

# Utica Elementary School Parent/Student Handbook 2023-2024



## Home of the Jets

210 Maplehurst Drive  
Jeffersonville, IN 47130  
(812) 288-4878  
Fax: (812) 218-6744  
[www.ues.gccschools.com](http://www.ues.gccschools.com)

Kathy Gilland  
Principal

THIS STUDENT HANDBOOK BELONGS TO:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Grade \_\_\_\_\_

Teacher \_\_\_\_\_

# Principal's Message

Dear Utica Elementary School Community,

Welcome to our award winning school! We are proud to have earned the distinction of repeatedly being recognized as an "A" school and named a Four-Star School by the Indiana Department of Education. This status was attained due to outstanding attendance rates, student achievement, and performance on the standardized tests. This would not have been possible without the outstanding faculty and staff, tremendous parental support, and exemplary programming that exist at Utica Elementary School. We foster a challenging learning environment with high expectations to Uplift Educational Standards.

We hope the time that you spend here will be one of the most rewarding experiences of your life. Our purpose is to give your child the best education coupled with a school philosophy built on consistency, love, care, and concern.

We will provide a rigorous curriculum delivered by innovative instructional strategies that will ensure optimal student achievement. A safe and nurturing environment to develop positive self-esteem will be a top priority by all faculty and staff members so that all learners can obtain their full potential.

We encourage your active involvement in our school. This handbook is to familiarize you with our expectations and procedures.

We appreciate your support and view the education of your child as a cooperative effort between home and school. Please feel free to contact the school should you have a concern, suggestion, or question.

On behalf of the outstanding teachers and staff, I welcome you to Utica Elementary School.

Sincerely,

Kathy Gilland  
Principal

In the event there is a discrepancy between language contained in this student handbook and GCCS Policies of Indiana Law, as amended, relating to students' rights and responsibilities, the state law and/or GCCS policy language takes precedence. To see the entire Students Rights and Responsibilities, [click here](#).

# Mission Statement

The mission of Utica Elementary School is to educate and inspire each student to be life-long learners and productive citizens.

---

## ARRIVAL / DISMISSAL INFORMATION

---

The safety of all our children is our top priority. Students should not arrive at school before 8:40 a.m. unless they are enrolled in the child care program.

As students enter the building they can proceed to the cafeteria if they are eating breakfast. Students who choose to not eat breakfast should report to the classroom.

**Bus Riders (arrival & dismissal):** All students arriving by bus will arrive at the side of the building. Those students will then enter the building and proceed to the cafeteria if they are eating breakfast. Students who choose to not eat breakfast should report to the classroom. Dismissal will be at the rear of the building.

### Walkers:

- Will arrive through the front entrance in the morning and will proceed to the cafeteria if they are eating breakfast. Students who choose not to eat breakfast should report to the classroom.
- Walkers will be dismissed from the side of the building through the door at the end of the Concession Stand hallway. If parents are picking up walkers in a car, the child either needs to be dismissed as a car rider or the parent must park on Pinewood Drive and walk to the side door to meet their student.

**Car Riders:** Car riders should only use Maplehurst Drive to move counterclockwise around the parking area. Using other streets creates traffic congestion and prevents busses from safely entering/exiting school loading zones.

- Car riders will arrive at the front of the building. All cars along the sidewalk should unload. If a child is not prepared to get out of the car then the parent should pull past the arrival zone into the holding area. The student can exit the car safely from there when ready.
- Car riders will be dismissed from the front of the building. Cars will be loaded four or five at a time by Utica employees. Students are called outside to load by numbered and color coded car identification tags that are displayed in the front windshield. In the event a parent will not be picking up his/her child, the tag must be displayed inside the vehicle of the individual picking up the child. Be prepared to show picture ID if you do not have your tag or are unfamiliar to the staff. Car identification tags will be issued during registration.

---

## ATTENDANCE

---

Daily attendance of all students who are enrolled in the Greater Clark County Schools is required in accordance with state law and corporation policy. Students are expected to attend school regularly in order to derive maximum benefits from the instructional program. The responsibility for regular school attendance by a student rests with the student and his/her parent or legal guardian.

In an effort to meet one of the Other Indicators for Annual Yearly Progress students must maintain a ninety-five percent (95%) attendance rate. Students who fail to meet these criteria are subject to the disciplinary procedures.

When absenteeism noticeably affects a student's academic or personal success, and/or is in violation of either state law or school board policy, school personnel shall take such action as is deemed appropriate, including but not limited to the following: counsel with students and parents; require written statements from parents or guardians documenting the need/reason for the absence; meet with probation officer; assign in-school suspension, out-of-school suspension and/or detention after school hours; recommend expulsion; or, initiate legal proceedings against students and parents.

Students are expected to be present in the classroom by 9:00 a.m. in order to prepare for the beginning of classes. A tardy bell sounds at 9:00 a.m. The school day begins at 9:00 a.m.

**Absence Call-ins:** All communication regarding the reason for absences/tardies must be communicated through the school office. Parents may also contact the teacher regarding absences/tardies; however, it is imperative the main contact be the school office. A phone call from a parent or guardian to the school office prior to 10:00 a.m. is required for any

absences, tardiness, or schedule changes. A voice mail message may be left on the general mailbox 24 hours per day by calling 812-288-4878. If the office has not received a phone call from a parent/guardian regarding the reason for a student's absence or tardy by 10:00 a.m an automated phone call will be made to determine why the child is not at school. The message will read as follows:

***Hello, this is a message from the attendance office at Utica Elementary, calling to inform you that your student (name) was absent from school at 10:00 today. Please contact the attendance office of your student's school at 812-288-4878 to clear the absence, or send a signed note upon returning to school. If you have already contacted the school office you can disregard this message. If you would like to replay this message, please press the star key. Thank you.***

We appreciate your support and cooperation to work as partners in your child's educational programming. We know attendance has a significant impact on overall student success. Please contact the school office if you have any questions about this process.

### **ABSENTEEISM CONSEQUENCES**

School personnel will make reasonable attempts to notify parents when an absence has not been verified within the allotted time; however the law is clear; it is the parent's responsibility to notify the school of student absences.

Action required for excessive absences:

- When a student has been absent (unexcused) a total of five (5) days in a school year, the principal or his/her designee, as a matter of concern, shall contact the parent.
- When a student has been absent (unexcused) a total of fifteen (15) days in a school year, the principal or his/her designee will send the first legal notice.
- When a student has been absent (unexcused) a total of twenty-five (25) days in a school year, the principal or his/her designee will send the second legal notice, the Administrator completes a "Truancy Affidavit," and will refer student to a truancy advocate.

### **ABSENCE DEFINITIONS**

Absences from school will be counted as half days or full days per state code and will fall into one of five categories:

1. Exempt
2. Excused
3. Truancy
4. Unexcused
5. Out of School Suspension

1. **Exempt Absences** are absences from school, class or assigned activity which are exceptions to the compulsory attendance law and which are not reported or recorded as absences. These include:
  - A. Service as a page for/or as an honoree of the Indiana general assembly
  - B. Service on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town special and primary election at which the student works
  - C. Appearance in court in response to a subpoena to serve as a witness in a judicial proceeding
  - D. Active duty service with the Indiana National Guard for not more than ten days in a school year
  - E. Member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol, which includes international air cadet exchange program for the length of the program and emergency service operation for not more than five days in a school year
  - F. Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household.  
The student must be in good standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.
2. **Excused Absences** are defined as absences from school, class or assigned activity for one of the following verified reasons:
  - A. Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that is communicated to the school by parent or guardian in writing (no more than 5 occurrences).
  - B. Medical or dental Appointments with documentation that cannot be scheduled outside of the school day.

