Northaven Elementary
Parent/Student Handbook
2026-2027

Home of the Eagles

1907 Oak Ridge Dr.
Jeffersonville, IN 47130
812-288-4865
Fax: (812) 288-4862
https://nes.gccschools.com/

Laura Morris
Principal

Principal's Message

Dear Northaven Families,

On behalf of the entire staff at Northaven Elementary, I'm thrilled to welcome you to the 2026-2027 school year! We're excited to embark on a journey of learning and exploration with your child.

Every Spark Ignited, Every Dream Reached For

At Northaven, we believe each child holds incredible potential. Our vision? To see every single student shine. We achieve this through a dynamic learning environment that:

- **Motivates: We spark curiosity and a love of learning through engaging lessons and exciting activities.**
- **Challenges: We push students to reach their full potential by providing opportunities to grow and excel.**
- **Inspires: We foster a climate of creativity and innovation, where dreams can take flight.**

Partners in Progress

Your partnership is essential in helping your child reach their full potential. We encourage you to:

- **Review this handbook together to ensure everyone is familiar with school expectations.**
- **Stay connected with teachers through regular communication and participation in school events.**
- **Volunteer your time and talents to enrich the learning experience for all students.**

Together, we create a magical space for young minds to flourish.

This handbook offers a wealth of information about Northaven, from school policies to important procedures. Please take time to review it carefully.

Our Promise: Safety and Success

The safety and well-being of our students is our top priority. We strive to create a nurturing and inclusive environment where every child feels valued and supported.

We look forward to a fantastic year of learning and growing together!

Warmly,

Laura Morris
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 and Beliefs

Mission

The mission of Northaven Elementary is to provide a safe and compassionate learning environment. Staff, students, family and community members will work collaboratively to challenge students and maximize their potential. We promote success for all students.

Vision

Northaven Elementary School will create a safe and compassionate environment so all can achieve.

Beliefs

Successful learners attend school regularly, come prepared, engage in learning, are productive members of the school community and believe they will be successful.

Staff behavior will direct school climate, and respect will be demonstrated by all staff and students in all settings, with both students and staff members taking ownership of individual behaviors and academic outcomes.

All staff believe that high expectations produce academic achievement through student engagement, positive student behavior, equal opportunities to learn, tailoring instruction to individual learning needs and styles, and through utilization of community resources.

Student learning reflects all staff members and is most productive in a safe and secure learning environment.

A successful highly achieving school supports a positive relationship between parents and school when effective communication is collaborative, accurate, clear, consistent, and frequent.

ARRIVAL / DISMISSAL INFORMATION

Arrival and dismissal procedures are designed to provide efficient routines that also ensure safety. The safety of all of our students is our top priority.

Arrival: Students should not arrive before 8:40a.m. The details below describe all arrival procedures.

- Bus Riders: Bus riders will enter and exit from door #2. This is located on the building side nearest 10th Street. Staff will open these doors at 8:40 a.m.
- Car Riders: Car riders will enter through door #1 at the front of the building. Students riding in cars must be dropped off in the front of the building only. Students cannot be dropped off in the neighborhood to walk or at the back of building. Cars must enter the parking lot from the neighborhood entrance. Cars that enter off of 10th Street will be redirected. There is a one-way exit back into the Northaven subdivision. Staff will be outside at strategic points to help.
- Day Care Vans: Van riders enter at door #3.
- Walkers: Walkers enter at door #9.
- Youth Link Before School Care: Youth Link enters at door #3. There is a doorbell to get staff's attention. If students are dropped off later than 8:35 or before 3:40, parents need to use the car rider line to prevent traffic delays in the rear parking lot.

Dismissal: Dismissal procedures will begin at 3:30. The details below describe all dismissal procedures.

- Bus Riders: Bus riders dismiss from door #2 beginning at 3:30
- Car Riders: Car riders will exit from door #1 at the front of the building. Cars must enter the parking lot from the neighborhood entrance. Cars that enter off of 10th Street will be redirected. There is a one-way exit back into the Northaven subdivision. Staff will be outside at strategic points to help. A car rider number system is used for dismissal. Each family obtains a car rider number at Open House. For safety, only adults with that number can pick up a student. Any person without a number reports to the office after parking for pickup. A new car rider tag is issued every year because of grade level changes.
- Day Care Vans: Van riders dismiss at door #3
- Walkers: Walkers dismiss from door #11 at 3:40. Students should not be picked up in a car from the walker line. Those families follow the car rider procedures listed above.
- Youth Link After School Care: Youth Link students are dismissed to the cafeteria at 3:40.

