

Parent and Student Handbook 2017-2018



Stinesville Elementary School
7951 W. Main St.
Stinesville, IN 47464
(812) 876-2474

Stinesville School Handbook

Table of Contents

Table of Contents.....	Page 1
Cover Letter.....	Page 2
Mission Statement.....	Page 3
Belief Statement.....	Page 3
Introduction/Daily Schedule.....	Page 4
Student Payments.....	Page 4
Book Rental and Fees.....	Page 4
School Lunches.....	Page 5
Breakfast Program.....	Page 5
Recess Policies.....	Page 5
Parent-Teacher Conferences.....	Page 5
Attendance.....	Page 6
Early Arrival.....	Page 6
Latch Key.....	Page 6
Discipline.....	Page 7
Lunchroom Behavior.....	Page 7
Pledge of Allegiance.....	Page 7
Students Leaving Early.....	Page 7
Wellness Policy.....	Page 8
Extra-Curricular Activities.....	Page 8
Parent Visits To School.....	Page 9
Homework.....	Page 9
Grades.....	Page 9
Recess Procedures.....	Page 10
Library.....	Page 10
Lost and Found.....	Page 10
Inclusion Program.....	Page 10
High Achieving Students Program.....	Page 11
Lifelines.....	Page 11
Student Vacations During The School Year.....	Page 11
Accelerated Reader.....	Page 12
Appeal for Early Entrance to Kindergarten or First Grade.....	Page 13
School Programs.....	Page 14
Stinesville Faculty/Staff.....	Page 15
Corporation Calendar.....	Page 16



Stinesville Elementary School

7951 W. Main St., Stinesville, IN 47464
Phone: 812-876-2474 Fax: 812-876-2475

Mr. Glen Hopkins, Principal ghopkins@rbbschools.net

SES Families,

I would like to welcome everyone back for the 2017-2018 school year. I am excited to work alongside the students, families, and staff to help provide the best educational opportunities for our children.

The purpose of this Handbook is to supplement the Corporation Handbook and assist in clarifying policies and procedures specific to Stinesville Elementary School.

As we begin a new school year, let us continue to work together, cooperate with each other, and maintain a positive working relationship. It is important to keep communication lines open throughout the school year. I encourage you to stay actively involved in your child's education. This would include finding daily opportunities to read with your child, review math facts, assisting with homework, etc.

I hope that everyone in our school family will have a productive and memorable school year. The 2017-2018 school year promises to be one filled with an abundance of learning opportunities.

Respectfully,

Glen Hopkins - Principal

Vision

Richland Bean Blossom Community School Corporation
Stinesville Elementary School

*Living, learning and leading together to achieve 90, 90, 90.**

Mission

Richland Bean Blossom Community School Corporation

Our mission is to work in cooperation with the community and families to provide students with an education that promotes responsible citizenship and encourages problem solving and creativity.

Stinesville Elementary School

The parents, faculty, staff and students of Stinesville Elementary strive to create an educational environment that fosters love of learning, productivity, responsibility and scholastic achievement.

Belief Statements

Stinesville Elementary School

We believe...

...all students are entitled to equal opportunities for learning.

...all students and parents need to be actively involved in the learning process.

...all students need to learn social skills that promote cooperation.

...all students need to value life-long learning.

...all students need to learn positive guidelines that develop self-control and self-discipline.

...all students need a working knowledge of the writing process and math computation.

INTRODUCTION

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

Daily Schedule

Monday, Tuesday, Thursday & Friday

8:35 A.M. - Buses will unload
8:40 A.M. - School begins
8:55 A.M. - Tardy bell
3:25 P.M. - Classes dismissed
3:30 P.M. - Buses depart

Wednesday

9:05 A.M. - Busses will unload
9:10 A.M. - School begins
9:35 A.M. - Tardy bell
3:25 P.M. - Class dismissed
3:30 P.M. - Buses depart

Students are marked $\frac{1}{2}$ day absent after 10:30 A.M.

Students are marked $\frac{1}{2}$ day absent if they leave before 1:15 P.M.

STUDENT PAYMENTS

All payments made to the school should be by check whenever possible. Checks should be made payable to Stinesville School. We do request that you DO NOT MIX book rental, lunch, pictures, etc., together. Please use a separate check for each.