- C. Death of an immediate family member or other relative.
  - D. Religious observances. Advance notification of the principal or his designee by parent/guardian and church official is required for approval.
  - E. Other highly extenuating circumstances that will be determined by the principal in advance of the absence.
3. **Truancy** is defined as absence from school, class, or assigned activity without the permission of parent/legal guardian or principal/designee. A student will also be considered truant if he/she leaves a class, a school sponsored activity and/or the school without the proper permission of school authorities. In dealing with truancy, the term "instance of truancy" shall be used. This term defines a period of truancy that may vary in length. For example, two consecutive days could be an "instance of truancy."
4. **Unexcused Absence** is defined as absence from school, class or assigned activity without proper parent communication, written documentation from medical or legal provider, or is not defined by one of the excused or exempt absence categories.

Note: Absences with proper parent communication, but without written documentation, may only be marked excused up to five times. After the fifth occurrence, all undocumented absences will be marked as unexcused unless, or until, documentation is provided.

5. **Out-of-School Suspension** is defined as exclusion from all school classes and school sponsored activities for one to ten days. It may be assigned if a student has violated applicable sections of the Greater Clark County Schools' Student Rights and Responsibilities Handbook or Indiana law.

#### **FAMILY TRIPS/VACATIONS**

Vacations during school time are discouraged. Days missed for vacation are absences and fall under the Greater Clark Attendance Policy guidelines.

**Sick at School:** Generally, your child will be sent home if he/she shows any of the following: elevated temperature (100.0+), respiratory symptoms, vomiting, pain in chest or stomach, fainting, injury, any condition meriting doctor review - pink eye, unexplained rash or redness, pediculosis (head lice)/bed bug infestation, diarrhea, etc. Students should be fever-free for 24 hours prior to returning to school for the safety of all students. In the event that we cannot reach the parent/guardian the school will begin contacting the student's listed emergency contacts in PowerSchool. Please make sure that the home, cell and work phone numbers of parents and emergency contacts are kept up-to-date in PowerSchool. Please contact the office if any of these change during the school year. This type of occurrence will be documented as an excused tardy.

#### **Sick at home:**

**Fever:** Return when fever free for 24 hours (without requiring the use of fever reducing medications)

**Diarrhea and/or vomiting:** Return 24 hours from last episode of vomiting/diarrhea

**Pink eye or other bacterial infection:** Return 24 hours after start of antibiotics

**Other:** If you are unsure if your child has an illness that may be contagious to others, please reach out to their healthcare provider for return to school guidance.

**STUDENT MAKE UP WORK:** Arrangements should be made for homework so that your child will not fall far behind in classroom work.

**TARDY POLICY:** Any student arriving after 9:00 a.m., or leaving before 3:25 p.m. for any reason will be counted tardy. If a child is tardy, he/she must get a pass from the office before going to class. ALL children arriving after 9:00 a.m. should be brought to the office by whoever brings the child to school to receive a tardy pass. A student will not be permitted to enter the classroom without a tardy pass from the office. Time-on-task is very important. All students should be prepared and at school by 9:00 a.m. and remain at school until dismissal at 3:25 p.m. A staff member will be happy to escort any student to their classroom if necessary. It is imperative classrooms are not interrupted once the instructional day has begun.

1. **Excused Tardies** are defined as late sign-ins or early sign-outs with proper documentation of:
  - A. Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that is communicated to the school by parent or guardian in writing (no more than 5 occurrences).
  - B. Medical or dental Appointments with documentation that cannot be scheduled outside of the school day.
  - C. Death of an immediate family member or other relative.

- D. Religious observances. Advance notification of the principal or his designee by parent/guardian and church official is required for approval.
  - F. Other highly extenuating circumstances that will be determined by the principal in advance of the absence.
2. **Unexcused Tardies** are defined as a late sign-in or an early sign-out from school, class or assigned activity without written documentation from medical or legal provider, or other highly extenuating circumstances that will be determined by the principal in advance of the tardy.

---

## BEHAVIOR / PRIDE PROGRAM

---

We believe that all students can be taught the importance and use of self-regulation skills that positively impact behavioral choices at school. The behavior expected of the students at Utica Elementary School is a combination of common courtesy, respect for others and safety considerations. Student misconduct hampers both learning and safety. Unacceptable behavior disrupts the classroom and distracts from learning opportunities. Behavior policies are outlined in the GCCS Student Rights and Responsibilities Handbook.

The PRIDE program addresses common expectations (Persistence, Respect, Initiative, Dependability, and Efficiency) while also teaching social emotional learning skills. The PRIDE program encompasses the systems of routines and positive school culture practices that allows the main focus to be on literacy and numeracy in all content areas. Teaching these expectations and measuring student performance will lead to strong employability skills and provide the data to determine each student's college and career readiness. Schools will incorporate PRIDE into their building level plan and matrices.

---

## BEHAVIOR AT SPECIAL EVENTS

---

Students and parents represent Utica Elementary School when they are at school-sponsored events. Just as high academic standards are expected at Utica, so are high behavior standards. At sporting/special events there is no booing, stomping of feet, or disputing the calls of the referee/persons of authority. Each student is there to improve his/her own performance and to learn from playing the game or participation in the activity.

- We do not hiss, boo, stomp, or use other degrading mannerisms at any time.
- We cheer strongly for our team, but we do not distract the other team from doing their best.
- We remember that anybody can win graciously, but it takes a real true sportsman to lose gracefully.
- We do our best to stay in our seats and cheer our team.
- We always make our guests welcome.
- Once a child comes to an event, he/she is to stay in the gym/building.
- Unsupervised or disruptive students or adults can be asked to leave if behavior dictates.

---

## BIRTHDAYS

---

Students will be recognized on the daily announcements and will receive a token from the office to acknowledge their special day. We realize this is important to our children.

Due to student health needs such as diabetes and food allergies, as well as being in compliance with the GCCS Wellness Policy, cookies, cupcakes and other sweets are **NOT ALLOWED** to be brought in for birthday celebration purposes. You may bring in any type of healthy food such as fruit, low fat muffins, cheese or vegetable items or trinkets/birthday goody bags for each student in the class to recognize the special day. Any student birthday celebration/recognition must be approved, in advance, by the teacher.

Parents are discouraged from having flowers, balloons, etc. delivered to school. Students may not have these items in the classroom. These types of items must be kept in the office until dismissal. Parents should plan on their child being a car rider in order to take these items home from school. Birthday invitations are not allowed to be distributed at school.

---

## BULLYING / HARASSMENT / HAZING / DISCRIMINATION POLICIES

---

It is the policy of Greater Clark County Schools to maintain a learning environment that is free from bullying, harassment,

including sexual harassment, hazing and discrimination. Please refer to GCCS Board Policies #2260, #2266, #5136, #5516, #5517 and #5517.01. It shall be a violation of GCCS policy and the rules set forth by the GCCS Student Rights and Responsibilities Handbook for any student to bully, harass, haze or discriminate against another student through conduct or communications, including of a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student or employee. Bullying is overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically and through the use of cellular telephone or other wireless, cellular communication device); physical acts committed, aggression, or any other behaviors committed by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student and create for the targeted student an objectively hostile school environment that: places the targeted student in reasonable fear of harm to the targeted student's person or property; has a substantially detrimental effect on the targeted student's physical or mental health; has the effect of substantially interfering with the targeted student's academic performance; or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. Hazing is performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. The Board will vigorously enforce its prohibition against unlawful discrimination and harassment that is based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws. Any student who believes he/she has been or is currently the victim or is aware of a situation involving bullying, harassment, discrimination, or hazing should immediately report the situation to the school principal, assistant principal, the Superintendent, or other adult. Complaints can be made either verbally or in writing. All complaints about bullying, harassing, hazing or discriminating behavior shall be promptly investigated.

Utica Elementary School is committed to providing a safe, positive, productive, and nurturing environment for all its students. Bullying, harassing, hazing or discriminating behavior towards a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

---

## CAFETERIA: BREAKFAST AND LUNCH FEES

---

The Greater Clark County School Corporation serves nutritious meals each day. Pricing is subject to change based on USDA requirements.

