

North Judson-San Pierre Elementary School Student Handbook 2024-2025



North Judson-San Pierre Elementary School
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North Judson-San Pierre Elementary School Vision

Building a foundation and fostering opportunities for growth,
so students can be college and career ready.

North Judson-San Pierre Elementary School Purpose

Preparing Today's Youth for Tomorrow's Opportunities

North Judson-San Pierre Elementary School Direction

Teaching students to be responsible, respectful, caring achievers
through the Blue Jay Way.

Important Contact Information

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Welcome to North Judson-San Pierre Elementary School. Your child is beginning a very important journey in life. As parents, your help in making this experience a success will be greatly appreciated. All expectations cannot possibly be listed in this handbook, but please use it as a guideline for school procedures.

This student (parent) handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

It is the policy of this Corporation to provide an equal education opportunity to all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation or social or economic background has the right to file a complaint. A formal complaint may be made in writing to the superintendent. The complaint will be investigated and a response, in writing, will be given to the concerned person within 7 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

Student Handbook 2024-2025 Table of Contents

<u>Topic</u>	<u>Page(s)</u>
<u>Enrollment & School Day</u>	
Enrollment Information	5
Withdrawal/Student Transfer	5
Guardianship Policy	5
Address/Phone Numbers	5
School Entry Age	
Promotion/Placement/Retention	5
School Day Schedule	5
Cafeteria Breakfast/Lunch	5
Dismissal From School	5
Emergency Closing or Delays	6
 <u>Attendance</u>	
Absence Policy	6
Request for Homework Assignments	6
 <u>Grading</u>	
Elementary Grade Scale Information	7
Mid-Terms and Report Card Policy	7
Homework	7
eLearning Policies	7
 <u>Transportation</u>	
Transportation	7
Bus Stop Information	8
Bus Emergency, Bicycles, Scooter, Skateboards	8
 <u>Parent Involvement</u>	
Visitors	8
Parent Teacher Organization	8
Parent Volunteers	8
Parent/Guest Visitation	8
Parent/Teacher Conferences	8
Flower/Balloon Deliveries	9
Field Trip Chaperone Duties	9
 <u>Student Support</u>	
Response to Intervention	9
Student Teacher Assistance Team (STAT)	9
Counselor Corner	9
Special Education	9
 <u>Student Activities</u>	
Assemblies and Field Trips	10
Field Trips	10
Extra-Curricular Activities	10

Gum Chewing/Treats	10
Classroom Celebrations	10
Birthdays	10
Lost & Found	10
Money	10
School Pictures/Yearbooks	10
Cell Phones	10
Recess	10
Items to be Left Home	11
Library/Media Center	11
<u>Student Expectations, Behavior, & Discipline</u>	
Student Rights and Responsibilities	11
Dress Code Recommendations	11
Computers, iPADS, Acceptable Use Policy	11
Student Code of Conduct Guidelines	12
Discipline Procedures Chart	12
Disciplinary Actions	12-13
Expulsion From School	13
Search and Seizure, Use of Dogs	13
Conflict Between Handbook Policy	14
<u>Bullying</u>	
Harassment, Bullying	14
Types of Bullying	14
What Bullying Is Not	14
<u>Student Health & Safety</u>	
Safety Drills	15
Animals	15
Injury/Illness	15
Accidents	15
Nurse's Health Information	15-17
<u>Notifications</u>	
Full Non-discrimination Statement	18
Americans With Disabilities	18
Accessibility/AHERA Notice	18
Indoor Air Quality Coordinator	18
Pesticide Notification Registry	18-19

ENROLLMENT & SCHOOL DAY

ENROLLMENT INFORMATION

A birth certificate, or similar document; court papers allocating parental rights and responsibilities or custody, if appropriate; two proofs of residency, and proof of immunizations is required for enrollment. Withdrawal papers and/or transcripts from a previous school reflecting that the student is not under any suspension or expulsion are required if the student is being enrolled after the commencement of school.

WITHDRAWAL/STUDENT TRANSFER

Students who are withdrawing from the North Judson-San Pierre School Corporation need to notify the elementary school office with a forwarding address of the school they will be attending. All student records will be sent to the new school upon the school's request. The office will inform the child's teacher and bus driver of the withdrawal.