BOOK RENTAL AND FEES

This year we are using a textbook rental system which will provide students with all texts and workbooks in the subject areas. These rental fees are payable at the start of school or as soon after as is possible. Pupils will be expected to take reasonable care in the handling of their textbooks. If, at the end of the year, the teacher feels that any book has been unduly damaged or lost the child responsible for that book will be charged a fee to replace the book.

SCHOOL LUNCH

All students are encouraged to eat nutritious hot meals served in our cafeteria each day. The cost is \$2.55 for paid lunch (\$12.75/week) and 40 cents for reduced lunch. Milk is available for those students who bring a sack lunch from home. The cost of milk is 45 cents. A reminder that lunches are not to be charged. Please prepay on your child's account online at www.myschoolbucks.com. If you prefer to pay by check, please mail to attention: Vickie Coffey, Richland-Bean Blossom Community School Corporation, 600 S. Edgewood Drive, Ellettsville, IN 47429. Please be sure to pay ahead as it can take up to 24-72 hours for the money to post to your child's account. You may view your child's account balance free of charge on the website above. Please set up phone app and email notifications to notify you of low balances.

Note: If parents want to buy a lunch at school, the new regulations ask that the parents pay the \$3.50 lunch cost as they go through the line. Parents are no longer allowed to charge to their child's account.

BREAKFAST PROGRAM

Once again this year we will be providing breakfast for those students who wish to take advantage of this service. The cost of breakfast will be \$1.10 for paid breakfast and 30 cents for reduced breakfast. Students will be served breakfast shortly after arriving at school. They will not miss any instruction during the time they are out of the classroom eating. A reminder that breakfasts are not to be charged.

RECESS POLICIES

Students will go outside unless it is raining, snowing, or the wind chill is 20 degrees or below. Please dress your child for the weather. There have been numerous occasions where students have gotten coats from the office. There is a limited supply in the office, which could result in students not being allowed to go outside, especially during the winter months. If your child must stay inside due to doctor's advice, you must send a note to the teacher requesting this. Please be specific about how many days your child must remain in. Children are discouraged from wearing sandals, flip flops, or high heels at recess. Tennis shoes or sturdy, closed-toed shoes are a good choice for the playground area.

PARENT-TEACHER CONFERENCES

It is important for school and home to have an open line of communication throughout the school year. If you would like to meet with your child's teacher, please call to schedule an appointment. Formal conferences will be scheduled periodically during the school year.

ATTENDANCE

As outlined in the Corporation Student Handbook, it is imperative that students have good attendance in order to enhance their opportunity for academic success. If a student is going to be absent, the parents must contact the school and provide an explanation, preferably by 9:00 a.m. In the case of repeated absences for illness, parents may be required to provide a doctor's statement describing the health condition and the treatment being provided.

Parents will receive a written notification when ten (10), fifteen (15) and twenty (20) absences have occurred. Excessive, unexcused absences will be turned over to the Monroe County Prosecutor's Office.

It is important for students to arrive at school on time. Students can miss important classroom instruction in a short period of time. Students arriving after the beginning of the school day, should report immediately to the office. If a student has been late to school on at least five occasions per semester, the parents will be contacted by the principal in an attempt to develop a solution to the problem.

Students are marked half day absent after 10:30 A.M. Students are marked ½ day absent if they leave before 1:15 P.M.

Those students having perfect attendance will be recognized at the end of the school year.

EARLY ARRIVAL

Parents are discouraged from dropping their children off early at school. Students arriving early are subjecting themselves to injuries or other situations. School personnel cannot be expected to supervise outside activities of students when they are being dropped off long before school begins. Children who arrive after 8:15 am will be required to sit in the hallway outside the office. Students arriving prior to 8:15 am will need to be signed into Latch Key. Students who are not "members" of Latch Key will be charged \$10.00 per day for this service.

LATCH KEY

Stinesville Elementary School provides before and after school care for students while parents attend work or school. The design of the program allows for a safe environment while actively involving our children in enriching experiences. The **before school** component operates from **6:30-8:35 am** following the RBBCSC calendar. The **after school** component operates from **3:25-6:00 pm** following the RBBCSC calendar. Please see the [Latch Key handbook](#) on the SES Website for additional information.

DISCIPLINE

Stinesville Elementary is committed to implementing methods and strategies to help children learn and to develop attitudes of respect and responsibility toward themselves and others. Students are expected to recognize and display the values of honesty, self-control, responsibility, cooperation, and independent thinking.