ATTENDANCE AND TARDY POLICY

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 this 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 student 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 student and/or parents.

Students are expected to be present in the classroom by 9:00 a.m. in order to prepare for the beginning of classes. Doors open at 8:40. Students are tardy after 9:00 a.m. Announcements are made at 8:55 a.m. in order for reading and math classes to begin promptly 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 ***812-288-4865***. 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 Northaven 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 812-288-4865 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 shall mail a Letter of Notice and contact the parent/guardian to set up a conference.
- When a student has been absent (unexcused) a total of ten (10) days in a school year, the principal or his/her designee shall mail a Letter of Notice to the parent/guardian. At this point, all future absences must be documented with a doctor's note, or other appropriate documentation within two days of the child's return to school.
- 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 to the parent/guardian.
- When a student has been absent (unexcused) a total of twenty (20) days in a school year, the principal or his/her designee will send the Final Legal Notice to the parent/guardian. The administrator will complete a Truancy Affidavit and refer the student to the truancy advocate. In addition, a report will be made to the Department of Child Services for students in grades K-8.
- When the Clark County Prosecutor's Office receives a Truancy Affidavit, they review the affidavit and make a decision to file charges:
    - For Kindergarten-8th grade, the prosecutor files a formal charge against parent(s)/guardian(s) I.C. 20-33-2-27 (a)
    - For 9th-12th grade, the prosecutor files a formal charge against the child I.C. 31-37-2-3

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. Servicing as a page or honoree of the Indiana General Assembly (IC 20-33-2-14)
    B. Serving on the precinct election board or as a helper to a political candidate or party on the date of a municipal, primary or general election. (IC 20-33-2-15)
    C. Subpoenaed to testify in court (IC 20-33-2-16)
    D. Serving as an active duty member of the armed forces, including the National Guard for at least 15 days in a school year. (IC 20-33-2-17).
    E. Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
    F. The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)
    G. The student participates in a scheduled competition, exhibition, or event offered by the National FFA Organization, Indiana FFA Association, or 4-H Club (IC 20-33-2-17.8)

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 the parent or guardian.
    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 the parent/guardian and church official is required for approval.
    E. Other 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.

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 (100.4+), respiratory symptoms, vomiting, pain in chest or stomach, fainting, injury, any condition meriting doctor review - pink eye, unexplained rash or redness, pediculosis (head lice), 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.

SICK AT HOME:

Fever: Return when fever free for 24 hours (without requiring the use of fever reducing medications).
Diarrhea: Return 24 hours after treatment has begun, or symptoms have ceased.
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 3:30 p.m. for any reason will be counted tardy, or as a half day absence depending on the amount of lost instructional time. 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 3:30 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.
   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 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.

Important Notes for Early Sign Outs:

- The main office does not permit early sign-outs after 3:10p.m. All staff and students have critical routines that must be performed without interruption during the last twenty minutes of the school day. It's important for those routines to be uninterrupted. If your child needs to be signed out early for an appointment, please make plans to do so prior to 3:00 p.m.
- 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 will be asked for personal identification.
- 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 extra-curricular 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.

BEHAVIOR, DISCIPLINE, AND SCHOOL RULES

We take pride in the overall behavior of Northaven Elementary School students. We realize that very few of our students will ever come to the office for disciplinary action. Northaven Elementary School 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 disciplinary

consequences, and students who follow rules will receive positive consequences. 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.

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. To see the entire GCCS Student's Rights and Responsibilities document **click here.**

Northaven uses Conscious Discipline as a core component of classroom management. Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline has been specifically designed to make changes in the lives of adults first. The adults, in turn, change the lives of children. Conscious Discipline is a way or organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others. Conscious Discipline empowers teachers and other adults with the Seven Powers for Self Control. These powers change the adults' perception and relationship with conflict, empowering them to be proactive instead of reactive during conflict times. These core beliefs strengthen our utilization of the frontal lobes of the brain. The frontal lobes are to the brain as a conductor is to an orchestra. The frontal lobes are our moral leader.