Please refer to the district and school website for the most up-to-date information regarding lunch prices.

**Student Accounts:** Parents are encouraged to make an initial deposit into their child's/children's account at the beginning of the year. It is the parents' responsibility to make sure that the account stays current. Students may, of course, choose to bring their lunch from home. Due to the Greater Clark County Schools Wellness Policy, food from any restaurant (fast food or sit down) and soft drinks are prohibited in the school cafeteria.

The Cafeteria Manager will send home a notice to inform you that a negative balance remains in your account and that additional money needs to be sent in to the cafeteria. Lunches must be paid for in advance, not arrears. Once a "Negative Balance" reminder is sent home with the student, absolutely no extra-items will be allowed to be purchased until the account is no longer in arrears. If you have questions about your child's meal account, please contact the Food Service Director, Beverley Woodring at 812-283-0701, ext 50181.

**Money Sent to School:** Lunch money can be sent in with your child or dropped off by parents, and can be sent in for the day, week, or in any amount you wish. Breakfast/lunch deposits for the entire week will be handled on Monday as students arrive. (Students absent on Monday may deposit money upon their return.) Students who wish to purchase a daily lunch may do so by depositing money in their account first thing in the morning. Extra milk may be purchased for 55 cents. Please remember to send lunch money in a sealed envelope clearly labeled with his/her name, grade level, and the amount of money enclosed.

**Online Payment System:** Greater Clark County Schools' parents have the ability to register for MySchoolBucks.com, an online food service payment system that offers parents a convenient payment method to pay cafeteria expenses with a debit or credit card. You can access MySchoolBucks.com through the corporation's student management system PowerSchool



(Parent Portal) or by visiting the corporation's website. The system allows a parent to monitor the account balance as well as meals purchased by your child. Please note that MySchoolBucks does charge a service fee per transaction.

**Two Hour Delays:** Breakfast is not served on a two-hour delay day.

**Lunch Guest Protocol:** Due to seating limitations and security protocols, lunch guests are not allowed during the school day, unless the school is hosting a special event.

**Free & Reduced Meal Program:** Greater Clark County Schools also offers an online application for the Free and Reduced Price Meals Program for families that meet income guidelines. This program offers parents a convenient method of providing nutritionally balanced meals at the lowest possible price. The online application is simple, secure, and confidential and you have the ability to apply for all your children at the same time. Parents have the ability to apply at any point throughout the school year and may also reapply if your financial situation changes. You can apply online via the corporation's website.

**School Board Policy:** "It is the responsibility of a student's parents to provide meals either by supplying food from home, by paying the school lunch programs so that the school may supply a meal, or by applying for meal assistance through the free and reduced meal programs." The GCCS Food and Nutrition Department is not required by State or Federal Law to provide a meal at no charge to students.

The Board of School Trustees and Greater Clark County Schools recognize that uncontrollable family circumstances occur occasionally that result in student meal accounts running out of funds. In order to address these circumstances, a procedure has been developed to allow elementary students to charge a limited number of meals. Elementary students may charge up to \$20.00, at that time, an elementary student will be offered an alternative meal for lunch and/or breakfast at cost. Please refer to the School Board Policy, "School Meals Charging Policy".

---

## CANCELLATION OF SCHOOL / DELAYED OPENING

---

The superintendent of schools is the final authority on the closing of school due to inclement weather or other emergencies. Announcement of school closing or delays will be made as early as possible. **PLEASE DO NOT CALL THE SCHOOL** since telephone lines must be kept open. If no report is heard on radio or TV, it can be assumed that school will be in session.

### Forms of Communication:

- Inclement weather information will be sent home to parents before the inclement weather season begins.
- A weather hotline is available by calling the Greater Clark County Schools Administrative Offices. The number is 812-288-4802, option 1.
- Local radio and TV stations will be notified of closing/delays.
- The district's status will also be posted on the website and social media sites.
- A School Messenger notification will be sent regarding a delay or closing of school during inclement weather by 6:00 a.m. In the event that school is delayed and weather conditions deteriorate, an announcement to close schools will be made by 7:30 a.m.

**Two Hour Delay:** When schools are on a two-hour delay, students may not be dropped off before 10:40 a.m.

---

## CAR RIDERS

---

Car riders should only use Maplehurst Drive to move counterclockwise around the parking area. Using other streets creates traffic congestion and prevents busses from safely entering/exiting school loading zones.

**Arrival:** Car riders will arrive from the front of the building through the main entrance. All cars along the sidewalk should unload. If a child is not prepared to get out of the car then the parent should pull past the arrival zone into the holding area. The student can exit the car safely from there when ready.

**Dismissal:** Car riders will be dismissed from the front of the building through the main entrance. Cars will be loaded four or five at a time by Utica employees. Students are called outside to load by numbered and color coded car identification tags that are displayed in the front windshield. In the event a parent will not be picking up his/her child, the tag must be displayed inside the vehicle of the individual picking up the child. Be prepared to show picture ID if you do not have your tag or are

unfamiliar to the staff. Car identification tags will be issued during registration.

---

## CELL PHONES, SMART WATCHES, AND GAMING DEVICES

---

Smart watches are discouraged at school due to the distraction they may cause. If worn, they should remain on airplane mode during the school day. Students may bring their cell phones to school but cannot have them out. Cell phones should be turned off and kept in their backpacks. If a student has his/her cell phone out while in school, it will be confiscated by an adult staff member. The cell phone will not be released back to the student. A parent/guardian will be called to pick the cell phone up in the school office. The school or its staff is not responsible for lost, damaged or stolen cell phones. Failure to comply with these rules may result in disciplinary action.

All objects other than required school materials must be approved by the classroom teachers before bringing them to school, e.g., iPods, tape recorders, CD players, video games, toys, etc. These items are prohibited to be used in the school building during the school day and should not be out during the school day.

---

## CHANNEL OF COMMUNICATION

---

If clarification or discussion of school matters is desired, teachers and parents should feel free to use the proper channels to communicate this need. Parents who have questions or concerns regarding matters of discipline, class work, or policies are expected to contact their child's teacher. This can be arranged by appointment through the school office and or request via email. If the matter in question is not satisfactorily resolved after using this means of communication, the parents are requested to contact the principal to arrange a conference with the teacher, parent(s), and principal.

Telephone 812-288-4878  
Fax: 812-218-6744  
Email: kgilland@gccschools.com

Utica Elementary School is here to serve you and your child. It is vital that we all communicate with each other on a mutual basis. You may reach the principal directly by calling 812-288-4878, ext. 28101. If the principal is not available, you will reach his/her voice mail system. Calls are returned promptly. Please do not ask the office staff to connect you to the classroom during the instructional day. Teachers check voicemail frequently and will return your call at their earliest convenience.

**Phone Messages:** All school time should be devoted to instructional purposes. No one may interrupt classes, nor may teachers or students be called from their classrooms, except for urgent reasons, and then only with the permission of the principal. Any important messages will be delivered to a student or teacher through the office personnel. Parents are welcome to contact teachers by calling the school office and leaving a message requesting that the teacher contact them.

**Staff Email:** Each of the Utica Elementary School staff members has email on their classroom computers. If you would like to send an email, follow the simple address function. Normally staff member email addresses use the first initial of the staff's first name, last name and the @gccschools.com. Occasionally, it will be necessary for a staff member's middle initial to be included if there are multiple GCCS employees with the same first initial and last name. If you are unsure of the email address, please contact the school office. We would encourage you to use email if it all possible since our staff uses this as our primary means of communication. Example: rbaumgardner@gccschools.com = Robin Baumgardner, teacher.

The *Jet Gazette*, Utica's newsletter, will be emailed every other Friday. The newsletter will contain information concerning special activities, field trips, or events that will occur during the upcoming week. Please make certain that you read this carefully each week. The newsletter will also be posted on the school's website.