The following rules are established to assure student safety and a school atmosphere where learning can take place:

1. Demonstrate respect for yourself and others; Obey directions given by adults;
2. Keep hands and feet to yourself;
3. Always walk when inside the building;
4. Proper care should be given to all materials, furniture, and equipment;
5. Be responsible for completing all assignments.

If a student violates the rules, the following types of discipline are possible:

1. Student/teacher conference;
2. Loss of privileges, including recess;
3. Removal from the classroom;
4. Disciplinary assignment;
5. Student/principal conference;
6. Parent notification;
7. In-school or out-of-school suspension;
8. Expulsion.

LUNCHROOM BEHAVIOR

Lunch should be a time when students are allowed to engage in conversation with their friends in a friendly manner. Good manners, appropriate eating habits, and an acceptable tone of voice are encouraged. The following rules are expected in the lunchroom:

1. Follow all school rules;
2. Students should keep their hands and feet to themselves while in line;
3. Use good table manners;
4. Students are to remain seated and raise their hand if they need assistance;
5. Students are discouraged from trading food;
6. Trash and leftover food should be disposed of in the appropriate trash container.

PLEDGE OF ALLEGIANCE

Effective July 1, 2005, the Indiana General Assembly passed a law that required a U.S. flag to be displayed in each classroom and the voluntary daily reciting of the Pledge of Allegiance. The law provides exemptions for students who choose, or whose parents choose for them, not to participate. School corporations are also required to establish a daily moment of silence. In most cases, this will immediately follow the Pledge of Allegiance.

STUDENTS LEAVING EARLY

If parents, or someone else who has been granted permission, needs to pick-up a student early from school, they should report to the office. The parent, or designee, will be asked to sign the student out. Students should not be picked up directly from the classroom unless the parent stops by the office before leaving the school.

WELLNESS POLICY

As mandated by the Child Nutrition Reauthorization Act, Public Law 108-265 enacted June 30, 2004 Section 204 – Local Wellness Policies are mandated no later than the first day of the school year beginning after June 30, 2006, each local educational agency shall establish a local school wellness policy.

Richland-Bean Blossom Community School Corporation adopted the Wellness Policy on Monday, May 15, 2006. Our Wellness Committee's approach to our district's policy is that we as educators should teach good nutrition and physical education to our students in all aspects of the school day.

Our policy can be downloaded from our New Wellness Website link to the RBBCSC website www.rbbcsc.k12.in.us/. You can also find helpful tools (like health recipes and suggested school snacks) to help you and your family learn to live healthy. Your continued support is essential for our success in teaching our students good nutrition and physical education.

EXTRACURRICULAR ACTIVITIES

A student who is absent from school will not be allowed to participate in extracurricular activities on the same day. A student who attends school for half of the day may participate in extracurricular activities that same day, unless they have been suspended from school.

PARENTS VISITS TO SCHOOL

You are welcome and encouraged to visit your school and observe its operation and activities. Please report to the office upon entering the building. Should you desire a conference with your child's teacher other than at parent-teacher conferences, please call the school to set up a time which will be convenient to all concerned. Do not come to school and expect your child's teacher to have an unscheduled conference; the teacher cannot interrupt classroom instruction.

HOMEWORK

All students will have various homework assignments during the course of the school year. Homework should be looked at as an extension of the classroom. Students need to accept the responsibility for their homework and having it finished in preparation for class each day.

If a child is having difficulty completing homework assignments, parents are encouraged to contact the teacher in an attempt to work together and find a remedy for the problem.

Students who do not turn in homework on a consistent basis, may be required to do it at recess or after school.

GRADES

The following grading scale is used when assigning grades. However, when evaluating a student for the purpose of grades, consideration will be given to effort, progress, and class participation.

Explanation of Grades

100	A+	78-79	C+
93-99	A	73-77	C
90-92	A-	70-72	C-
88-89	B+	68-69	D+
83-87	B	63-67	D
80-82	B-	60-62	D-
		Below 60	Failing
O-Outstanding		N-Needs Improvement	
S-Satisfactory		U-Unsatisfactory	
		I-Improving	

RECESS PROCEDURES

- Students will enter and exit the building quietly with hands to themselves.
- Use all equipment appropriately and respectfully.
- No electronics of any kind on the playground.
- Grass and mulch is not to be thrown or kicked.
- Always ask an adult before leaving the playground.
- All running activities need to take place in the grass or mulch.