GUARDIANSHIP/POLICY

A student attending the North Judson-San Pierre Schools must reside with a parent or legal guardian. Guardianship papers can be obtained from any lawyer. If such a transaction has taken place, please bring guardianship papers for administrative review. The school's administration will make the final determination on enrollment eligibility. An alternate plan may be discussed with the guidance department according to Section IC 20-8.1-6,1-1, in the NJ-SP Administrative Handbook.

ADDRESS/PHONE NUMBERS

Change of address and telephone numbers should be reported to the school immediately. Accurate information is needed in case of an illness or accident at school. It is imperative that the school office retain valid operative phone numbers for contacting parents/guardians.

SCHOOL ENTRY AGE

By state law, a child must be five (5) years of age on or before August 1st to enter kindergarten.

PROMOTION/PLACEMENT/RETENTION

Upon the completion of each school year a student will be promoted to the next grade, retained in the same grade, or placed (conditionally promoted) to the next grade. Parents of students who are recommended for retention will be contacted.

SCHOOL DAY SCHEDULE

School starts promptly at 7:50 a.m. and ends at 2:25 p.m. Students not riding a school bus will be permitted to enter the building cafeteria at 7:20 a.m. and will be released to classrooms at 7:35 a.m. Students are considered tardy after 7:50 a.m. Students arriving at school late must be signed in at the elementary office. There is no supervision after school hours and no child should remain at the school after 2:25 p.m. unless enrolled in the Starke County Youth Club, SEEDS, or as part of an authorized adult-supervised activity.

CAFETERIA BREAKFAST/LUNCH

North Judson-San Pierre Elementary will offer an opportunity for students in grades K-6 to purchase a school breakfast. Students may bring their own breakfast and lunches, but food and drinks must be kept in the cafeteria at all times. Parents/Guardians are not to bring/deliver students' food or beverages from outside eating establishments to school. We encourage payments for meals on the first day of the week. We require that the money is sent to school in an envelope with the student's name and the amount enclosed written on an envelope. We also offer myschoolbucks.com, an online payment service, for a quick and easy way to pay for breakfast and lunch. Lunch and milk prices are set at a minimal price. Milk is supplied with a school lunch or may be purchased separately. **Upon registering, you may obtain a form to apply for free or reduced meals. Once the form is completed, you will be notified whether or not your application has been accepted. If household circumstances change, a parent can reapply for free and reduced meals. The Nondiscrimination Statement is located on Page 18.**

DISMISSAL FROM SCHOOL

No child will be dismissed into someone else's custody unless the parent or guardian notifies the school. Please notify the school in writing. All persons picking up a child due to illness or for an appointment must report to the office and sign the child out before leaving the building. If a parent is awarded custody of a child, the custodial parent shall provide the school with a copy of the custody order. The custodial parent will also provide, in writing, any limitation in the rights of the non-custodial parent. Unless otherwise notified, the school will assume the child may leave with either parent.

EMERGENCY CLOSING OR DELAYS

School delays, cancellations, and early dismissals are announced over the local radio station, WKVI (99.3 FM), and TV Stations WNDU Channel 16, WSBT Channel 22, and WSJV Fox. We also use the School Messenger contact system. Please make advance arrangements for your child with responsible persons.

ATTENDANCE

ABSENCE POLICY

The State of Indiana attendance expectation for students is attendance for 94% of the 180 days. This is 10 or fewer absent days per year. Recent legislative updates and additions to Indiana Code (IC 20-18-2-26.5, IC 20-33-2-26, IC 20-33-2.5) necessitates the following absence procedure:

EXCUSED Absence - the parent/guardian notifies the school on the day of the absence.

