



Roadrunner Rules

- *Be Safe**
- *Be Respectful**
- *Be Responsible**
- *Be Friendly and Caring**

Schoolwide Expectations

Be A Good Citizen: Students will use the lifelong guidelines of truth, trust, active listening, no put downs, and personal best to become knowledgeable, responsible, caring citizens.

	Classroom/ Instructional Groups	Hallway	Cafeteria	Restroom	Playground/Recess	Arrival/Dismissal
Be Safe	<ul style="list-style-type: none"> *Push chair in *Walk-don't run 	<ul style="list-style-type: none"> *Walk-don't run *Stay to the right *Keep your eyes forward *Shoe safety (on securely) 	<ul style="list-style-type: none"> *Stay seated until dismissed *Walk-don't run *Report spills 	<ul style="list-style-type: none"> *Wash hands and use soap after using the restroom *Walk-don't run 	<ul style="list-style-type: none"> *Use equipment appropriately *No rough play 	<ul style="list-style-type: none"> *Walk don't run *Enter and leave the building when directed to do so
Be Respectful	<ul style="list-style-type: none"> *Follow directions the first time *Keep hands, feet, and objects to self *Be a good listener *Actions do not interfere with learning *All electronic and non-electronic toys remain at home *Cell phones must be turned off 	<ul style="list-style-type: none"> *Walk in a straight line *Keep hands, feet, and objects to self *No talking 	<ul style="list-style-type: none"> *Use an indoor voice *Keep hands, feet, and objects to self *Eat politely and quietly *Respond to the quiet signal *Listen to the speaker 	<ul style="list-style-type: none"> *Wait your turn *Be patient *Keep hands, feet, and objects to self *Be quiet *Clean up after self 	<ul style="list-style-type: none"> *Follow directions the first time *Keep hands, feet, and objects to self *Take turns 	<ul style="list-style-type: none"> *Use appropriate language *Stay quiet in classroom line
Be Responsible	<ul style="list-style-type: none"> *Use time wisely *Put things away *Care for school property (no gum chewing, destruction of property) *Complete daily work *Have materials and supplies at desk and seated before 8:50 	<ul style="list-style-type: none"> *Go directly to your destination *Put things away properly 	<ul style="list-style-type: none"> *Clean up after self *Ask for permission when you need to get up *Use of appropriate language 	<ul style="list-style-type: none"> *Flush the toilet before you leave *Report problems to your teacher *No playing 	<ul style="list-style-type: none"> *Line up quickly when whistle sounds *Collect you things *Return equipment *Use of appropriate language 	<ul style="list-style-type: none"> *Use appropriate language *Stay quiet in classroom lines
Be Friendly and Caring	<ul style="list-style-type: none"> *Smile *Include others *Keep a positive attitude *Say please and thank you 	<ul style="list-style-type: none"> *Smile *Give a nonverbal greeting 	<ul style="list-style-type: none"> *Smile *Say please and thank you 	<ul style="list-style-type: none"> *Be polite 	<ul style="list-style-type: none"> *Smile *Share equipment *Include others 	<ul style="list-style-type: none"> *Smile and greet others *Use good manners

FRED J. HUMS ELEMENTARY STUDENT HANDBOOK

MISSION STATEMENT

The mission of the Hums School Community is to prepare all students to attain their maximum potential and to encourage them to make positive contributions to society.

STUDENT ENROLLMENT

1. Copy of birth certificate
2. Copy of student social security card
3. Health records
All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, hepatitis and rubella. We request information on allergies and childhood diseases.
4. Name/address of last school attended, if applicable.
5. Proof of residence. If living in a home other than your own, a signed affidavit of residency is required. You and the person of residence must go to the School City of Mishawaka Administrative office and complete a form.
 - Affiants must sign that they have read and understood the following:
Knowingly falsifying this document is a violation of the I.C. 35-44-2 which is a Class D felony. Further, the Affiant will be billed and prosecuted in court, if necessary, to collect all back tuition which may be due.
Inaccurate and/or false information will result in immediate withdrawal of your child(ren) from School City of Mishawaka. Be aware that a Mishawaka Police Officer will verify the information listed on this forms via a home visit.
 - Affidavits are valid for one school year and must be completed annually in order for the student to continue enrollment.
6. Change in Student Information. It is imperative that the school office be notified immediately of a change of address, home, cellular or office telephone number, or emergency information during the academic school year.
6. Permanent Record. A student cumulative folder will be established and maintained on every student. According to the Family Rights and Privacy Act of 1974, the parent/guardian of student age 18 or over is permitted to inspect and review educational records relating to the student.

