via USPS letter.

In regard to unexcused absences:

- At 7 unexcused absences, verbal contact will be made via phone call or home

visit and documented.

- At 10 unexcused absences, a referral will be submitted to the Department of Child Services per Indiana Code and will include the following documentation: evidence that the school has communicated attendance concerns to the parents, and academic impact statement including grades and performance concerns, and attendance records.

Procedures for Dealing with Chronic Absenteeism:

The State of Indiana defines chronic absenteeism as missing 18 days of school, **regardless of being excused or unexcused**. If a student reaches 18 days of absence, school personnel will work with the family to develop an attendance success plan. For students attending an NAFCS school on an out of county transfer, this may result in a revoke of transfer.

Any time 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.

Participating in After-School Activities

Students that are absent from school for the entire day or leave school early unexcused, will not be permitted to participate in after school clubs or activities for that day. Attendance at school is important; participating in after school activities is voluntary and requires attendance at school.

Make-up Work/Requesting Assignments

There is no way a student can totally make up that which is missed when absent. Missing presentations, discussions, examples, and the interaction between child and teacher just cannot be made up. However, assignments involving such things as reading, math problems and worksheets can be done at home provided a student understands the directions. A teacher has the responsibility to carry on the instructional programs for those students who are present. Unless the teacher is aware before school begins that your child needs home practice, we cannot guarantee work will be ready by the end of the day to be picked up. **Please follow the outline procedures when requesting assignments:**

Notify the school or appropriate teacher by the beginning of the school day of the request for work to be sent home. Please tell us what adult will be picking up the work or which child to send it home with that afternoon. It is best when an adult picks up the work because students often forget despite an afternoon announcement reminding them to pick up a sibling's work.

The parent of the student who is missing school is responsible for seeing that arrangements are made for the assignment. All assignments should be picked up in the

office from the secretary. Please note that it is difficult for a student to make up an entire day's activities; therefore, upon returning to school, a student may have additional work to be made up. Since special effort is made by the teachers to supply assignments and material, in turn, it would be appreciated if the absent student would complete the work and return it to the teacher. Students are allowed one day for each day missed for make-up work. Credit will be given for completed work. Requests for assignments for pre-approved absences should be directed to the building principal.

BIRTHDAYS

We recognize student birthdays through the office and on the announcements. Please check with your child's teacher regarding birthday guidelines. The school classroom is not the right location for a child's birthday party. **Treats for a child's birthday are not accepted due to the NAFCS Wellness Policy.**

Invitations to birthday parties (or other parties) outside the school day should not be given out at school. (The exception is if the whole class is invited and no one would be left out. Then teacher permission must be obtained first.)

Balloon and flower deliveries for students should not be sent to school. Deliveries for students are not accepted at school. We appreciate you making other location arrangements for those deliveries, as those items for students are not accepted at the office.

CAR RIDER PROCEDURES

Please follow the car rider procedures distributed at the time of registration and highlighted in the weekly newsletter. Safety is the most important factor when driving near the school. Please refrain from using your cell phone, texting, and smoking. Please do not allow your children to hang out of car windows. Your child should be ready to exit your vehicle as you approach the curb. Please be mindful and courteous of other drivers and the adults on duty.

When dropping off students or picking them up it is important for all parents/guardians to stay in their vehicles and move toward the front of the line. Cars will need to stop bumper-to-bumper in order for us to have students come to the car quickly and safely. Please feel free to let staff know if you would like for us to help your child into the car. If you need to take a moment to buckle your child into his/her seatbelt, please pull around the side of the building and park on the left.

CHANGES IN DISMISSAL

If your child plans to go home a different way, a note is required. Notes must be sent to the office for approval. The note will be forwarded to the teacher and the bus driver (if applicable). Due to buses which are at/near capacity, students are not allowed to ride buses with other students.

Arrangements for weekend sleepovers or visiting friends should be made in advance. Students are not given permission to call home during the day to make those types of after-school arrangements.