Every classroom management system must have a core motivator. The motivator in Conscious Discipline is the School Family. Connection, belonging and contribution within the School Family create cooperation among children. Students are intrinsically motivated to be helpful, responsible and caring classroom citizens.

Conscious Discipline is specifically designed to teach the following:
- Anger management
- Helpfulness (pro-social skills)
- Assertiveness
- Impulse Control
- Cooperation
- Empathy
- Problem solving

One of the best ways to learn about Conscious Discipline is to visit your child's classroom during a Brain Smart Start. The Brain Smart Start is a part of everything we do in our school. Every classroom has a Brain Smart Start each day. All of our assemblies and staff meetings contain components of a Brain Smart Start.

Every Brain Smart Start has the following components:

- **Activity to Unite**: The activity to unite as a School Family involves everyone doing something together. It builds connection, fosters a sense of safety and releases endorphins.
- **Activity to Disengage Stress**: It prepares the brain for learning and turns off the stress response. This usually involves stretching, yoga, and always breathing.
- **Activity to Connect**: The activity to connect helps to maintain focused attention and the motivation to learn.
- **Activity to Commit**: The activity to commit oneself to learning involves affirmations and positive thinking. Commitments prime the brain for success and actively engage the prefrontal lobes.

BIRTHDAYS

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.

Please refrain 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 and parents will need to 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

Greater Clark County School Corporation is committed to providing a workplace and educational environment that is free from harassment or bullying based upon any threatening behavior, including but not limited to, references to sex (including transgender status, sexual orientation and/or gender identity), race, color, religion, national origin, age, disability, ancestry, marital status, familial status, or veteran status. Greater Clark will not tolerate harassment of employees, students, volunteers, or patrons by anyone.

It shall be a violation of this policy for any employee or student of the Greater Clark County School Corporation to harass or bully another employee, student, volunteer or visitor through conduct or communications. The use of the term "employee" also includes volunteers who work subject to the control of school authorities and school district patrons. This policy should be broadly interpreted to evidence Greater Clark's commitment to equality of opportunity, human dignity, diversity, and academic freedom. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe and harassment-free workplace/educational environment for our staff, students and patrons.

Greater Clark recognizes the need to address situations of bullying, harassment and/or intimidation in an educational format. This format needs to include educational information for students and parents in the areas of prevention, intervention and discipline.

- No employee, student or any person on school district property or associated with a school district event shall intentionally harass, intimidate, demean, bully, or abuse a person or groups of persons (physically, verbally or by other conduct) with the purpose or effect of inflicting injury or unreasonably interfering with such person's work or academic performance. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behavior committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
- No employee, student or any person on school district property or associated with a school district event shall create an intimidating, hostile, or offensive work or academic environment in connection with any school activity, event, trip, meeting or other operation of the school district.
- No person shall retaliate or threaten retaliation against another person for reporting, testifying or otherwise participating in any investigation, or proceeding relating to a complaint of harassment.
- The above rules apply when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

COMPLAINT PROCEDURES

1. Any employee, volunteer or student making an allegation that he/she has been the subject of harassment/bullying may use the complaint procedure explained in the Student Rights and Responsibilities or may complain directly to his or her immediate supervisor, building principal, or Title IX Complaint Designee for the school corporation. Filing of a complaint or otherwise reporting harassment/bullying will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

2. Any non-employee/patron making an allegation that he/she has been the subject of harassment/bullying may also use the complaint procedure explained in the Student Rights and Responsibilities or may complain directly to a building administrator, the Superintendent or designee.
3. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. All documents related to such reports or investigations will be kept in a separate file and will not become part of any regular personnel file or student education record. However, any official disciplinary actions by the Superintendent, designee, or the Board will become a part of any regular personnel file or student education record.

INVESTIGATION PROCEDURES

Upon the first reported issue, an administrator, or designee, will document the incident. At that time, an administrator, or designee, will meet with the reporting student (victim) and decide if the reporting student will attempt to resolve conflict on their own, or put the other student(s) on "notice" to end bullying or harassment behavior. The reporting student can choose to confront the accused in a staff led session if so desired. Upon second incident, an administrator, or designee, will call home and assign consequences if they already warned the student(s) involved to end reported behavior. Upon third incident, an administrator, or designee, will assign progressive consequences. If a situation moves to a fourth incident, progressive consequences will be assigned, the school will hold a parent meeting and formal paperwork may be filed.