- Illness verified with a physician statement dated at the time of the visit/illness
 - note must be returned within 1 week or absence will be unexcused
- Death in the family
- School sends the child home sick (if due to fever, the following day will also be excused)
- Pre-arranged Excused Absences:
 - Page for General Assembly
 - Election Day Worker
 - Court Witness
 - IN National Guard Active Duty
 - Civil Air Patrol
 - Educationally related non-classroom activity as defined in IC 20-33-2-17.5
 - Professional appointments (medical, dental, legal) when students return with an authorized, dated statement
 - Observation of a religious holiday
 - Maternity
 - Military connected families' absences related to deployment
 - Exhibiting/participating in state fair

VERIFIED Absence - the parent/guardian notifies the school on the day of the absence.

- A Parent/Guardian Verified absence is defined as a parent/guardian's choice to keep their child home for the child's own best interest.
- 4 days per semester are allowed. Any day beyond 4 will be unexcused.

UNEXCUSED Absence - Students should have ZERO Unexcused Absences

- An unexcused absence is defined as any absence not covered under the definition of excused absence, any absence beyond 4 parent/guardian verified per semester, or a non-verified absence (failure to notify the school of an absence within 24 hours).

If a student is absent (parent/guardian verified or unexcused) 5 days within a quarterly grading period, a truancy prevention plan will be put in place for the student as required by law. This does not include excused absence days. All absences are monitored and disciplinary action may result. NJSP will refer students to Juvenile Justice Services upon reaching 10 unexcused absences from school OR when the student has been absent for any reason for 18 days during the school year, as required by law.

REQUEST FOR HOMEWORK ASSIGNMENTS

If a student is absent due to illness, please call the school office before 8:30 a.m. The office can notify the teacher of the request. You may also contact your child's teacher for the request. It will be the responsibility of the parent/guardian to pick up the assignments by the end of the day.

GRADING

ELEMENTARY GRADING SCALE INFORMATION

KINDERGARTEN

P	PASSING	70-100%
N	NEEDS IMPROVEMENT	69% AND BELOW

FIRST - SIXTH GRADES

A+	EXCELLENT	98-100%
A	EXCELLENT	93-97%
A-	EXCELLENT	90-92%
B+	GOOD	87-89%
B	GOOD	83-86%
B-	GOOD	80-82%
C+	AVERAGE	77-79%
C	AVERAGE	73-76%
C-	AVERAGE	70-72%
D+	BELOW AVERAGE	67-69%
D	BELOW AVERAGE	63-66%
D-	BELOW AVERAGE	60-62%
F	FAILING	59% AND BELOW

MID-TERMS AND REPORT CARD POLICY

Mid-term reports are sent home in the middle of each 9-week period. A parent may request a report anytime during the school year. Parents have access to electronic grades and assignments through PowerSchool. Contact the elementary office for login information. Report cards are issued following each of the four (4) nine-week periods. The final report card will be mailed home following the end of the school year. (This is subject to change.)

HOMEWORK

Homework is an opportunity to practice skills, strengthen self-discipline, and extend learning. Homework is seen as an extension of learning and not as a substitute for classroom instruction

eLEARNING POLICIES

All work must be completed and turned in to the teacher within three (3) school days after each eLearning day. If work is not turned in by the third day, the student will receive an unexcused absence.

TRANSPORTATION

TRANSPORTATION

Regular Transportation - Each year upon registration, a parent/guardian must specify how their child will be picked up and go home each day. If the parent/guardian chooses bus transportation, a pick up and drop off address must be provided upon registration.

Bus Transportation - Students need to be at the bus stop five (5) minutes prior to their assigned pick up time. Riding to school on a bus is a privilege, not a right. Parents help by reinforcing the bus rules and procedures with their child(ren).

- All students are expected to show responsible, respectful, and safe behavior on the bus.
 - Students should board the bus, immediately take their seat, and remain seated/faced forward throughout the route.
 - Noise levels should be kept to a level that does NOT prevent the driver from hearing radio contact or students from hearing directions from the driver.
 - Student behaviors that are not responsible, respectful, or safe can result in suspension from or loss of bus transportation privilege.

Changes to Regular Transportation - When and if circumstances occur that dictates a change in a child's regular transportation procedure, parents/guardians need to fill out a new transportation card. The NJ-SP Transportation Department will reassign bus transportation, as necessary.