CLASS PARTIES

Students in grades K-4 will have three PTA sponsored class parties: Fall, Winter, and Valentine's Day. Students with specific religious concerns associated with these parties may be excused from class once the party begins. Please share any specific religious concerns/guidelines with your child's teacher at the start of the year. Currently, parent volunteers are limited. You will receive specific information regarding gift exchanges at the appropriate time. **(See section regarding Health and Wellness under School Health Services)**

COMPUTER USE

Any student may lose computer privileges and face other disciplinary actions (including suspension) if he/she is found:

- not following directions on computers
- making inappropriate use of computers
- cheating on the computer
- having actions which could result in damage to the machine or software

Students (and their parents) are liable for the cost of replacement or repair of a computer if damage occurs by accident or intent.

Our school system does use internet filtering software which denies access to inappropriate internet sites.

EMERGENCY DRILLS

All schools are required by state law to conduct the following drills throughout the school year: fire, intruder, earthquake, and tornado. 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.

EMERGENCY INFORMATION

In case of an emergency each student is required to have on file at the school office the following:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s)/guardian(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and number

6. Medical alert information

7. Up to date custody papers (if applicable)

Please notify the school immediately if you have a change in any of the information listed above during the school year. Up-to-date address records are essential for emergency and administrative reasons.

FIELD TRIPS/TOURS

Field trips or tours must be of an educational nature to be included in our program. All trips are coordinated through the NAFC Curriculum office. More information about specific trips will be sent home once school begins.

Trips are supervised by teachers. Field trips are scheduled based upon community openings. Information will be communicated to parents via the grade level. Most tour sites allow a limited number of adults per student. Please discuss chaperone needs with your child's teacher. **Brothers and sisters of students are NOT allowed on field trips.** If you are asked to chaperone, please make daycare arrangements for your infants and preschoolers. Please do not plan to transport your child to a field trip in your vehicle. Students on a field trip are expected to ride the bus to and from the site and stay with the school group. All chaperones must have a current limited criminal history check on file in the school office.

It is our philosophy that tours add enrichment to our curriculum that could not be accomplished in any other way. We believe strongly that tours are valuable and educationally sound. **The school reserves the right to withhold a trip from a student due to behavioral or academic concerns.**

Please note, your approval for field trips is given during the registration process. If you do not want your child to attend the field trip, please notify the office before the day of the field trip.

HOME PRACTICE POLICY

Home Practice (Homework) is a foundation skill that must be developed. It encourages responsibility and self-discipline. Its main purpose is to develop discipline that is necessary for positive study/thinking skills. You will receive specific grade level homework expectations for each child. We expect parents to be involved with their child's homework by checking his/her work daily, signing specific forms or assignments when necessary, and creating a routine which fosters organization and responsibility. We encourage you to discuss homework expectations with your child's teacher.

LOST AND FOUND

Children will lose things. When a lost article is turned in, we put it in the lost and found. If the lost article is not claimed after a reasonable time, it is either discarded or given to someone who has a need for it. The lost and found rack is located near the elevator across from the office.

LUNCHES

A nutritious lunch program is available at our school. School lunches should be purchased by the week or month. Applications for reduced price or free lunches for eligible students are available in the office. Extra milk and ala carte items are available for purchase. We cannot sell ala carte items to students who do not have a lunch.

Cafeteria personnel have the right to limit the number of items or refuse to sell an ala carte item to any student.

Students may not bring glass containers, fast food lunches, or soft drinks as their sack lunch. Parents should not send beverages with carbonation or caffeine for lunch. Red drinks should not be sent.

If a child has a milk or food allergy, a "Doctor's Statement" (updated yearly) must be on file in the office. Food substitutions can be made if required.

Similarly to last year, parents who would like to eat lunch with their student will need to call the school for a reservation. We will be able to take a limited number of reservations each day.

A computerized lunch system is being used. Your child is given a lunch number at the beginning of the year. Please help your child memorize his number. Students will keep the same numbers from year to year. You will receive information regarding this lunch system at the start of every year.

PARENT TEACHER COMMUNICATION

The best progress for your child demands a close line of communication and understanding between the parent and the teacher. This can be realized best through individual parent-teacher conferences which may be initiated by either parent or teacher. Conferences with your child's teacher should be arranged in advance. This may be done by calling the school, by sending the teacher a note, or by indicating your desire on the progress report. All of our teachers have email and can be contacted via this mode of communication.