A registration packet for a student enrolling will contain:

1. Student data card
2. Copy of School City of Mishawaka handbook
3. Student insurance form
4. Free/Reduced lunch application
5. Hums Park permission slip
6. Current Roadrunner Newsletter/Lunch menu
7. Health update form
8. Ethnicity and Race Data Form

SCHOOL HOURS

8:00-8:30 a.m.	Breakfast Served
8:40 a.m.	Students Enter Building
8:45 a.m.	Classes Begin
3:00 p.m.	Dismissal for grades K-6

Children should NOT arrive earlier than 8:30 a.m. or remain on school grounds later than 3:10 p.m. unless they are participating in a supervised activity. These procedures are designed for the safety and well-being of your children.

ARRIVAL/EXIT

- School personnel monitor student arrival from 8:30-8:40 daily at the front (Gr. 3-6) and back (K-2) entrances. Students enter school at 8:40 and are tardy after 8:45.

Parents may drop students at either entrance. Students may walk through school to get to their classroom line.

There is no adult supervision before 8:30. Please plan your child's arrival between 8:30-8:40. During inclement weather students enter at 8:30.

Students who arrive between 8:00-8:30 for breakfast, safety patrol, Choir, Math bowl, spell bowl, Student Council, etc., must enter through the front door.

Students who arrive after 8:45 must enter through the front door.

- After school, students who wait for brothers, sisters, friends, do so outside. Students do not go to classrooms to pick them up.

The benches **in front** are a waiting zone for brothers, sisters, and friends. Students who are waiting for rides line up with our safety patrols.

The benches **in back** are a waiting zone for brothers, sisters, and friends. Students do not go to classrooms to pick them up.

Between 3:10-3:15 Patrol Sponsors will bring in students without rides to the main office. Students may use the phone in the office to call for rides.

At dismissal, at both front and back doors, all parents/visitors go directly to the office. Please do not go directly to classrooms. The office can assist in getting forgotten items and contacting the teacher, if necessary.

ATTENDANCE

The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State. The Corporation's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. If students have an appointment during the school day, we ask that students attend school before and after the appointment.

Excusable Reasons for Absences

The Corporation accepts only the following as excusable reasons for absence from school.

Absence from school may be approved for one (1) or more of the following reasons or conditions:

A. Personal Illness

The building principal may require a doctor's confirmation if s/he deems it advisable.

B. Illness in the Family

C. Quarantine of the Home

This is limited to the length of the quarantine as fixed by the proper health officials.

D. Death of a Relative

E. Observance of Religious Holidays

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

F. Absence during the School day for Professional Appointments

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. the student shall have a statement to that effect from his/her parent;
2. the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
3. the student shall report back to school immediately after his/her appointment if school is still in session.

G. Unexpected or unavoidable absences as determined by school administrators

H. Other reasons authorized by law

Absences that do not accumulate against this guideline include field trips and college visits.

I. Truancy

A student shall be considered truant each day or part of the day s/he has an unexcused absence from his/her assigned location without parental knowledge. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if he/she is in his/her assigned location after the official start of the day.

SCHOOL BREAKFAST AND LUNCH

Student Breakfast and Lunch are self-serve.

	<u>Regular</u>	<u>Reduced</u>
Breakfast (8-8:30am)	\$1.00	\$.30
Lunch	\$1.80	\$.40

Send your check or money in a sealed envelope to the cafeteria on Monday morning. Write on the outside of the envelope the student's name, the teacher's name, and the amount enclosed. Meals may be purchased daily or money can be placed in their account by logging on to mynutrikids.com. This money is not used for ala carte items. Extra milk is .30 cents.