★ *Teachers' judgement with regards to organized games or any rules will be enforced for the safety of ALL students*

LIBRARY

The library is open daily for student use. A media/computer coordinator provides lending service to the students 5 days a week. Students are responsible for the care of the materials and may expect to pay for materials should loss or damage occur.

LOST AND FOUND

There is a lost and found area in the cafeteria where items are turned in. Students should check with the office staff if they are missing a hat, coat, gloves, rings, etc. Students are also encouraged to turn in items they find to the cafeteria to be included in the lost and found.

The school is not responsible for items that are lost or stolen. The students are expected to take responsibility for their personal belongings.

INCLUSION PROGRAM

Stinesville School has an Inclusion Program for children in grades K-5 with disabilities. If students are referred for a psychological evaluation through the Forest Hills Special Education Cooperative, and they are determined to be eligible for services, they will be provided the appropriate services as determined by the committee, including the parents/guardians.. Additional special education personnel are available for individual and small-group assistance for identified students.

HIGH-ACHIEVING STUDENTS PROGRAM

Society benefits from our children living up to their potential. RBBCSC provides programs and services that challenge all students, while meeting the needs of high ability and high achieving learners in all settings.

Grades K-5 elementary students qualify for various High-Achieving opportunities through a variety of criteria. HA students are placed in high-ability math and/or reading based on ability (CogAT) and performance (ITBS) assessments. Classroom opportunities designed to meet the unique needs of all students may include but are not limited to ability grouping, student choices, expanded student responsibility, sequentially complex tasks, etc.

CLASS Lifelines

We believe it is important for students to not only be successful academically, but socially and emotionally as well. Each month, we will focus on two lifelines to highlight. (Ex. Patience, Friendship, Curiosity, Flexibility, etc). The topics will be listed in our monthly Newsletter.

Parents are encouraged to reinforce these behaviors and values at home. Through our cooperative efforts, we can help to educate our students on becoming excellent citizens.

STUDENT VACATIONS DURING THE SCHOOL YEAR

Parents should contact the child's teacher and principal at least one week prior to the vacation. The student may be given some assignments in advance for completion and will be expected to make up all work that is missed as a result of the vacation. Vacation days may be recorded as unexcused absences.

Stinesville Elementary

Accelerated Reader

The Accelerated Reader Program is offered to students in grades 1-5 at Stinesville School. Staff members and parents have worked many hours in preparation for this exciting, reading program.

Accelerated Readers is a program designed to significantly improve student reading achievement, particularly in the area of reading comprehension. One way you can help is by reading to and with your child every day and encouraging your child to read independently. We encourage each child to read 20-30 minutes at home nightly. Your child may bring home reading logs for you to sign to verify the minutes they read. Upon completion of a book, your child will take a computerized quiz. A score of 60% must be achieved for the student to pass and receive points. This quiz can only be taken once. As these points accumulate, your child will be awarded with various incentives.

Accelerated Reader is a nationally recognized program, which has proven to be a great motivator for students. Research has shown that it has had a positive and significant impact on student achievement in the area of reading.

A total list of book selections is available from the school library. It is our plan for the near future to have the Accelerated Reader list posted on the Stinesville web site. The Ellettsville Library also has a list of our Accelerated Reader books. The employees there are ready and willing to assist Stinesville students in choosing Accelerated Reader books.

The Stinesville staff has invested a great amount of time and energy into this program. We hope that all parents will find this program to be an exciting element in your child's success for reading.

Appeal for Early Entrance to Kindergarten and First Grade

5112 - ENTRANCE REQUIREMENTS

The School Board shall establish student entrance requirements which are consistent with Indiana law and sound educational practice and which ensure equitable treatment and proper placement.

A. Kindergarten

Each child of legal settlement shall be eligible for Kindergarten providing that s/he has attained the age of five (5) on or before August 1st. This requirement shall also apply to children who transfer into the School Corporation and who may have attended private or public kindergarten in another locality.

B. First Grade

If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines (see AG [5112C](#)).

The Superintendent shall establish administrative guidelines which ensure compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and certification that proper immunization is completed or in process. These guidelines shall also include an appeal procedure for early entrance to kindergarten or first grade that is in accordance with any guidelines promulgated by the State Department of Education.

Administrative guidelines should also be established to ensure that students enrolling in the Corporation for the first time, at whatever level, submit the proper documentation and that records are promptly transferred. Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities.