---

## CONFERENCES

---

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 that may be initiated by either parent or teacher. Teachers and staff are always available for conferences when children are not present in the classroom. Please schedule conferences in advance by communicating with the teacher. There is one Parent Teacher Conference Day

designated by the District. You may schedule an appointment during this time to discuss your child's classroom performance with the classroom teacher.

---

## CURRICULUM

---

Academic subjects taught at Utica Elementary School conform to the standards set by the State of Indiana/Department of Public Instruction. All students in grades K-5 receive instruction in language arts/reading, mathematics, social studies/citizenship, science, and health. Computer instruction and visits to the media center provide additional depth to the overall curriculum. Students in Grade K-5 also receive instruction in art, music and physical education. All teachers will be utilizing various techniques including brain-based learning, differentiated instruction, and cooperative learning that will promote student engagement and higher order thinking skills in their classrooms to ensure student success. Various forms of assessment will be utilized to drive the instruction to maximize student achievement. Utica Elementary School teachers will provide a 120 minute balanced literacy block to connect the areas of reading and writing. Through a highly diversified curriculum, the Utica Elementary School staff seeks to challenge and meet the needs of all students beyond his/her potential.

---

## DISCIPLINE POLICY & SCHOOL RULES

---

We take pride in the overall behavior of Utica Elementary School students. We realize that very few of our students will ever come to the office for disciplinary action. Utica provides each student with maximum opportunities to acquire an excellent education. No student has the right to interfere with another's opportunity to learn due to his/her poor manners, actions, or lack of consideration. All classroom rules and school procedures are developed with this in mind.

The entire staff has the goal of establishing an atmosphere of respect throughout the school in which children will be safe, secure, happy, and in addition, have a maximum opportunity to learn. In an effort to accomplish this goal, we have developed a school-wide positive behavior intervention support plan known as PRIDE. The plan specifies rules that cover the behaviors we expect from our students. The plan also states that students who break the rules will receive negative consequences, and students who follow rules will receive positive consequences. Our school-wide expectations and rules are listed for you. Each teacher is responsible for his/her own classroom discipline and has a similar plan for classroom behavior, a copy of which will be sent to you by your child's teacher.

### Possible Forms of Consequences:

- Verbal warning - reprimanding the students in a respectful manner
- Written assignments of a beneficial nature that is to be signed by the parents
- Detention - During lunch period or before or after school hours
- Loss of classroom privileges (e.g., incentives, free time)
- Restorative conferences
- Student, parent, teacher, and principal conference
- In school/out of school suspension by decision of the principal

School policy applies on the school grounds, going to and from school, on a school bus, and at events where our school is represented, such as field trips, programs, or athletic events - regardless of the place or time. In the event of student misconduct, disciplinary action will be taken.

Please read the GCCS Student's Rights & Responsibilities for information regarding disciplinary actions, suspensions and expulsions.

**Detention:** Detentions are assigned as need arises. It is best for the student if the consequence is immediate, so the student relates the behavior to the consequence. Detentions are usually held after school but may depend on staff schedules

**Classroom:** Teachers will post classroom procedures and rules and review consequences of misbehavior in their classrooms.

1. Verbal warning/reprimand
2. Visual cue signaling loss of classroom privilege
3. Temporary removal from classroom/ parent contact
4. Referral to staff member/mentor

5. Detention
6. Referral to principal for disciplinary action

---

## DRESS FOR SCHOOL

---

Our school recognizes the effect which students' dress and grooming have upon student behavior and commitment to learning. We further recognize the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, we require that all students exercise good taste with regard to their personal appearance and wear clothing that will allow them to safely participate in all school activities.

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The following items are considered unacceptable anytime during the school day:

- Shirts may not expose the side, midriff, cleavage or back. Strapless, off the shoulder, one-shoulder and spaghetti strap garments are not allowed.
- Hoodies may not be worn over the head
- No mini-length shorts, skirts, or dresses
- No over-sized or extremely tight clothing;
- No flip-flops or shower shoes.

\*Physical Education - Gym shoes with a rubber sole are required for all students on P.E. days. Gym shoes must fasten with a "traditionally" tied shoestring or Velcro.

---

## DRILLS FOR EMERGENCY PREPAREDNESS

---

In accordance with state laws and Greater Clark Elementary School's Emergency Preparedness Plan, classes at our school will discuss emergencies and will participate in periodic safety drills. The purpose of each drill is to teach the children how to respond quickly and safely in the event of an emergency. Emergency information is located in each room in the building. Evacuation procedures are also posted throughout the school. The three types of required drills are fire, tornado, and man-made disaster. Our district has chosen to adopt the Standard Response Protocols to utilize for our safety plan.

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.

These emergency drills will be done under the direction of the principal with records of these drills being kept in the principal's office. Drills are taken very seriously. Misbehavior will result in consequences. One day the drill may not be a drill, but a real emergency. We must be prepared. Any and all persons in the building must participate in the drills when they are conducted. During severe weather, we WILL stay tuned to the National Weather Service for up-to-the-minute reports. If severe weather occurs at dismissal time, we will hold the buses until the transportation department deems that it is safe for children to be transported home. Parents may be asked to wait until severe weather passes before transporting their child home in a car. This is a safety precaution for you and our students.



**Hold** is followed by the Directive: "**In Your Room or Area**" and is the protocol used when hallways need to be kept clear of occupants.



**Secure** is followed by the Directive: "**Get Inside. Lock Outside Doors**" and is the protocol used to safeguard people within the building.



**Lockdown** is followed by "**Locks, Lights, Out of Sight**" and is the protocol used to secure individual rooms and keep occupants quiet and in place.



**Evacuate** and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



**Shelter** State the Hazard and Safety Strategy for group and self protection.

---

## EARLY DISMISSAL FOR APPOINTMENTS, ETC.

---

If it is necessary for you to pick up your child early, you must come to the office prior to 3:15 p.m. and sign the student out of school. Due to security measures, students cannot be dismissed from the office after 3:15 p.m. Student dismissed from the office prior to 3:35 p.m. will be assessed a tardy on their attendance record, and must be signed out by the person picking up the student. The tardy will be an excused tardy as long as the proper documentation is received in the office. Only the parent, legal guardian, or someone listed on the enrollment form should try to sign out a student during school hours. Any adult leaving school early with a child may be asked for personal identification. This is to protect your child, so do not be offended. Please try to schedule doctor appointments and other visitations after school hours. We want your child to receive the best possible education, so every minute of instructional time makes a difference in his/her achievement.

### Important Notes:

- Child custody and court judgments sometimes dictate that children not be released to certain individuals. The school office must have a copy of the court's ruling on file so we can honor this request.
- Children must attend school a minimum of one half day (attend a minimum of 3 hours and 15 minutes of the school day) to attend or participate in extracurricular activities (e.g., athletic events, programs) on that day. Children sent home by the Health Office in compliance with the Indiana State Board of Health Communicable Disease Guidelines will not be allowed to participate in activities scheduled for that day.

---

## E-LEARNING

---

Greater Clark County Schools will provide students with the opportunity to educationally engage outside of the traditional school setting through the implementation of eLearning days. The use of eLearning days will enhance the district's ongoing 1:1 computer initiative by providing students with instruction during school cancellations and preplanned professional development days. The Indiana Department of Education encourages school districts to hold eLearning days as an opportunity for students to continue their lessons through technology initiatives.

ELearning utilizes electronic technologies to access curriculum outside of the traditional classroom. Greater Clark County Schools believes that continuity of instruction in the event of the loss of an instructional day, due to weather or other circumstances, is a critical component to our students' success. Therefore, our schools will provide the opportunity for students to interact with their teachers through the use of personal devices, Google Classroom, Google Meet sessions, email and other electronic digital media to ensure uninterrupted instruction.

ELearning days come in two forms: asynchronous or synchronous.