To promote healthy eating habits, please do not send in soda pop for student lunches.

DRESS AND GROOMING

POLICY 5511

Appropriate student dress is important to maintaining a positive school climate. When students dress in an appropriate manner it is conducive to teaching and learning and helps to eliminate unnecessary distractions. Students and their clothing should be clean and neat. Dress should be appropriate to the occasion or activity. Dress or grooming that disrupts or could potentially disrupt education, is destructive to school property, or is a threat to the safety or health of the student or other students cannot be permitted. The school administrators will determine if dress and grooming are inappropriate.

Student dress will be governed by the following:

Disruption: Any item of clothing that interferes with the educational climate of the school or classroom is prohibited. Clothing **NOT** allowed at school includes, but not limited to: oversized or sagging clothing, short shorts, muscle shirts, flannel pajama or lounge pants, jeans with holes or rips, mini-skirts, gloves/hats indoors, bandanas or other head coverings, any clothing which advertises drugs, alcohol or tobacco products, contains vulgar or profane language or is sexually suggestive, and/or clothing that reflects, identifies, or promotes gang or cult activity. In addition, hair style or hair coloring which draws undue attention to a student or causes distraction is prohibited.

Safety: Any clothing or jewelry that could create an unsafe situation in any classroom cannot be allowed. This would include clothing or jewelry that may get caught in machinery. Chains, including wallet, bicycle, and certain necklaces could be used to cause harm and are, therefore, prohibited. Any jewelry or other items are prohibited when worn on any pierced body part other than the ear. Shower sandals, flip-flops, or Heeleys (roller skate shoes) are not allowed.

Health: Any clothing that is in need of cleaning may pose a health hazard to the student or others. Coats and jackets may only be worn as students enter or leave the school. During the day, all outer wear is to be stored in students' lockers. Any tattoo or "look-alike" is not to be visible during school or extra-curricular activities. Writing on yourself or others (clothing and skin) while at school is prohibited.

Appropriateness of dress: Students are encouraged to dress appropriately for school so as to maintain an attitude of respect for self and others. The length of shirts/tops, shorts, and dresses/skirts must be appropriate for school. No shorts, skirts, or dresses should be worn which are shorter, than "finger-tip" length. Under garments should not be visible at any time during school or at school functions. Students should exercise good judgment as to the appropriateness of wearing shorts. All tops/shirts worn to school should be long enough that the midriff is not exposed in any way during normal school activities. Tops without sleeves must have fabric that extends to the edge of the shoulder. In addition, tops must be modest (not low cut by design).

The school administration reserves the right to make the final judgment/decision concerning the appropriateness of student dress.

HEALTH

Our nurse and health aide are provided by St. Joseph Regional Medical Center. The Health Aide is in the Health Aide office daily M-F from 9:00-3:00. Prescription and over the counter medication that **MUST** be given at school are to be in original bottle/packaging, delivered by parent/guardian and accompanied by the "Authorization to Administer Medication" form in the School City of Mishawaka handbook.

SAFETY DRILLS

1. **Fire drills** are held at least once each month.
2. Children participate in disaster/storm drills. **Storm drill** procedures are initiated when weather conditions indicate a possible threat to the safety of our students. A **storm watch** only means that conditions are such that a storm could possibly develop, but that none has been sighted. A **storm warning** is issued as soon as a storm is sighted. Immediately upon receiving a **storm warning** your child's class will proceed to their assigned storm places. They will remain there until the "all clear" has been given. In case of a storm or other emergencies, your child will remain at school until suitable conditions make it possible for him/her to be dismissed. It is your privilege, however, to come to school and get your child. In such an event, please be as calm as possible. Your reaction to the situation will have a decided effect upon the children. Please be sure you notify the school office and sign your child out before taking your child from school.

If a storm warning is in effect at the time that you normally send your child to school, please keep your child at home until the warning has been lifted. Please do not make telephone calls to the school during a weather emergency. The lines must be kept open for vital information.