CAFETERIA: BREAKFAST AND LUNCH

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: Money may be sent in with your child or dropped off by parents in a sealed envelope clearly labeled with the students name, grade level, and the amount of money enclosed. We can accept cash or check. If your student brings his/her lunch, milk may be purchased for 65 cents.

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 must be preapproved and scheduled through the main office. Lunch guests may purchase a lunch from the school cafeteria or bring their own food from home; however, no restaurant food will be allowed.

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 AFTER July 1 for the upcoming school year and you must reapply each year.

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 School Board Policy, "School Meals Charging Policy".

Cafeteria Safety and Sharing Policy

To ensure the safety and well-being of all students, **the sharing of food is strictly prohibited** in the cafeteria. This policy helps us protect students with severe food allergies, maintain high standards of sanitation, and prevent any peer pressure or bullying related to food. We want every child to feel safe and comfortable during their mealtime.

The "Share Table" Exception

In accordance with Indiana health guidelines, we do provide a designated **Share Table**. This is the only exception to our no-sharing rule.

- **What it is:** A supervised station where students can place un-opened, pre-packaged items or whole pieces of fruit (with an inedible peel) from the school-provided meal that they choose not to eat.
- **Who it's for:** Any student who is still hungry may take an item from the Share Table at no cost.
- **Safety First:** Outside food brought from home may **never** be placed on the Share Table.

Note: Please remind your child that while the Share Table is there to reduce waste, they should never pressure others to give up their food or trade items from their lunchboxes.

CANCELLATION OF SCHOOL / DELAYED OPENING

Announcements concerning school closing because of weather or other emergencies will be carried on all local television stations along with the Greater Clark County Schools website www.gccschools.com.

CELL PHONES AND OTHER PERSONAL DEVICES

To support a distraction-free learning environment, the Indiana General Assembly has passed Senate Bill 78, which requires all K-12 schools to implement a "bell to bell" ban on personal wireless communication devices during the school day.

A “wireless communication device” includes any personal device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, include including computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smartglasses (eyewear equipped with computer technology), gaming devices, and/or any device capable of connecting to a cellular network or the Internet.

Pursuant to Indiana Code 20-30-2-2, “school day” means the entirety of the time a student is present on school property for a student instructional day. Accordingly, the requirements of SEA 78 apply throughout the entire school day, from bell to bell, including instructional time, passing periods, lunch periods, and all other periods during which students are under school supervision. Teachers do not have the authority to provide exceptions This guidance does not apply to afterschool hours.

Students may bring devices to school; however, all devices must remain stored, powered off, and inaccessible (stored in the student’s locker or in a teacher identified secure classroom location) to the student throughout the entire school day.

Per statute, students must be permitted to use a wireless communication device during instructional time if the wireless communication device is:

- Included in the student’s Individualized Education Program (IEP)
- Included in the student’s 504 Plan;
- Necessary for the management of a documented medical condition pursuant to an order provided by a licensed health care provider.
- Authorized by the superintendent or the superintendent’s designee at the appropriate time during an emergency; or
- Necessary for language translation to ensure access for multi-lingual learners, prioritizing school-managed wireless communication devices or applications where available.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto school property. The school/school district assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

Students who violate this policy will be subject to the consequences outlined below:

- 1st Offense: Wireless communication device will be confiscated and returned to the student at the end of the day by the front office.
- 2nd Offense: Wireless communication device will be confiscated, a parent/guardian must pick up the wireless communication device from the front office and 1 day of In School Suspension will be issued.
- 3rd Offense: Wireless communication device will be confiscated, a parent/guardian must pick up the wireless communication device from the front and 3 days of In School Suspension will be issued.

Students who use a wireless communication device to violate the privacy rights of another person will have their device confiscated and held until a parent/guardian picks it up and will also be suspended for no fewer than five days of Out of School Suspension (OSS), the student may be arrested and the process for expelling that student may begin. In addition, the student may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated wireless communication device may be turned over to law enforcement.