Temporary Changes to End-of-Day Transportation

- A parent/guardian must call the school office before 11:00 a.m. to notify office staff of any change to the way a student is going home. The office staff will notify the teacher of the change.
- Calls late in the school day to change transportation can result in stressful and unsafe situations for students and will only be considered in the unfortunate event of a family emergency. Late changes must be approved by the school Administration and/or the Transportation Director.

Get-togethers/Parties/Group Events - Special requests for a change in bus transportation to attend an after school social event or get-together will not be accommodated. Students may only travel to and from their own pick up point.

BUS STOP INFORMATION

1. Students must be at the designated school bus stop 5 minutes ahead of bus pick up time. Bus drivers strive to stay on schedule and will not wait beyond the regular time for students who are not at the stop.
2. Students must stay off the road at all times while waiting for the bus, and respect the private property of the neighborhood and the people around them.
3. Students should never move toward or away from the bus while the bus is in motion. The student is to wait for a signal from the bus driver permitting them to cross the road and then cross at a point at least ten (10) feet in front of the bus.
4. Students should NEVER cross behind a bus or walk any closer than ten (10) feet on either side of a bus before or after the loading or unloading procedure.
5. For no reason should a student ever reach or climb under the wheels of a bus for any object.
(PARENTS: PLEASE EMPHASIZE THIS PROCEDURE TO YOUR CHILD).

BUS EMERGENCY

Students must remain in the bus in the event of a road emergency until the driver or another adult gives instructions. The emergency door is to be used only in the event of an actual emergency and/or during drills conducted by school officials or drivers for the purpose of practicing appropriate evacuation procedures.

BICYCLES, SCOOTERS OR SKATEBOARDS

Students that ride a bicycle, scooter, or skateboard to school must leave it in a designated area. The school is not responsible for these items if brought to school.

PARENT INVOLVEMENT

VISITORS

In the interest of school safety and security, all visitors will need to come to the entrance at door #1, on the east side of the building, and press the intercom button on the left hand side of the doors. All visitors must sign in at the office and receive a visitor's badge.

PARENT TEACHER ORGANIZATION

Parental participation in the Parent-Teacher Organization (P.T.O.) and support of this organization is encouraged. To inquire about meetings or current officers, you may contact the elementary school office.

PARENT VOLUNTEERS

The school encourages parents to become involved in their children's education. If you are interested in volunteering, please contact your child's teacher. Volunteers are required to complete a background check.

PARENT/GUEST VISITATION

North Judson-San Pierre Elementary Schools strive to meet the educational needs of each student. In keeping with this policy, we require that visitors check in at the office upon arriving.

PARENT-TEACHER CONFERENCES

Parent/Teacher conferences are held in the fall and when deemed necessary. Please contact your child's teacher to schedule a meeting if you have any concerns.

FLOWERS/BALLOON DELIVERIES

Do not send flower and/or balloon deliveries to the school. Under no circumstances will flowers and/or balloons be allowed on buses due to safety concerns.

FIELD TRIP-CHAPERONE DUTIES - CONTACT TEACHER FOR CHAPERONE INFORMATION

An adult who chaperones a field trip is responsible for student behavior throughout the entire trip. Siblings are not allowed to go on field trips. Field trip chaperones are required to complete a background check.

Attention is directed to the following guidelines which relate directly to the supervising chaperone's duties.

1. The bus operator shall communicate to the chaperone the appropriate school bus behavior, and the chaperone shall relate student behavior procedures to the students.
2. Students shall be seated at all times throughout the trip.
3. The passengers are not to throw items out windows, nor to have any part of the body outside the school bus.
4. At all railroad crossings, students are to remain silent.
5. Eating on the school bus will not be allowed unless previous arrangements have been made with the building principal and/or with the bus operator. Unless notified otherwise, the chaperone will assume that students are not to eat on the school bus.
6. The chaperone(s) should be seated throughout the bus.
7. A reasonable noise level shall be maintained.
8. The bus shall be reasonably clean before students leave the bus. Supervision of policing the bus after the trip is completed shall be the responsibility of the chaperone in cooperation with the bus operator.
9. No smoking is allowed at any school function.

Note: Student guidelines have been available to students prior to trips. Violators unwilling to cooperate are to be reported to the building principal.