I.C. 20-33-2-7

SCHOOL PROGRAMS

Information will be sent home with your child concerning the many school programs held throughout the school year. These may come at appropriate times from the office, the teacher, or the PTO. You are urged to attend and participate in the scheduled activities. Our annual Christmas Program, Make and Take Night and Grandparents' Day are just a few of the activities expected to draw large crowds at school each year.

Open House	August 10, 2017 (Thur.) 6:30 p.m.
Picture Day	August 18, 2017 (Fri.)
Make-N-Take	November 9, 2017 (Thur.) 6:30 p.m.
Christmas/Art Program (Grades K-2)	December 7, 2017 (Thur.) 7:00 p.m.
Music/Art Program (Grades K-2)	April 12, 2018 (Thur.) 7:00 p.m.
Grandparents' Day	To Be Announced (Spring 2018)
Field Day	Last Week of School To Be Announced
Awards Day	Last Week of School To Be Announced

NOTE: There will be monthly PTO meetings in the school library beginning at 7:00 p.m.
Meeting dates will be determined at a later time and parents will be notified in advance.

The above dates are tentative and are subject to change. Every effort will be made to hold the various programs and events on the dates mentioned, however, if conflicts arise changes are sometimes necessary.

Stinesville Elementary Faculty 2017-2018

Principal

Glen Hopkins

Kindergarten

Danielle Butler

First Grade

Cierra Simmons

Second Grade

John Kerr

Third Grade

Jennifer Watkin

Fourth Grade

Lori Chestnut

Fifth Grade

Stephanie Noth

Special Area Teachers

Kelli McGuffey - Inclusion

Teresa Yarbor - Speech and Language

Whitney Goodwin - PE

Julia Campbell - Art

Lisa Bruns - Music

_____ - Title I

Secretary

Rachel Gerhardt

Health Aide

Cindy Bentley

Library Assistant

Custodians

Larry Hays

Teaching Assistants

Nancy Francis

Maegan Kelley

Cafeteria

Janet Saylor

Latch Key

Tiffanie Summitt

**RICHLAND-BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION
2017-2018 SCHOOL CALENDAR**

Teacher Organization Day	Wednesday, August 2, 2017
School Begins for Students	Thursday, August 3, 2017
Labor Day (no school)	Monday, September 4, 2017
Parent Teacher Conferences (No School for Students)	Thursday, September 21, 2017 (11am-7pm)
Fall Break (no school)	Monday-Friday, October 9-13, 2017
Thanksgiving Vacation (no school)	Wednesday-Friday, November 22-24, 2017
Winter Vacation Begins (end of school day)	Wednesday, December 20, 2017
End of First Semester*	Wednesday, December 20, 2017
Records Day (teachers only) (no school)	Wednesday, January 3, 2018
Return from Winter Vacation	Thursday, January 4, 2018
Start of Second Semester	Thursday, January 4, 2018
Martin Luther King Day (no school)	Monday, January 15, 2018
Snow Make-Up Day (no school)	Friday, February 16, 2018
Snow Make-Up Day (no school)	Monday, February 19, 2018
Spring Vacation Begins (end of school)	Friday, March 9, 2018
Reconvene	Monday, March 19, 2018
Snow Make-Up Day (no school)	Friday, May 11, 2018
Snow Make-Up Day (no school)	Monday, May 14, 2018
Snow Make-Up Day (no school)	Monday, May 21, 2018
Final Student Day/End of Second Semester*	Thursday, May 24, 2018
Records Day (teachers only) (no school)	Friday, May 25, 2018
Graduation	Saturday, June 2, 2018

*Semester exam schedules are at the discretion of each building

GRADING PERIODS

First Nine Week	8/3/17-10/6/17	45 Days
Second Nine Weeks	10/16/17-12/20/17	45 Days
End of First Semester	December 20, 2017	90 Days
Third Nine Weeks	1/4/18-3/9/18	44 Days
Fourth Nine Weeks	3/19/18-5/24/18	46 Days
End of Second Semester	May 24, 2018	90 Days

Student Days — 180

Teacher Days --184

**If additional days must be made up to meet state rules for 180 days for students, the days will be scheduled beginning 2/16, 2/19, 5/11, 5/14, 5/21, 5/29, 5/30, and 5/31. When a snow day occurs it will be made up on the next scheduled calendar make-up day.