COMMUNICATION EXPECTATIONS

GCCS is committed to partnering with families to support student learning at home, school and in the community. We acknowledge that students, parents and school staff all have a role in making schools safe and must cooperate to achieve this goal. When school staff and parents work together as partners, they create important opportunities for children to develop social, emotional and academic competencies. As role models, parents and school staff should exhibit the behaviors they

would like to see students emulate to be successful in school and in society. Parents are encouraged to talk with their child's teacher(s) and other school staff about issues that may affect student behavior. School staff should keep parents informed of their child's behavior and enlist parents as partners in addressing concerns. Meetings between parents and school staff are encouraged to solve problems, prevent behavior problems, and support behavior change and skill development.

Critical attributes of effective, ongoing, two-way communication include:

- Consistent focus of student achievement and well-being
- Courteous and respectful interactions between all stakeholders at all times
- Open minded exchange of ideas and information between student, family and staff related to achievement, organization and/ or behavior

Expectations for two-way communication:

- Teacher-Parent Apps (Remind, Class Dojo, etc.) may be used for quick announcements, reminders, and celebrations.
- Phone and email communication will be used for specific discussion related to student performance and/or well-being.
- In-person and/or phone conferences will be used for extended discussion related to student performance and/or well-being. Parents may initiate a parent-teacher conference at any time of the school year. There is also an annual parent-teacher conference day set aside for all schools to conduct conferences.

Staff Responsibilities for Communication

- Schools staff will:
    - Greet visitors to the school in a positive and professional manner.
    - Provide a high-quality up-to-date website that includes a calendar of events
- Teachers will:
    - Foster positive relationships with parents to ensure open communication.
    - Maintain up-to-date and accurate records of student grades and attendance in PowerSchool. Teacher gradebooks are to be updated on a weekly basis.
    - Keep parents/guardians informed of upcoming academic areas of focus.
    - Reach out to the parent/guardian via phone call or email when a concern or question arises regarding a student.
    - With the exception of an emergency, phone or email messages will be responded to within 24 hours except on weekends and school breaks. A response could include acknowledgement of receipt with an indication that more time is needed to fully answer or address concerns.
- School administrators will
    - Foster positive relationships with parents to ensure open communication.
    - Provide a weekly parent/guardian update via School Messenger for announcements, reminders, and important dates.
    - Maintain an up-to-date school event calendar via Event Link and encourage parents and staff members to subscribe to the school's calendar.
    - Provide separate School Messenger messages to school families regarding specific and/or timely information as needed.
    - With the exception of an emergency, phone or email messages will be responded to within 24 hours except on weekends and school breaks. A response could include acknowledgement of receipt with an indication that more time is needed to fully answer or address concerns.
- District administrators will:
    - Assist parents/guardians and/or school staff who are unable to resolve issues at the school level.
    - Provide important district level information via School Messenger.

Parent Responsibilities for Communication

- Parents should:
    - Contact the school when children are going to be absent or tardy.

- Provide the school with up to date contact information or any significant changes which could impact the student.
- Communicate with the teacher via phone call or email when a concern or question arises regarding your child. If a resolution is not reached, or more clarity is needed, then reach out to a school administrator.

CURRICULUM

Academic subjects taught at Northaven 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. Students in Grade K-5 also receive instruction in art, music, library, computer science, 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. Through a highly diversified curriculum, the Northaven Elementary School staff seeks to challenge and meet the needs of all students beyond his/her potential.

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.

IN AN EMERGENCY

TAKE ACTION

SECURE! Get Inside LOCK outside doors.

STUDENTS

Return to inside of building
Do business as usual

STAFF

Bring everyone indoors
Lock outside doors
Account for students, visitors and others
Do business as usual

HOLD! In your room or area.

STUDENTS

Clear the hallways and remain in your area or room until the "All Clear" is announced.
Do business as usual

STAFF

Close and lock the door
Account for students, visitors and others
Do business as usual

LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

STAFF

Recover people from hallway if possible
Close and lock the door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

STAFF

Lead evacuation to specified location
Account for students, visitors and others
Notify if missing, extra or injured people

SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Earthquake	Drop, Cover and Hold

STAFF

Lead safety strategy
Account for students, visitors and others
Notify if missing, extra or injured people

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Greater Clark County Schools
BRIDGING EXCELLENCE & OPPORTUNITIES

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 (IDOE) encourages school districts to hold eLearning days as an opportunity for students to continue their lessons through technology initiatives. The IDOE limits schools to holding no more than three asynchronous e-learning days per school year.