3. We have a **lockdown** procedure in case of the threat of violence in and around our schools. Students will practice this procedure at least twice each year.

INFINITE CAMPUS

Infinite Campus contains information concerning the achievement, grades, attendance, assignments, and other pertinent information about students via the Internet. The link to the portal can be found on our School City of Mishawaka website www.mishawaka.k12.in.us under "Parent Links".

Each student has an account that requires signing in with a username and password. The user name is the 9 digit student number. The password is your child's first initial, last initial, date of birth (MMDDYY) with no spaces.

STUDENT PERFORMANCE & EVALUATION

Report Cards will be sent home at the end of each nine (9) weeks. This is one way to inform parents/guardians of student progress, or lack of progress, in each subject. Midterm reports are sent home to students who have a grade lower than a C in a subject.

GRADING

A+ = 98-100	B+ = 88-89	C+ = 78-79	D+ = 68-69	Failing = 0-59
A = 94-97	B = 84-87	C = 74-77	D = 64-67	
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63	

- **HONOR ROLL**

Grade 4, 5, 6 students who have at least a B (3.0) average in Reading, Language, Spelling, Math, Science, and Social Studies are eligible for Honor Roll quarterly.

- **PRINCIPAL HONOR ROLL**

Grade 4, 5, 6 students who have achieved all A's are eligible for Principal Honor Roll quarterly.

- **PARENT-TEACHER CONFERENCES**

We welcome your requests for conferences. Please contact the classroom teachers.

- **HOMEWORK**

Students absent one day will get their assignments upon return to school.

When your child is absent from school two or more days and needs his/her homework assignments, the request must be received in the office by 9 a.m. to ensure availability after school the following day after 3:00 p.m.

Gr. 4-6 Homework Room is available from 3:00-4:00.

CELL PHONES

School City of Mishawaka recognizes the potential benefit that student cell phones can have with regard to our students' safety and emergency needs. Students may now possess cell phones at school and on school grounds under the following conditions:

1. Cell phones are for exclusive use before and after regular school hours.
2. Cell phones must be turned OFF during school hours.
3. Cell phones must be put away during the school day.
4. Cell phones must not be used, at any time, during regular school hours, including passing periods.
5. Cell phones must not be used for recording purposes, taking or sending pictures, or sending/receiving text messages.

School City of Mishawaka will not assume responsibility for lost or stolen cell phones.

PTA

The PTA is a vital part of our school program. We encourage parents/guardians in becoming ACTIVE members. Please contact the school office for PTA Officer phone numbers.

2012-2013 OFFICERS

President	Miriam Knip
Vice President	Jen Fox
Vice President	Kirsten Kempf
Secretary	Ann Taylor
Treasurer	Brandy Eberhart

STUDENT ACTIVITIES

- | | |
|--------------------|-----------|
| 1. Choir | Grade 4-6 |
| 2. Math Bowl | Grade 4-6 |
| 3. Spell Bowl | Grade 4-6 |
| 4. Student Council | Grade 4-6 |

The Mishawaka Recreation Department sponsors student athletic activities: Girls' Volleyball, Girls'/Boys' Basketball, Wrestling, and Track.

2012-2013 SCHOOL CALENDAR

Mon., August 20	Kindergarten Open House: 6:00-7:00 p.m.
Tues., August 21	School Begins: 8:45-3:00
Mon., September 3	Labor Day Holiday-No School
Fri., October 26	Fall Recess Day-No School
Thurs., November 1	Parent-Teacher Conferences (No School for Students)
Thurs., November 22-Fri., November 23	Thanksgiving Holiday-No School
Mon., December 24-Fri., January 4	Winter Break
Mon., January 21, 2013	Martin Luther King, Jr. Holiday-No School
Fri., February 15	Snow Make Up Day
Mon., February 18	Presidents' Day-No School
March 4-13	ISTEP Testing
Fri., March 15	Staff Development Day (No School for Students)
Thurs., March 28	Snow Make Up Day
Fri., March 29	Recess Day-No School
Mon., April 1-Fri., April 5	Spring Break
April 29-May 8	ISTEP Testing
Wed., June 5	Last Day of School