STUDENT SUPPORT

RESPONSE TO INTERVENTION (RTI)

Response to Intervention, commonly abbreviated as RtI/MTSS, is a method for addressing the needs of students, who are at-risk academically and/or behaviorally. This is based on test results, academic growth, and teacher observation. RtI/MTSS provides research-based interventions for these students. These students are monitored frequently to ensure that the interventions are effectively working. When students show little progress through interventions, they are referred to the STAT Team.

STUDENT TEACHER ASSISTANCE TEAM (STAT)

The STAT Team is a problem-solving team composed of teachers and administrators. The STAT team tries to determine why a child is not excelling academically or why the student's behavior is disruptive. The STAT Team offers suggestions to the classroom teacher for learning strategies, accommodations, or modifications for the student.

COUNSELOR CORNER

The school counselor supports the positive growth and development of the entire child including his or her academic, social, and emotional well-being within his or her school, home, and community. To meet this goal, counseling services are provided through classroom guidance lessons and activities, individual counseling, small group counseling, as well as consultation with parents, school personnel, and outside service agencies.

A student may meet with the school counselor through self-referral, teacher referral, parent referral, or administrative referral.

SPECIAL EDUCATION

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure, a parent should contact the Special Education Coordinator at (574) 896-2128. The North Judson-San Pierre School Corporation is a member of the JESSE Cooperative for Special Education. Through this cooperative, those children with special needs are served.

STUDENT ACTIVITIES

ASSEMBLIES and FIELD TRIPS

Students are given opportunities to participate in planned activities, such as assemblies and field trips, which support instruction and school-wide initiatives. At all times during these activities student behavior should be respectful and courteous. Each student's action, whether positive or negative, reflects on the school and community.

FIELD TRIPS

Written permission by a parent or guardian is required for the participation of the student in all field trips. Return slips promptly so that the child may participate. Field trip locations may charge entry fees.

EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular and co-curricular activities is a privilege. A student who represents North Judson-San Pierre Elementary must exhibit at all times the highest standard of personal behavior. When a student becomes an athlete or extra-curricular participant, they take on a special responsibility for exemplary conduct. All students wishing to fully participate in extracurricular activities need to maintain a grading standard of D- or better on their 9 weeks and mid-term grade checks. Students receiving an F on grade checks may not practice or participate in the event until the next grade check. No student who has been absent for a school day may participate in an extracurricular activity scheduled for the afternoon or evening of that school day without the approval of the principal. Parents of elementary students participating in athletic extracurricular activities will be asked to read and sign a copy of the athletic policy prior to the beginning of the athletic season.

GUM CHEWING/TREATS

Gum chewing and candy are not permitted on the buses. Teachers/staff may give special permission in their own classroom for parties and celebrations.

CLASSROOM CELEBRATIONS

Classroom celebrations are limited to ensure maximum time for academics. Classroom Celebrations include a Fall Celebration (October), Winter Celebration (December), and Valentine's Day (February).

BIRTHDAYS

With teacher permission, single, commercially wrapped food item may be sent to school to be shared with the class during a teacher-selected time. Parents should contact the teacher to make arrangements.

LOST AND FOUND

All lost articles are turned in to the main office. Money, which is not claimed within a reasonable amount of time, is returned to the finder. Unclaimed items are given to charitable organizations at the end of each semester. Parents are strongly urged to label all items of clothing.

MONEY

There is no need for children to bring money to school. Parents will be notified, in advance, of all activities involving money. All money sent to school for specific projects must be sent in an envelope clearly marked with the child's full name, grade, teacher's name, amount of money enclosed, and what the money is to be used for.

SCHOOL PICTURES/YEARBOOKS

School pictures are taken annually. Parents are not required to buy the pictures. All children, however, should be photographed for school records. Yearbooks are sold in the spring. Information regarding ordering and delivery will be sent home.

CELL PHONES

Cell phones will be permitted in student possession. They will be kept in lockers or backpacks. However, if a cell phone is seen or used during the school day, or on the bus, the cell phone will be confiscated. Once the cell phone is confiscated, a legal guardian must come to school to pick the phone up. The use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms, classrooms, bathrooms, and/or swimming pools. The school assumes no responsibility for lost, stolen, or inappropriately used cell phones.