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.

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 Northaven 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 Academic Team, Ambassadors, Chess, Intramural Basketball, Knitting, Recorder Club, Robotics, Rube Goldberg, Safety Patrol, Volleyball, Wrestling, and Student Council.

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.

Behavior: Extra-curricular participants represent the school and are a source of school pride. Extra-curricular participants are recognizable in the community and often serve as role models for other students. They are expected to exhibit standards of high character and behavior both in and out of school beyond what normally would be required of other students. Participation in extra-curricular activities is a privilege which carries with it varying degrees of responsibility, recognition, and reward. Participating students represent their school and other members of the student body; and it is their duty to conduct themselves in a manner that is positive for self, family, and school community.

The principal has the discretion to enforce stricter penalties for offenses deemed more serious.

In cases that involve exceptional circumstances, principals may accept an appeal.

School Attendance: 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 extra-curricular 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.

School Cancelation: If GCCS cancels the school day, all extra-curricular activities scheduled for that day will also be canceled or rescheduled.

Spectator Behavior: Student and adult spectators represent Northaven Elementary School when they are at school-sponsored events. Just as high academic standards are expected at Northaven, so are high behavior standards. At sporting/special events:

- We do not dispute the calls of referees/persons of authority.
- 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 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.

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 the appropriate background check on file that aligns with your role as a chaperone on the designated trip at least 10 school days prior to the activity. You may be charged with the responsibility of supervising students in your child's class and your participation is vital to the success of the trip. (See Parent Volunteer section for additional details.)

Parent Transportation: A student may be transported home by their parent upon completion of *"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.

FUNDRAISING

At Greater Clark County Schools, we are committed to providing a well-rounded educational experience that goes beyond the classroom. To enhance academic and extra-curricular opportunities available to our students, we rely on the generous support of our school community through fundraising efforts. Northaven follows all rules and regulations found in GCCS School Board policies 5830 Student Fundraising, 9210 Parent Organizations, and 6605 Crowdfunding.

GRADING SYSTEM

Greater Clark County Schools has four nine-week grading periods throughout the year. Progress reports are sent to parents at the mid-point 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 the Power School 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 a request is 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 GUIDELINES

The main purpose of homework is to support the mastery of Indiana Academic Standards while developing routines that are necessary for positive study and thinking skills. Homework is designed to reinforce learning, provide independent practice, promote skill development, prepare for assessments, and promote time management skills. Homework is assigned within the routines of the classroom teacher. These routines will be communicated through the teacher's consistent communication with families.

Parents/guardians 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.
- Communicate with the classroom teacher if the student struggles with a concept beyond the ability of the parent/guardian's ability to help with guidance.

IMMUNIZATIONS

Indiana law requires parents/guardians to furnish no later than the first day of school attendance, a record of vaccination. This must be provided by the child's physician, the health department, or any other form of official documentation. The ***record*** must show that the child has received these immunizations, ***and be considered fully vaccinated as set forth by the State of Indiana, against the following:***

(1) diphtheria;
(2) pertussis (whooping cough);
(3) tetanus;
(4) measles;
(5) rubella;
(6) poliomyelitis;
(7) mumps;
(8) varicella;
(9) hepatitis A;
(10) hepatitis B; and
(11) meningitis.

Required and Recommended School Immunizations, Indiana 2026-2027

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."

LOST & FOUND

You may check our lost and found during normal school hours. The lost and found is located in the cafeteria. Northaven may donate any unclaimed items at the end of each quarter.

MEDICATION AND HEALTH

Medication: 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, ibuprofen, acetaminophen, 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.
- At the end of the school year, any remaining medication must also be picked up by the parent/guardian, or it will be destroyed.
- Special circumstances may cause need for a student to carry medication on them. Please speak to the school health office staff in this situation.

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, 5 and 8 are provided annually by the health assistant, or nurse. After the screening is performed, a referral 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.

MENTAL HEALTH SERVICE PARTNERSHIPS

Greater Clark County Schools understand the critical role that mental health plays in the overall well-being and academic success of our students. As part of our commitment to fostering a supportive and nurturing environment, we have established partnerships with dedicated mental health providers. Wellstone Regional Hospital provides an immediate acute assessment if a student is in need of that critical care. Our partnership with Centerstone Mental Health Services provides some limited school-based therapy sessions. Referrals for either partnership are made through the school at the request of staff and/or parent/guardian.