PARENT TEACHER ORGANIZATION (PTO)

All parents are invited and encouraged to join our PTO. The PTO plays an active role in providing supplies, trips, library volunteers and awards to students and teachers. The PTO sponsors class parties, festivals, and fairs. Many of our school programs and functions would cease to exist without the support of our PTO. Please become a part of this organization.

PERSONAL APPEARANCE/HYGIENE

The School Board believes that student dress and appearance should be respectful and not interfere with the learning environment. This replacement policy begins with the 2022-2023 school year.

The School Board understands that schools may have special days/events where the principal allows restricted items to be worn (e.g. sunglasses on Beach Day).

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

- a. sex or sexual innuendo;
- b. lewd, vulgar, indecent, or plainly offensive speech, including profanity;
- c. violence, destruction of property, or advocating the use of force;
- d. urging violation of the law or school regulations;
- e. alcohol, drugs, tobacco, or tobacco like products;
- f. anything that humiliates others or which may be considered racist, sexist, ethnically derogatory, including the confederate flag
- g. anything that substantially or materially disrupts the school environment.

Restricted items will include the following:

- a. Any item deemed inappropriate by a building administrator
- b. Any item that may cause safety concerns/issues
- c. Head covering of any kind unless the item (e.g. religious headwear) is approved by the principal
- d. Pants and skirts must be worn at the waist
- e. Tops without sleeves unless deemed appropriate by a building administrator and cover the stomach
- f. Pajamas or similar nightwear
- g. Sunglasses without a doctor's statement
- h. Clothing or holes in clothing that exposes stomach/private areas

- i. Flip flops
- j. Heavy perfumes/colognes/essential oils (due to allergies and asthma these heavy scents could trigger an attack)
- k. Rolling backpacks (unfortunately these do not fit into our lockers)

Principals should consider the following progressive consequences when students do not follow the policy:

- a. Warning
- b. Warning and parent contact
- c. Parent conference at the school
- d. In school suspension
- e. Out of school suspension

Principals have the authority to develop a school uniform policy, if they follow the following procedure:

- a. A committee made up of parents, students, certified staff, non-certified staff, and administrators should meet to develop a school uniform policy.
- b. Parents, staff, and students, grade 3 or higher, should be surveyed to get their opinions.
- c. The principal will bring a recommendation to the Superintendent.
- d. The Superintendent shall bring a recommendation to the Board.
- e. The Board will vote on the recommendation.

The Superintendent has the authority to approve a recommendation by the principal to dissolve the school uniform policy. The Superintendent will communicate his/her decision to the Board.

PETS AT SCHOOL

Unfortunately, we do NOT accept pets at school. Thank you for understanding.

PROGRESS REPORTS

Progress reports are distributed every nine weeks. 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.

REQUESTING MAKE-UP WORK/ASSIGNMENTS

There is no way a student can totally make up that which is missed when absent. Missing presentations, discussions, examples and the interaction between child and teacher just cannot be made up. However, certain assignments involving such things as reading, math problems and word study review can be done at home provided a student understands the directions. A teacher has the responsibility to carry on the instructional programs for those students who are present.

Unless the teacher is aware before school begins that your child needs homework, we cannot guarantee work will be ready by the end of the day to be picked up. Please follow the outlined procedures when requesting assignments:

Notify the school or appropriate teacher by the beginning of the school day of the request for homework. Please tell us what adult will be picking up the work or with which child to send it home that afternoon. It is best when an adult picks up the work because students often forget despite an afternoon announcement reminding them to pick up a sibling's homework.

The parent of the student who is missing school is responsible for seeing that arrangements are made for the assignments and all assignments should be picked up in the office from the secretary.

Since special effort is made by the teachers to supply assignments and materials, in turn, it would be appreciated if the absent student would complete the work and return it to the teacher. Credit will be given for completed work.

Students who are quarantined will be provided access to work.