RECESS

All students are allowed the opportunity to participate at recess time. A parental note is required if there is the reason for the child to be excluded from recess for a day. If a medical condition warrants a student staying in from recess, the school should receive a note from a doctor stating the reason and the number of days that the student should refrain from recess

activities. Outside recess requires proper clothing. Recess will be indoors if the temperature is 20 degrees or below or if the wind chill is 20 degrees or below.

ITEMS TO BE LEFT HOME

1. Trading cards
2. Electronic Devices
3. Roller-skates, including roller skate shoes.
4. Items, such as pointed objects, weapons, knives, and unlawful products, which may cause damage in certain circumstances, are not to be brought to school.
5. Any jewelry which teachers feel is a danger to a child's or others well being
6. Any items deemed unnecessary by the classroom teacher.

* Any items confiscated by a teacher should be picked up by the parent.

LIBRARY/MEDIA CENTER

The Library Media Center provides materials that enrich and support the curriculum. The collection also includes a variety of materials for reading enjoyment. Library books and magazines may be checked out for a one-week period. Those students who have books checked out will receive overdue notices when necessary. Students are expected to maintain the good condition of reading material and report any damages to the Media Specialist, Media Assistant, or classroom teacher. Responsible, respectful, and safe student behavior is expected within the Library Media Center.

STUDENT EXPECTATIONS, BEHAVIOR, & DISCIPLINE

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow peers and the staff. Students will be expected to follow staff members' directions and obey all school rules. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis. Parents may access PowerSchool to monitor student's grades, attendance, and lunch account balances. At times it will be the responsibility of the student to deliver school information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff to inform the staff of suggestions or concerns that may help their child better accomplish educational goals. The staff expects students to arrive at school prepared to learn.

DRESS CODE RECOMMENDATIONS

Students are expected to come to school clean and neat. They should be dressed in a manner which is accepted as being in good taste and suitable for weather conditions. T-shirts and tops that show the belly or bare shoulders are not appropriate. Shorts or skirts should be fingertip length. No student will be permitted to dress or appear in any manner that is unhealthy, obscene, or excessively distracting, or to wear attire that contains profane or offensive language. Clothing and/or attachments to clothing that promote or advertise drugs, alcohol, and/or tobacco will not be allowed. This would include, but is not limited to, hats, shirts, sweatshirts, and buttons. Likewise, no clothing that is real or perceived to represent gang membership or affiliation shall be permitted. Elementary students should not come to school dressed in pajamas. These are distractions for the rest of the students and disrupt the educational process. Children may be asked to change their clothes in the nurse's office; parents may be called to bring clothes or take them home to change clothes. As a safety concern, we also ask that students refrain from wearing "flip flops/sliders" or high heels, this is a teacher/grade level decision. Both shoe styles present safety concerns for students. Shoes that have wheels of any sort are not permitted due to obvious safety issues and the maintenance of the floors. Students wearing these types of shoes will be sent to the office and parents will be called to bring a more appropriate pair of shoes to school for their child. Gym shoes are required to participate in the gym. In addition, comfortable and suitable clothing should be worn to allow for maximum participation.

COMPUTERS, iPADS, and Acceptable Use Policy

iPADS are provided for student use at school, and in some cases at home. Students are responsible for the appropriate and ethical use of this learning tool. Misuse of technology may result in the loss of privilege to access the network and a disciplinary action. Students will be given an account(s) on the school's network. Each individual account will have a confidential password that must not be shared. A Network and Internet Access AUP (Acceptable Use Policy) must be signed by both the student and parents/guardians and be on file before accounts will be assigned. This document defines the student's responsibilities.

STUDENT CODE OF CONDUCT GUIDELINES A major component of the educational program at North Judson-San Pierre Elementary School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each Student Shall Be Expected To:

1. Abide by federal, state, and local laws as well as the rules of the School.
2. Respect the rights of others.
3. Act courteously toward adults and fellow students.
4. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic backgrounds.
5. Complete assigned tasks on time and as directed.
6. Help maintain a school environment that is safe, friendly, and productive.