#### **Asynchronous eLearning Days:**

- All assigned work and lessons will be communicated through Google Classroom.
- Assigned work will align to the district sequencing guides.
- **Students will work at their own pace to complete the assigned work.**
- Some teachers may still deliver face to screen instruction via Google Meet or pre-recorded video opportunities.
- Attendance will be taken via a Google Form on asynchronous eLearning days.

#### **Synchronous eLearning Days:**

- All assigned work and lessons will be communicated through Google Classroom.
- The lessons and assigned work will align to the district sequencing guides and students will remain on pace with their GCCS classroom.
- **Students will be expected to interact with their teachers according to their school's published schedule.**
- Attendance will be taken during the scheduled teacher interaction time. If students are not in attendance during the scheduled time, the student will be marked absent but still expected to complete the work.

---

## **ELECTRONIC DEVICES**

---

Electronic devices may be utilized to enhance the education of children per the Greater Clark County Schools Responsible Use/Internet Safety Policy Telecommunications Services which includes a Bring Your Own Technology Device section. Violations of this policy will be handled according to the Greater Clark County Schools Student Rights and Responsibilities Handbook / Student Discipline Policy. This policy excludes mp3 players, handheld gaming & music devices used for recreation.

#### **All students are expected to:**

- Use digital devices, networks and software in school for educational purposes and activities.
- Bring Chromebooks to school each day charged and ready for use.
- Leave protective case/shell on Chromebook at all times.
- Keep personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for self and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

---

## **EMERGENCIES AT SCHOOL**

---

Emergency phone numbers are an absolute necessity in case of an emergency while your child is at school.

Parents are encouraged to notify the school immediately if a phone is disconnected, or a number is changed. Parents without telephones **MUST** provide a number of a relative, friend or neighbor for use during an emergency. Parents will be contacted as soon as possible.

In case of life threatening injury/illness, the principal (or his/her designee) may call police or EMS for assistance.

---

## EXTRA-CURRICULAR ACTIVITIES

---

Students at Utica Elementary School may participate in various activities outside the normal school day. Tryouts are held throughout the year for cross country (August), track (April) and basketball (girls/October, boys/January.) There is also cheerleading, wrestling, volleyball, and dance squad.

**Transportation:** It is the parent's responsibility to provide transportation home for students participating in after-school activities. Students should be picked up promptly at the times indicated by the sponsor or coach.

**Academic Probation:** Students who are failing a major academic subject may be placed on probation from an extra-curricular event. In some cases they may need to be dropped from one event. Coaches work closely with the classroom teachers.

**Basketball Games:** All home basketball games will begin at 4:45 p.m. In order for students to attend the games, the parents will need to bring their child to the game. We will not have supervision at school between 3:35 p.m. and the start of the game. Parents are asked to remain with their children during the basketball game. The basketball games are not drop off events, children will not be permitted to stay without a parent or guardian present.

**Important Note:** Children must attend school a minimum of one-half day (a minimum of 3 hours and 15 minutes of the school day) to attend or participate in extracurricular activities (e.g., athletic events, programs) on that day. Children sent home by the Health Office will not be allowed to participate in activities scheduled for that day.

---

## FACILITIES

---

In accordance with the US EPA's AHERA Standard (ref. 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Greater Clark County Schools is available for review and copying by students, staff, and parent/guardian during normal business hours.

---

## FIELD TRIPS

---

Because the safety of our students participating in field trips is our number one priority, the following protocols have been established.

**Parent Chaperones:** Greater Clark encourages parents to participate in field trips in order to assist with the supervision of the students who are making the trip. As a volunteer chaperone you will be required to have a Background Check and copy of a driver's license on file. You will be charged with the responsibility of supervising students in your child's class and your participation is vital to the success of the trip. In most cases, a child will not be assigned to the supervision of their own parent.

**Parent Transportation:** A student may be transported home by their parent upon completion of Form 6153A *"Request to Terminate Field Trip at a Location Other Than the Board Approved Site"* five days prior to the field trip and with the approval of the principal and Superintendent. If this form is not completed and approved, the student must return to school using school-related transportation. No student may ride home with another student's parent.

**Bringing Siblings:** If you wish to serve as a chaperone, you are not allowed to bring other children on the field trip. If you bring other children with you and are interested only in supervising your school-aged child during the field trip, you will not be considered a parent chaperone and your child will not be considered a participant in his/her class trip. They will not be able to ride the bus to or from the location of the field trip and will also be counted absent from school that day.

---

## GRADING SYSTEM

---

Utica Elementary School has four nine-week grading periods throughout the year. Progress reports are sent to parents at the midpoint of each grading period. The corporation-wide grading scale for grades 1-5 is:

A	90% - 100%	(A+ to A-)
B	89% - 80%	(B+ to B-)
C	79% - 70%	(C+ to C-)
D	69% - 60%	(D+ to D-)
F	59% AND BELOW	

Kindergarten students receive non-graded progress reports that show their progress in each of the skill areas that are taught throughout the year.

All Parents can access their child's grades (real time and report cards) through PowerSchool Parent Portal. Grades kindergarten through second will also receive a paper report card quarterly. Grades three through five will not have paper report cards unless request made in writing. Please refer to the GCCS district Grading and Assessment handbook for more specific details related to grading practices and the grading scale.

## HOMEWORK POLICY

The main purpose of homework is to support the mastery of Indiana Academic Standards while developing discipline that is necessary for positive study and thinking skills. Homework is a foundational skill that must be developed and is designed to be a constructive tool in the teaching - learning process. Homework is assigned on a consistent basis. Preparation for tests may be in addition to routine homework. We encourage every child to read at least 20 minutes per night as part of the homework routine. As students progress through the elementary grades, the amount of work required outside the classroom increases. Please refer to the GCCS district Grading and Assessment for more specific details related to homework.

### The Purpose of Homework:

- To help students develop independent work-study habits.
- To reinforce learning that has taken place at school.
- To bring the home and school closer together.
- To aid parents in observing their child's progress.

### Parents are Encouraged to:

- Provide their child with a suitable place and quiet time to complete required work.
- Show a positive interest in homework and all other schoolwork.
- Serve as consultants about problems, but not do the work or serve as editor.
- Provide the student with stimulating activities (e.g., oral reading, flashcard drills, computer practice)

**Returning to Classroom after School:** Students may not return to their classrooms following school hours to retrieve missing books, homework, coats, lunchboxes, etc. All classroom doors are locked at all times due to safety procedures put in place by GCCS Administration. There have also been several safety and confidentiality issues arise due to students returning to the classrooms after school hours. It is our goal to instill a strong sense of responsibility and organizational skills in our students and to get routines established to prepare students departing school unprepared.

**Make-up Work for Absent Students:** If your child has to miss school, please contact the teacher to request make up work. Teachers are in the classrooms all day with students, so they need time to prepare a package of work for your child. When possible, it will be available in the school office after school that day or it can be sent home with another child. If it can't be prepared that day, it will be available the following day. Students who are absent from school (for whatever reason) are expected to make up the work missed. Absent students will be given one day for each day of absence to complete all missed work and homework assignments. It is the student's responsibility to return the make-up work ON TIME. Work not completed may be given partial or no credit.

## IMMUNIZATIONS

Indiana law requires that before a child enrolls for the first time in school, the parents or guardians must furnish a written statement of immunizations. This must be provided by the child's physician, the health department, or any other form of official documentation. The statement must show that the child has received these immunizations:

- 5 doses of DTP (diphtheria, tetanus and pertussis)



- 4 doses of polio vaccine
- 2 doses of MMR (measles, mumps and rubella)
- 2 doses of Hepatitis A vaccine
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella vaccine (unless the child has already had chickenpox, then physician documentation of disease history including month and year is proof of immunity for children entering preschool through 12<sup>th</sup> grade.)