SAFE SCHOOL HOTLINE

The hotline is available for parents or community members to leave information concerning possible safety threats without leaving their names. The information is forwarded to a central office administrator and/or the school principal for investigation. The number to call if you have concerns regarding safety at school is 1-800-418-6423 ext. 359. This number service works the same for all schools in New Albany-Floyd County. Concerns may also be sent using the anonymous alert link on the NAFC website, www.nafcs.k12.in.us.

SAFETY

Students threatening suicide or threatening to harm other students are taken seriously,

especially in this day and age of increased school violence. Corporation procedures have been established for these actions, which could include out of school suspension and/or counselor intervention at parent expense. Please discuss the seriousness of these actions with your child. Our goal is to have a safe learning environment for every child.

In addition to weapons, items that are dangerous or could cause harm to others will be confiscated. (For example: lighters, laser pens, matches, toy guns, knives) Disciplinary actions will occur if items are brought to school.

SCHOOL COUNSELING PROGRAM

Georgetown Elementary School's developmental counseling program is designed to maximize each student's social, personal, and academic potential. Individual assistance can be provided to students to help them overcome social and/or personal situations that interfere with learning. This may include individual time with the counselor (3-4 sessions), small group counseling, and crisis intervention.

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.
6. All medication brought to school for administration by staff will be kept in a locked container (unless needing to be secure but accessible for emergency use).
7. School nurses will provide instruction/training as needed to those staff members who dispense medication to students.
8. 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. For each condition marked with a (*), see #6 for additional details. 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. See #6.
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. Students must be free of vomiting for 24 hours before returning to school unless documentation has been provided to indicate an underlying, non-contagious cause. See #6.
5. Diarrhea. Students must be free of diarrhea for 24 hours before returning to school unless documentation has been provided to indicate an underlying, non-contagious cause. See #6.
6. During periods of community spread respiratory illness such as CoVID-19, guidelines for being excluded from school and returning to school may be extended and include additional symptoms. Input will be taken from the Floyd County Health Department, NAFCS medical advisor and the Indiana Department of Health.

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/autoinjector. A school nurse or other trained school employee may give the EpiPen/autoinjector 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/autoinjector 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

According to the NAFCS Wellness Policy, all food that is provided, not sold, to students on the school campus during the school day, must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. (<https://foodplanner.healthiergeneration.org/calculator/>). Individual school buildings are allowed up to three (3) exemption days from this policy for the purpose of classroom parties. Each building will independently decide the three (3) days in which food may be served(provided) that do not comply with the USDA guidelines. However, schools are encouraged to serve water and provide fruit and vegetable options as part of the celebration. All food items for parties or celebration must be store-bought and have a label that includes ingredients, Allergens, and carbohydrate counts. If classroom birthday celebrations are allowed, non-food items such as a classroom book, bouncy balls, party favors, or pencils rather than food items are encouraged.

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 with other students 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, After School Rocks, and elementary sports) 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.

SCHOOL PICTURES

Individual school pictures are taken at school for the yearbook by a professional studio each fall. Picture retakes will also be taken during the school year. You will have the option to purchase pictures. Special student pictures are taken in the spring and available for purchase. You will receive specific information regarding picture days during the year.

SCHOOLWIDE RULES AND EXPECTATIONS

We expect our students to behave properly and follow school and classroom rules. Our general school rules are:

1. Follow directions
2. Be responsible
3. Be respectful/kind to others
4. Keep hands, feet, and objects to yourself.

We focus on positive encouragement and rewards for our students. We also hold students accountable for their behavior and academics. Our school uses a system of positive reinforcement and "cardings" to monitor behavior. You will receive a specific classroom policy from your child's teacher at the beginning of the year.

It is sometimes necessary to use the disciplinary options of loss of privileges, in school time-out, bus suspensions, after school detention, and out of school suspensions when student behavior warrants these actions.

Appropriate behavior is expected. Classroom consequences occur when children choose to behave inappropriately. Office intervention occurs when the behavior is severe or disruptions continue by the student. Parents can help at home by reviewing classroom and school rules, encouraging and praising children for appropriate behavior, teaching their children to solve conflicts in positive ways, and by working with the school to help change inappropriate behavior.

SCHOOL YEARBOOK

A yearbook is created and published each year. Class pictures, events of the year, staff members, groups, and candid shots will be included in the yearbook. Specific cost information is shared with parents.. Yearbooks are distributed at the end of the school year.