DISCIPLINE PROCEDURES CHART

LEVEL ONE	LEVEL TWO	LEVEL THREE
<p>Problem Behaviors not limited to the following examples:</p> <ul style="list-style-type: none"> - Distracting/disruptive behaviors - Not following directions - Not in line - Not listening - Not prepared - Playing with items - Sleeping - Inappropriate dress - Name calling - Loud voice, yelling - Running - Not completing classwork - Not taking responsibility for actions - Out of seat - Talking - Inappropriate bathroom behavior - Not following cafeteria rules - Not following playground rules - Lack of homework 	<p>Problem Behaviors not limited to the following examples:</p> <ul style="list-style-type: none"> - Inappropriate noises, language, gestures, touch - Cheating - Minor property damage - Internet technology misuse - Horseplay, play fighting - Pushing, shoving - Crawling on floor (negatively impacting learning) - Climbing in bathroom/looking under stalls - Leaving unsupervised area - Standing on furniture - Throwing objects - Unsafe behavior in the bathroom - Verbal aggression - Spitting - Harassment/bullying - Argumentative behaviors - Disrespect to adults - Consistently not following directions - Lying - Forgery - Persistent Level One behaviors 	<p>Problem Behaviors not limited to the following examples:</p> <ul style="list-style-type: none"> - Direct, inappropriate language or gestures to adults - Fighting/physical aggression to cause harm - Horseplay resulting in injury - Behavior resulting in serious injury to another or endangering another - Assaults / threats - Battery - Sexual harassment - Property destruction or misuse - Severe harassment / bullying - Severe internet misuse/cyberbullying - Damage to property of school personnel, verbally assaulting/harassing, or sending written threats of harassment to school personnel while off school grounds - Illegal substances - Major stealing - Weapons - Persistent Level Two behaviors
<p>Corrective Response / Consequences not limited to the following options:</p> <ul style="list-style-type: none"> - Redirect behavior - Reteach expectations - Time out - Modified seating - Loss of privilege - Parent Contact - Detention 	<p>Corrective Response / Consequences not limited to the following options:</p> <ul style="list-style-type: none"> - Reteach expectations - Loss of privilege - Parent Contact - Detention - Removal from class - Behavior Contract - In School Suspension for persistent Level Two behaviors 	<p>Corrective Response / Consequences not limited to the following options:</p> <ul style="list-style-type: none"> - Loss of privilege - Parent Contact or Conference - Detention - Removal from class - Behavior Contract - In School Suspension - Out of School Suspension - Expulsion

DISCIPLINARY ACTIONS

The Principal, Assistant Principal, any administrative personnel, any teacher, or other school staff member who has students under the individual's charge shall be authorized to take action in connection with the control of student behavior. In addition to the actions specifically provided in this handbook, school personnel shall be authorized to take any action which is reasonably desirable or necessary to help any student, to further school purposes, to prevent interference therewith, or to ensure a safe, orderly, and effective educational environment.

Disciplinary action may include the following: (IC 20-33-8-25)

1. Counseling with a student or a group of students

2. Conferences with a parent or group of parents
3. Assigning additional work
4. Rearranging class schedules
5. Requiring a student to remain in school after regular school hours, or to come in before school hours
6. Restricting extracurricular activities
7. Removal of a student from school sponsored transportation
8. Teachers may act individually when dealing with a child who has violated school or classroom rules. Such actions may include, but are not limited to: reprimand, withholding privileges, assigning written work, assigning recess detention, assigning after-school detention, scheduling parent conferences, referral to the principal/Dean of Students.
9. Use exclusion, in-school suspension, out-of-school suspension, or expulsion from school attendance. As provided by IC 20-33-8-8: In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system. Students must follow reasonable directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with a safe and productive educational environment.

EXPULSION FROM SCHOOL

If, in the principal's opinion, the alleged infraction warrants a longer period of removal from school, then a referral of the case will be sent to the superintendent for consideration for expulsion. The superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it. The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The examiner, appointed by the superintendent, will issue a written decision following the expulsion meeting. Upon receipt of a written appeal, the North Judson-San Pierre Board of School Trustees shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the board's decision to the appropriate court.