Your child will not be permitted to attend school without providing verification of required immunizations or a Religious Objection letter.

Your child's attendance in school is very important to all of us. Please contact your child's school health office to discuss how this interruption of your child's education can be prevented. Failure to address this problem in a timely manner may be deemed child neglect. School Attendance Protocol will apply.

This action is necessary and taken under terms of Indiana Code 20-34-4-5 which states:

(a) "Each school shall require the parent of a student who has enrolled in the school to furnish no later than the first day of school attendance, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry.

(b) The statement must show, except for a student to whom I.C. 20-34-3-2 or I.C. 20-34-3-3 applies, that the student has been immunized as required under Section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization.

(c) A student may not be permitted to attend school beyond the first day of school without furnishing the documentation described in subsections (a) and (b) unless:

- (1) the school gives the parent of the student a waiver; or
- (2) the local health department or a health care provider determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) school days. If subdivision (2) applies, the parent of the student shall furnish the written statement and a time schedule, approved by a health care provider who is authorized to administer the immunizations or the local health department, for the completion of the remainder of the immunizations."

---

## INTERNET USE / ACCESS

---

The use of GCCS's technology resources is a privilege, not a right. When parents complete the online registration process, they have the option of giving or denying permission for the school to issue an account for their child. The consequences of a student violating GCCS policy will be handled in accordance with the Pupil Discipline Policy. Please see GCCS Board Policy for guidelines for acceptable use of the Internet.

---

## LOST & FOUND

---

Lost and found items are kept in the blue hallway. Should your child lose an item at school, please have them check the lost and found. It helps to get lost items returned if the students' names are written on the item or article of clothing. Unclaimed items are donated to charity.

---

## MEDICATION AND HEALTH

---

It is school board policy that prescription medications or over-the-counter medications will not be administered by school personnel unless detailed guidelines are followed. (This includes cough medicine, aspirin, or other medications frequently used in the home by parents). In order for school personnel to administer medication:

- The following form must be completed in detail by the parent/guardian and signed by the prescribing healthcare provider **each school year**: *Permission Form for Medication During School Day #5330.1 or #5330.2*
- Prescription medication **must** be in the original prescription bottle and over-the-counter medication must also be in

the original container and labeled with the child's name.

**Medication Forms:** Authorization forms for giving medication at school may be obtained from the school Health Office. Under no circumstances should a child take prescription or over-the-counter medications to class. They must be turned in to the office so they can be administered properly. Safety is our first priority.

**Vision and Hearing Screening:** Hearing screening tests for students in grade four are provided annually by the speech therapist. Vision screening tests for grades 1, 3, and 5 are provided annually by the health assistant. After the testing is performed, a form is sent home to the parents of those students whose screenings or tests indicate potential problems.

**Food Allergies:** Food Allergies are becoming more prevalent among children. In order to maximize the safety of all students, we ask that you refrain from sending known allergen products, such as those containing peanut or peanut products, in to school or classroom as a snack for your child or a treat for your child's classroom.

---

## PARENT TEACHER GROUPS

---

We have an active P.T.O. at Utica Elementary School. They sponsor many assemblies and special events for our students. Please become an active member of our organization. Utica P.T.O. meetings are typically held on the second Thursday of each month at 6:00 p.m. The Executive Board members and calendar of activities for the new school year will be introduced in a separate informational letter at the beginning of the school year.

---

## PARENT VOLUNTEERS

---

We encourage you to be an active participant in school activities. Greater Clark County Schools allows for academic and non-academic volunteers. **Academic volunteers** serve to help with academic needs in the classrooms. Academic volunteers must be arranged through the classroom teacher or related arts specialist and approved by the principal. **Non-academic volunteers** serve to help with school or PTO sponsored special events and fundraisers. Whether you can work at the school festival and events, or volunteer in the classroom, we welcome your help.

An expanded criminal history background check is required when volunteers engage in regular and continuous direct contact with students which takes place **without the supervision** of a GCCS employee. Limited criminal background checks are required for classroom helpers who are **supervised at all times** by a GCCS employee. As a volunteer chaperone for day field trips, you will be required to have the appropriate background check on file that aligns with your role as a chaperone on the designated trip. Background checks must be submitted and processed prior to volunteering. All background checks require a copy of the volunteer's driver's license. Expanded background checks also require a copy of the volunteer's social security card. A volunteer will not need to submit a new criminal history background check each year so long as they volunteered the previous year. Background checks require 10 days to process.

Volunteers who have not made prior arrangements with the teacher will not be permitted entrance to the classroom.

Upon entrance to the office, the volunteers will be asked to sign in, will be asked to submit their driver's license and will be given a visitor's lanyard or visitor badge that must be worn during the entire visit.

For 2023-2024, Utica Elementary School has the following parent involvement activities tentatively planned:

- Scholastic Bookfair, September 2023
- Classroom Helpers, Starting in September 2023
- Library Volunteers, Ongoing for the 2023-2024 School Year
- Trunk or Treat, October 2023
- Field Day, May 2024

---

## PERFECT ATTENDANCE

---

Attendance is very important and we would like to recognize two levels of attendance at Awards Day: (1) Perfect attendance is defined as having zero absences and/or tardies. (2) Outstanding attendance is defined as less than two combined

absences and/ or tardies.

---

## PETS IN THE BUILDING

---

It is school board policy (#8390) that no live animal will be allowed to stay in a classroom longer than a grading period or during an extended school break of more than two (2) days. Occasionally, pets are brought in for a very short time as a "show & tell" experience. Some teachers have pets in the room as a class project, e.g., baby chicks hatching, hamsters, and fish. If your child is in such a room and has an allergy to one of these animals, please make the teacher aware of the problem by bringing in a doctor's statement. The teacher needs to be aware of any allergies so the child can be out of the room for that short period of time. If there are animals brought for an assembly program, you will be informed through the school newsletter. Pets are not to be brought into the school building unless prior approval has been given. It will be your responsibility to let us know if this presents a problem for your child.

---

## PHYSICAL EDUCATION CLASS

---

Your child will be participating in activities, sometimes strenuous, during gym class. A physical examination each year is suggested, but not required. If your child has physical restrictions, please advise the gym teacher or school nurse. Children will be required to wear gym shoes and socks. On gym days children are encouraged to wear clothing that allows them to actively participate. A child may be excused from gym for a valid reason upon receipt of a note from the parent.

---

## POWERSCHOOL PARENT PORTAL

---

PowerSchool Unified Classroom is the district's web-based student management system where student information is collected and stored.

The Parent Portal increases parent engagement and connects the parent/guardian to the classroom with easy visibility to grades, assignments, and progress. From the parent dashboard, parents have access to class schedules, assignments, grades, attendance, and staff email. Parents can choose to have notifications emailed to them at regular intervals. All student information is delivered securely and can only be viewed by creating a parent account using the Access ID and Access Password supplied by the school.

Please note that at the beginning of each term, you may see zeros or extreme shifts in the class average of your child. When there are only one or two assignments in the gradebook, a low or high score can make a dramatic change in the overall grade average. This is common and will regulate as more assignments and/or assessments are added to PowerSchool. The gradebook instantly recalculates the overall grade as every assignment is entered.

If you need assistance in setting up your parent account or in accessing your current account, please contact the school office.

---

## RECESS GUIDELINES

---

In accordance with the Wellness Policy, students should have recess most days of the week or be provided with movement breaks totaling 20 minutes per day. Guidelines for inclement weather are as follows:

- When the heat index is 90-105 degrees, use caution (frequent water breaks and rest periods for after school practices). When the heat index is over 105 degrees (add 10 degrees if bright sun), do not go out to recess and practices will be suspended for the day.
- When the temperature falls below 40 degrees, caution will be used. Please send your child with jackets, gloves, and/or hats to be prepared for outdoor recess below 40 degrees.