SMOKING

Georgetown Elementary is a non-smoking campus. Smoking is prohibited inside the school as well as anywhere on the grounds. **Smoking in vehicles located on the property is also prohibited.**

SNACKS

Some classes hold a snack break. Snacks may be brought from home. Check with your child's teacher for the specific classroom snack policy. Please use your best parental judgment when sending in a snack for your child. Parents should not send candy, gum, or soft drinks. Students may not purchase snacks from the Teacher's Lounge at any time. Occasionally a classroom may be identified as a Nut-Free Zone due to a severe allergy. Students in those classrooms should not bring snacks containing nuts.

STUDENT RECOGNITION

Teachers and staff will recognize students in a variety of ways throughout the school year. Students are highlighted on the announcements, in the Bearprint, on the Georgetown Facebook page, and in classroom newsletters. Students may also be recognized in local papers via news articles and honor roll.

Awards programs are held toward the end of school recognizing academics, service to others, and many more student accomplishments.

Please notify the teacher and the office about any child who should not be included in social media posts or photographs.

TOYS

Toys (including Trading cards/ Pop-its and Fidget Spinners) should not be brought to school. Items get lost, broken or stolen. We ask parents to monitor what children put in their backpacks. Parents may reclaim any confiscated object during the school year. **All confiscated objects will be discarded at the end of the school year.** No trading or selling will be allowed during school hours or on school buses.

Cell phones, pagers, laser pens, and electronic devices (including smart watches) should not be brought to school. They will be confiscated and available for pick up by parents.

In order to create a safe and secure educational environment, visitors/volunteers are limited within the building. The following rules/expectations apply to all visitors/volunteers.

VISITORS

The New Albany Floyd County Schools will screen all visitors before allowing entry to our buildings. A valid state issued ID such as a driver license will be scanned upon your arrival. Our system will print out a badge that visitors will be required to wear during the visit. Our goal is to make sure our schools are secure and that we continue to create a welcoming environment for all of our visitors.

Parents are welcome to visit their child's class during the year. We expect all visitors (including parents) to adhere to safety policies. Visits should not exceed one class

period or one hour. Most teachers like to have the day well started before visiting time. The first and last weeks of school, days prior to vacation, and scheduled testing times preclude visitation. **Please notify the teacher before you visit. The school can limit or restrict visits.**

The teacher's role as instructional leader may not be violated. As visitors, you may enter quietly without distracting the teacher's attention from the children. In no instance should the teacher be taken away from the children for a discussion that should be scheduled as a conference. Conferences should be scheduled in advance. Small children who may disturb classes should not be brought to school during visits. No children are allowed to visit on any day unless accompanied by a parent, guardian, or other adult and prior permission has been granted.

Visitors must sign out at the office upon departure from the building. Compliance with these rules will help us protect your child and his/her education from disruption of unauthorized visitors.

VOLUNTEERS

Volunteers are a welcome, necessary component of our school. You may sign up to be a volunteer with PTO or by talking to your child's teacher. If you are volunteering in a classroom, please also refer to the "visitors" section of this handbook.

Volunteers must sign in and out of the office, and pick up a volunteer badge for their time in the building. A Driver's License is needed upon your first visit. Volunteers should have a limited criminal history check on file at the office. We ask that if you bring a small child with you when volunteering that your child be well supervised and well behaved. Small children have caused large disruptions to the learning process when not properly supervised. Infants and preschool children in classrooms are discouraged.

While volunteering or visiting the building, please do not wander through the halls or drop in on classrooms. This creates a safety concern for our students and staff. The principal reserves the right to monitor the volunteer process and restrict visitor/volunteer access.

We hope this handbook helps answer questions that you may have regarding the policies at Georgetown Elementary. Please read through the corporation policies on students' rights and responsibilities on the next several pages and the policies on safety and drugs and alcohol distributed at registration. Also, please talk with your child's teacher regarding his/her classroom expectations and policies. Don't hesitate to call us if you have a question that has not been answered. By working together with the home, we can provide a positive learning environment where students thrive and succeed. Thank you for supporting our school!