PARENT TEACHER GROUPS

Northaven has a Parent-Teacher Organization (PTO). This organization promotes parent participation, school pride and behavioral and academic achievements for students and staff. A School Festival, as well as various fundraisers are used to support school endeavors. We ask parents to volunteer for three school activities.

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 form 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 2026-2027, Northaven Elementary School has the following parent involvement activities tentatively planned:

- Camp Kindergarten
- Third Grade IREAD and Chromebook Night
- Fall Book Fair
- World Fest
- Fall/Winter Festival
- Spring Book Fair
- Family Literacy Night

PETS/ANIMALS IN THE BUILDING

It is school board policy (#8390) that non-service animals will be allowed to stay in a classroom under the following conditions below.

The staff member seeking approval shall:

- Provide a current satisfactory health certificate or report of examination from a veterinarian for the animal
- Take precautions deemed necessary to protect the health and safety of students and other staff
- Ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing that is properly cleaned and maintained; and
- Keep the surrounding areas in a clean and sanitary condition at all times.
- Notify other staff members and parents/guardians of students in areas potentially affected by animals so adjustments and accommodations can be made for any health-related concerns.

If health concerns of a student or staff member cannot be accommodated, the presence of the non-service animal shall not be allowed.

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 be involved in active participation. A child may be excused from gym for a valid reason upon receipt of a note from the parent or doctor.

POWERSCHOOL PARENT PORTAL

PowerSchool 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.

PRIDE POSITIVE SCHOOL CULTURE PROGRAM

We believe that all students can be taught the importance and use of self-regulation, communication, and problem solving skills that positively impact behavioral choices at school. The behavior expected of the students at Northaven Elementary School is a combination of common courtesy, respect for others and safety considerations. Student misconduct hampers both learning and safety. Misbehavior 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 Indiana Employability Skills Standards. 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 expectations matrices.

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	1st	2nd	3rd	4th
Dates	July 30- October 2	October 12- December 18	January 5- March 19	March 29- May 19
Mid Term Progress Reports	August 31- September 4	November 9-13	February 8-12	April 19-23
Grading Period Ends	October 2	December 18	March 19	May 19
Grades Posted to PowerSchool Parent Portal	October 5	December 21	March 22	May 21
K-2 Report Cards Sent Home	October 16	January 8	April 2	May 25-28
Parent/Teacher Conference	As Needed	November 3	As Needed	As Needed

RESPECT OF SCHOOL PROPERTY

Students are responsible for the care of all textbooks, Chromebooks, 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., technology devices, video games, playground equipment, toys, etc. No items that could create a distraction to the learning environment or cause safety concerns will be allowed. No trading or selling will be allowed during school hours. The school is not responsible for the loss or damage of these items.

Occasionally children attempt to bring potentially dangerous toys and other items to school. Certain items are forbidden, will be confiscated, and school discipline will be applied. These include all toy guns, knives, matches, cigarette lighters, clackers, and pointed objects. This includes any toy that resembles the previously mentioned items. Parents may reclaim any confiscated object.

To keep our classrooms dry and protect our instructional materials, we ask that all students use **water bottles with secure, locking lids**. While we appreciate students staying hydrated, "open-straw" style tumblers (such as Stanley cups) frequently tip and cause significant spills. Please ensure your child's water bottle is **leak-proof and fully closable** before sending it to school. Water bottles with screw-on and flip-top lids are also acceptable.

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 pre-pay only. Only students who bring in an order form and payment will have their pictures taken. Children should be dressed in typical school dress. No hats, sunglasses, special costumes, or uniforms will be allowed.

Kindergarten and fifth grade graduation/promotion pictures are taken during the Spring. There are no retakes for this photo session. Students must be present for photographs.

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.

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.

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. Northaven meets every month in a school-wide family meeting to celebrate Student of the Month and individual goal progress. Clubs and athletics are recognized during the family meeting.

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

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!

Kindergarten/5th Grade Celebrations: Kindergarten has a graduation in the school gym during the last week of school. The program runs approximately 30 minutes and includes their promotion picture and certificate. Fifth grade also has a graduation the last week of school. The ceremony includes student speeches and awards. A promotion picture and certificate is provided for each student. Fourth grade attends the ceremony in preparation for our new fifth grade class.