---

## REPORTING SCHEDULE

---

Grading Period	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Dates	July 26 – Sept 29	Oct 9 – Dec 15	Jan 2 – Mar 15	Apr 1 – May 24
Mid Term Progress Reports	Aug 28 – Sept 1	Nov 6 - 10	Feb 5 - Feb 9	April 22 – April 26
Grading Period Ends	Sept 29	Dec 15	Mar 15	May 24
Grades Posted to PowerSchool Parent Portal	Oct 3	Dec 19	Mar 19	May 29
K-2 Report Cards Sent Home	Oct 13	Jan 5	Apr 5	May 29 - June 3 (all grade levels mailed)
Parent/Teacher Conference		Nov 7		

---

## RESPECT OF SCHOOL PROPERTY

---

Students are responsible for the care of all textbooks, Chromebooks (grades three through five), library books and any other school materials issued to them. It is also every student's responsibility to show respect for all school property. The parent or student must pay for all lost or damaged books and materials.

---

## RESTRICTED ITEMS

---

All objects other than required school materials must be approved by the classroom teachers before bringing them to school- e.g., iPods, tape recorders, CD players, video games, playground equipment, toys, etc. These items are prohibited to be used in the school building during the school day and will be confiscated if any disruption occurs.

Occasionally children bring potentially dangerous toys and other items to school. Certain items are forbidden and will be confiscated. These include all toy guns, knives, matches, cigarette lighters, clackers, and pointed objects. This includes any toy that resembles the previously mentioned items. Certain toys may be brought to school only after special permission is granted by the teacher. Naturally, parents may reclaim any confiscated object. No trading or selling will be allowed during school hours. The school is not responsible for the loss or damage of these items. No items that could create a distraction to the learning environment or cause safety concerns will be allowed.

---

## SCHOOL AGE CHILD CARE PROGRAM / LATCH KEY PROGRAM

---

A childcare program for students in grades kindergarten through six is operated before and after the school day by the Youth Link of Clark County. Information on this program can be obtained from the office. The program operates between the hours of 6:30 a.m. until 8:40 a.m. and between 3:35 p.m. and 6:00 p.m. daily. Parents need to contact the Youth Link of Clark County to make the necessary arrangements. Please refer to GCCS Board Policy.

---

## SCHOOL PICTURES

---

School Pictures are taken in the fall and again in the spring. Information will be sent home before the pictures are taken for

your review. All students will have their picture taken for the yearbook in the fall, but only those students submitting an order form and payment at the time the photograph is taken will receive picture packages. If your child is absent, you may have the pictures taken on a retake date, provided such a date has been set. Spring pictures are also pre-pay only. Only students who bring in an order form and payment or pay online will have their pictures taken. Children should be dressed in typical school dress. No hats, sunglasses, special costumes, or uniforms will be allowed.

---

## SCHOOL SUPPLIES

---

**Supply Lists:** Classroom supply lists are available on the GCCS website. It is the responsibility of the parent/guardian to replenish their child's school supplies as needed throughout the school year.

---

## SECURITY

---

In an effort to maximize the safety of our school community, all exterior school entrances and classroom doors will remain locked for the entire day. We appreciate your cooperation with these important steps to ensure that our schools are safe:

**Entry into Building:** All visitors must enter the building by the main entrance using the intercom system next to the door to request access. They will be asked, through the intercom, to state the reason for their visit and to show identification. The office staff will monitor the visitors and grant entrance into the building. Please be patient as sometimes the office staff is busy answering phones and attending to students. Please do not open doors for others or allow others to enter the building behind you and bypass security measures. This will help ensure the safety of our school community. All visitors are required to comply with this rule.

**School Visitors:** All visitors should report to the main office. For protection of our students, Greater Clark County Schools uses a visitor management software known as Raptor. When visiting a GCCS building, visitors must present their driver's license to a designated staff member. The Raptor system will perform a quick check on the visitor to identify individuals who are on a list of offenders not allowed to have contact with our student body. Once the visitor is approved, the office staff will issue a visitor's ID badge. All visitors must wear a visitor's badge. Students who are from other schools will not be allowed to visit. Children and babies should not be brought to school at any time.

All doors into the school will be locked and secured as soon as first period begins. Any person who enters the building after that time will be REQUIRED to enter at the main entrance outside of the office. Students who intentionally "block open" a door to allow other students to enter the building are risking the security of the school and will be subject to school discipline including suspension or expulsion.

**Taking Your Child to the Classroom:** Do not go to a teacher's room before checking in at the office. If you do not have an appointment, it is likely classroom instruction will be interrupted; but you can leave a message for the teacher at the office and he/she will phone you to set up an appointment. Please understand that this procedure is for the academic success and the ultimate safety of your child. A staff member will be happy to escort any student to their classroom if necessary. It is imperative classrooms are not interrupted once the instructional day has begun.

**Daily Visitor Log:** In order to visit/volunteer in the classroom, visitors must contact the teacher in advance, receive permission from the teacher, and be included on their daily visitor log. Visitors not included on the daily visitor log will not be permitted entrance to the classroom. A parent who wishes to attend a class party must communicate with the school twenty-four hours in advance.

**Office Hours:** Please remember the office closes at 4:00 p.m. and there will be no one to answer the door after this time.

**After School Hours:** Students will not be permitted to return to the classroom after dismissal for forgotten items such as homework, books, projects, etc.

---

## STUDENT RECOGNITION

---

**Classroom:** Teachers give recognitions and awards throughout the year.

**Principal:** The principal often gives awards for good work in the classroom, for good manners, for improvement, for students that help others, etc.

**Awards Day:** During the last week of school, an Awards Day is held to recognize academic excellence and academic improvement.

**Morning Meeting:** Regularly the entire student body will participate in a very short "Community Meeting" assembly consisting of The Pledge of Allegiance, announcements, student recognition, and scheduled presentations. The purpose of these assemblies is to enhance the "family" type climate and culture of Utica Elementary School and to demonstrate a nurturing and caring school community.

**Parents:** Praise for improvement and/or work that's done well is an award that can't be duplicated. Please let your child know he/she is doing well and that education is important to you too!

**Sports Banquet:** The school sponsors a party after the sport season ends to honor all students who participated in the sport. Various awards are given.

---

## TELEPHONE USE

---

Students must obtain permission 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. The discretion of the classroom teacher will be used in allowing a student to call home for forgotten items.

---

## TESTING

---

Utica Elementary School follows all state guidelines for **ILEARN** testing. The "Every Student Succeeds Act" (ESSA) enacted by the federal government requires all public schools to make use of statewide testing as part of the accountability measures for this act. **ILEARN** will be administered in the spring of 2023. The test will include both PT - Performance Tasks (open response items) and CAT – Computer-adaptive Test (Multiple-Choice items). Students will be tested in language arts and mathematics at grades three, four and five, as well as Science in grade four and Social Studies in grade five **ILEARN assessment window will be April 15-May 10, 2024**. If you must schedule appointments during these dates, please do so in the afternoons after school has been dismissed. Students in grade 3 will take the Indiana Reading Evaluation and Determination Assessment (**IREAD-3**) which measures foundational reading standards and it will be administered **March 4-15, 2024**.

The General Assembly passed SEA 217 creating a mandatory universal screening for student in grades kindergarten through grade two to identify risk factors of dyslexia. The screening shall include Phonological and phonemic awareness, Sound symbol recognition, Alphabet knowledge, Decoding skills, Rapid naming skills, and Encoding skills. The assessment will be administered in fall of 2023 for students in grades kindergarten through two.

---

## TEXTBOOK RENTAL

---

A rental fee for use of books and supplies is assessed each year and varies for each grade level. The fee covers the cost of textbooks, workbooks, and supplies. Partial payments are accepted, however; textbook rental must be paid in full by March. If the full payment is not received by the due date, your account may be turned over to a collection agency with an additional handling fee added by our school corporation. Textbook rental fees may be paid in the school office with cash (exact amount – the office does not have funds available to give change) or check. Fees may also be paid online with a credit/debit card through the PowerSchool Parent Portal or at [www.studentquickpay.com/gccs](http://www.studentquickpay.com/gccs)

---

## TOBACCO-FREE ENVIRONMENT

---

GCCS School Board Policy prohibits tobacco use on all school properties. No student, staff member or school visitor is permitted to use any tobacco products at any time on any campus including non-school hours. This includes school sponsored or school related events. The policy prohibits the use of tobacco products on school grounds and property including athletic fields and parking lots.

---

## TRANSPORTATION

---

Greater Clark County School Corporation provides students the **privilege** of riding the bus to and from school. In most cases a convenient location/ stop is established meeting the distance guideline below. Students that don't follow BUS RULES will be referred to their respective principal and may lose transportation privileges.

### Transportation Rules

- Please sit "Seat to Seat, Back to Back" at all times (sit in your seat properly)
- Video recording with mobile devices is prohibited
- Use inside respectful speaking voice levels
- Respect yourself and others
- BE NICE
- Refer to Transportation page on GCCS website for complete bus rules/regulations.

### Transportation Guidelines and Procedures:

1. Transportation eligibility is determined by a student's home address. GCCS does not allow alternating addresses during the week. Students are allowed one pick up location and one drop off location every day. In other words, the morning address and the afternoon address can be different, but both addresses must be within the assigned school boundary and must be consistent each day.
2. Pre-school and special education students must have a designated, responsible greeter at the stop when the bus arrives to drop off. If the greeter is not at the stop when the bus arrives, the child will be taken back to the school or to the nearest police department as a safe haven. Repeated failure to greet students at the stop may result in the loss of transportation. **Note: all other students, Kindergarten to 12<sup>th</sup> grade, will be dropped at their stop; it is the responsibility of the parent/guardian to decide if they need to greet their child.**
3. Students must ride on their assigned bus, to their assigned stop. All stops are assigned by the Director of Transportation or designee. Bus drivers are not authorized to assign or change bus stops. **Students are prohibited from riding to (or from) another student's home/ bus stop. Parents must make alternative arrangements for transportation if an emergency arises.**
4. Students **must be at their assigned stop location five (5) minutes before** the scheduled pickup time.
5. Non-students, including parents, are not permitted on a school bus without explicit consent from a school official. Entering without permission constitutes criminal trespass, a Level 6 Felony. (I.C. 35-43-2-2).
  6. All transportation changes or new students should be directed to the transportation office by using the GCCS website: <https://www.gccschools.com/home/our-district/departments/transportation/>
7. If you reside in a No Transportation Zone (NTZ), GCCS will not provide transportation. If you reside in a Limited Transportation Zone (LTZ), GCCS will provide limited pick up points.

### Communicate to the Office:

All changes in the way a student is dismissed from school must be communicated through the school office. Students who are aware of transportation changes should bring in a note signed by the parent/guardian and give the note to their homeroom teacher in the morning, not at dismissal time! If a student is going home as a car rider with another student, signed notes from both students' parents/guardians must be received. **Schools will not issue BUS PASSES for students to go home with another student.** Determine your child's transportation home before he/she comes to school. If you plan to make a change to your student's afternoon transportation, please send a note in the a.m. or call the office by 2:00 p.m. Without notification from parents, a child who normally rides the bus will ride the bus; a child who normally is a car rider, will be readied for that mode of transportation. For safety reasons, teachers and office staff will not send a student home differently unless directions come from the office (not the student). A note or phone call must be received from the parent/guardian. **NO EXCEPTIONS TO THIS RULE.**

---

## VACATIONS

---

Parents are discouraged from taking students out of school for vacations. Please try to arrange vacations around the school schedule, as well as, the days scheduled for Snow Make-up Days. If a planned vacation occurs during the school schedule, a written request must be submitted to the principal for approval one week in advance. Students will be responsible for missed work. If a student is leaving the country, parents must come into school and appropriate paperwork must be filed with office personnel.

---

## WELLNESS POLICY

---

The Board of School Trustees of the Greater Clark County School Corporation support increased emphasis on nutrition as well as the physical activity at all grade levels to enhance the well-being for the school corporation's students. Therefore, it is the policy of the Board to:

- Provide students access to nutritious foods and beverages;
- Provide opportunities for physical activity and developmentally appropriate exercise; and
- Require that all meals served by the school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture.

To promote student wellness the Greater Clark County school board adopts the following provisions in four (4) areas:

1. **Nutrition Education:** The goal of nutrition education is to influence students' lifelong eating habits.
  - Greater Clark County Schools will follow health education curriculum standards as stated by the Indiana Department of Education.
  - Greater Clark County Schools will conduct nutrition education activities that promote healthy eating behaviors and appropriate nutritional choices that involve students, parents, staff, and community.
  - Greater Clark County Schools' students, at all levels (Pre-K thru Grade 12) will receive nutrition education.
2. **Physical Activity:** The goal of physical activity is to promote lifelong physical activity among students.
  - Since the national recommended daily requirement is that children and young adults have a minimum of sixty minutes of physical activity in a twenty-four hour period, all students will be provided with opportunities for physical activity during the school day. Greater Clark County Schools will provide opportunities for twenty minutes of physical activity per day on all or most days of the week in addition to physical education classes.
  - Greater Clark County Schools will follow Indiana state standards for physical education classes. Schedules for physical education classes will be designed to spread physical education classes throughout the school year in elementary and middle schools and as much as possible, throughout the four years of high school.
  - Schools will be encouraged to provide community access to and encourage staff, students and community members to use the school's physical activity facilities outside the normal day.
3. **Other School Based Activities Designed To Promote Student Wellness:** It is the goal of the Greater Clark County Schools to provide a school environment with a consistent message which is conducive to a healthy lifestyle.
  - Provide a clean, safe enjoyable meal environment for students.
  - Prohibit or deny student participation in the physical activity time as a form of discipline or cancellation of physical activity time for instructional make-up time.
  - An appropriate physical fitness report shall be developed by the school corporation and completed for students at least once each year in physical education classes. This report should be communicated to the parents.
  - Greater Clark County School staff is encouraged to model healthy lifestyles for students.
4. **Nutrition Guidelines:** Students' lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Greater Clark County Schools will assure that all foods available on school property are consistent with healthy eating habits. Greater Clark County Schools elementary schools shall comply with the nutritional guidelines in Indiana statutes:
  - School Meals—No competitive foods, carbonated drinks, fried food, or foods of minimal nutritional value will be served.
  - Vending—Vending machines will not be accessible to students until after the end of the normal day. Vending



machines available to adults and vending machines available to students after the school day will have at least fifty percent (50%) of the items for sale qualify as better choice foods or beverages. Vending machines available to students may not contain "foods of minimal nutritional value" (FMNV).

- Celebration/Rewards—there will be a limit of two celebrations per class per year. These celebrations shall be held in the afternoon. At school celebrations students shall have healthy foods and beverages available as choices. No more than (20%) percent of food items shall be "foods of minimal nutritional value" (FMNV). Food shall not be used as a reward for students. NOTE: This includes candy or sugar based items.

**Birthday Celebrations:** Parents are not allowed to bring in cookies, cupcakes or other sweets for their child's birthday celebration. You may bring in any type of health foods such as fruit, low fat muffins, cheese or vegetable items or trinkets/birthday goody bags for each student in the class to recognize the special day. Any student birthday recognition must be approved, in advance, by the teacher.

---

## WITHDRAWAL FROM SCHOOL

---

Please notify the school office as soon as possible once you are aware that your child will be moving to a new school. Parents will need to return all textbooks, electronic devices, and materials that are the property of Greater Clark County Schools. All outstanding account balances will need to be paid in full. A copy of the student's permanent record will be forwarded to the new school upon the receipt of a records request from the new school where your child(ren) will be enrolled.