TECHNOLOGY/CHROMEBOOK INFORMATION

COMPUTER/NETWORK POLICY

Every student is required to abide by the Greater Clark County Schools Acceptable Use policy in regards to computers and other devices that are property of GCCS.

CHROMEBOOK PRIDE:

I will:

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

STUDENT RESPONSIBILITY FOR COMPUTER DEVICES

1. Each student is personally responsible for his/her computer at all times.
2. The computer is the property of Greater Clark County Schools.
3. Each student will have signed an Acceptable Use Policy and any other necessary document.
4. Students must keep laptops charged.
5. Students must follow teacher direction regarding laptops at all times.
6. Any deliberate misuse of the laptop, including, but not limited to, network removal, installation of unapproved software, intentional physical damage or defacing the computer will result in loss of the computer for a period of time.
7. Any of the issues below may result in a loss of internet, computer, or both for a period of time;(the list is not all inclusive)
    a. Using proxy sites
    b. Inappropriate use of websites
    c. Using profanity
    d. Providing false information
    e. Taking pictures or videotaping when not related to an assignment
    f. Using computer when not allowed by teacher
    g. Refusing to give computer to teacher when requested
    h. Cheating in any form is unacceptable
    i. Profanity is never appropriate in any form
    j. Threatening, or bullying, is never acceptable
    k. Hacking the laptop or network

Computers that need repair will be taken to the Media Center before and after school, during passing time or with a pass from a teacher. It is the responsibility of the student to have his/her Chromebook charged at all times.

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

Greater Clark County Schools follow all state and federal requirements for student assessment in compliance with Indiana Department of Education (IDOE) guidelines and the federal *Every Student Succeeds Act* (ESSA). ESSA mandates that public schools administer statewide assessments as part of federal accountability systems. As such, students in grades 3 through 8 will participate in the ILEARN Through the Year testing windows during the 2026-2027 school year.

The ILEARN Summative assessment window is scheduled for **April 12-May 7, 2027**. ILEARN includes both Performance Tasks (PT), which feature open-ended response items, and Computer-Adaptive Tests (CAT), which include multiple-choice and technology-enhanced questions. We kindly ask that families avoid scheduling appointments during the testing window. If an appointment is necessary, please schedule it after school hours.

Students in grades 2 and 3 will also participate in the Indiana Reading Evaluation and Determination (IREAD-3) assessment, which evaluates foundational reading skills. IREAD-3 will be administered during the window of **March 1-12, 2027**.

Furthermore, in accordance with Senate Enrolled Act 217 (SEA 217), all students in kindergarten through grade 2 are required to undergo universal dyslexia screening. This screening is intended to identify early risk factors for reading difficulties and includes the following components:

- Phonological and phonemic awareness
- Sound-symbol recognition

- Alphabet knowledge
- Decoding skills
- Rapid naming
- Encoding (spelling) skills

This screening will be administered in **fall** 2026 and helps educators provide targeted early literacy interventions.

Greater Clark County Schools is committed to using assessment data to guide instruction and ensure every student receives the support they need to succeed.

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 12th 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 provided 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.

WELLNESS POLICY

The Board of School Trustees of the Greater Clark County School Corporation support increased emphasis on the 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.

The Wellness Policy includes the following focus areas:

1. **Nutrition Education:** The goal of nutrition education is to influence students' lifelong eating habits.

2. **Physical Activity:** The goal of physical activity is to promote lifelong physical activity among students.

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.

4. **Nutrition Guidelines:** Greater Clark County Schools elementary schools shall comply with the federal nutrition standards for school meals, vending machines, and celebrations during the school day. Schools will follow the USDA Smart Snacks nutrition standards. Schools may have no more than two parties per class, per year involving serving food that does not comply with federal nutrition standards.

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.

YOUTH LINK SOUTHERN INDIANA CHILD CARE PROGRAM

Youth Link Southern Indiana is the Latch Key Program partner for Greater Clark County Schools. Please refer to GCCS Board Policy 2262 for more information about the partnership requirements. The childcare program is for students in

grades kindergarten through five. Information on this program can be found on their website: https://youthlinksi.org/before-after-school/extended-day-learning/.