SEARCH AND SEIZURE

Search of a student and possessions, may be conducted at any time the student is under the jurisdiction of the NJ-SP Board of School Trustees if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without consent by school authorities. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

TOBACCO / VAPE PRODUCTS / DRUGS

Students may not possess/use/provide to any other person, any tobacco product, vape product and/or associated paraphernalia in the school building, at school extra-curricular activities, or on their way to and from school. These infractions may result in suspension and will also be reported to our school resource officer. Students may not possess/use/ be under the influence of/or provide to any other person, drugs, or drug paraphernalia in the school building, at school extra-curricular activities, or on their way to and from school. These infractions will result in suspension and will involve our school resource officer.

USE OF DOGS

The Board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based on individualized reasonable suspicion in addition to any information resulting from the dog's examination. The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever there is reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student had consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, it will be advised that such refusal will subject the student to disciplinary action.

CONFLICT BETWEEN HANDBOOK AND POLICY

All of the policies, guidelines, rules and regulations of the North Judson-San Pierre School Corporation are applicable to all students whether contained in this handbook or not. In the event of any conflict or ambiguity between the language of this handbook and the policies and guidelines of the North Judson-San Pierre School Corporation, said policies and guidelines shall govern.

BULLYING

HARASSMENT

To file a report, call to make an appointment 574-896-2128 or submit a bullying report found on the corporation website. See the NJ-SP Bylaws and Policies for the Harassment definition, www.njsp.k12.in.us

BULLYING

Bullying/Harassment Code 20-33-8-0.2 defines bullying as overt, repeated acts or gestures, including: verbal or written communications, physical acts committed and any other behaviors committed by a student or group of students with the intent to harass, ridicule, humiliate, intimidate or harm the other students. All alleged bullying incidents are investigated. A leveled system of punishment is used. This will require parent contact and counseling at all levels.

TYPES OF BULLYING

There are three broad categories of bullying.

1. Direct physical bullying e.g. hitting, tripping, and pushing or damaging property.
2. Direct verbal bullying e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
3. Indirect bullying – This form of bullying is harder to recognize and often is carried out behind the bullied student's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes: lying and spreading rumors, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude someone, damaging someone's social reputation and social acceptance, and cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress.

CYBER BULLYING

Cyber bullying happens when students use the Internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person. Just as in the state's definition of bullying, the key term is repeated. If a student repeatedly uses the Internet, cell phones, etc. to send/post text or images intended to hurt or embarrass another student, then that student is guilty of cyber bullying. Our school disciplinary ladder for bullying will also be used for cyber bullying incidents. If a cyber bullying incident has been determined by the school administration to be affecting the educational process for the students involved, then disciplinary action will be taken.

WHAT BULLYING IS NOT

Many distressing behaviors are not examples of bullying even though they are unpleasant and often require teacher intervention and management. There are three unpleasant situations that are often confused with bullying: mutual conflict, social rejection, dislike.

MUTUAL CONFLICT

In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for 'retaliation' in a one-sided way.

SOCIAL REJECTION OR DISLIKE

Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying. Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation, and single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion they are not being bullied. Nastiness or physical aggression that is directed towards many different students is not the same as bullying. North Judson-San Pierre Elementary School will report to parents in an "expedited manner". We believe in being proactive and educating our students on anti-bullying. Teachers use the program "R time to Stop Bullying" to teach students about getting along with others and anti-bullying. Kelso's Choice is another program used to build character and help students handle conflict. However, we want our students to be respectful, responsible and caring in the treatment of others. No program completely eliminates bullying.

STUDENT HEALTH & SAFETY

SAFETY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for the safe, prompt, and orderly evacuation of the building. Tornado drills, lockdown drills, and other safety drills are practiced with students during the school year.

ANIMALS

Arrangements are to be made with the teacher before animals are brought to school. The teacher should gain permission from the principal. No potentially dangerous animals will be allowed. Consideration should be taken for those with allergies to animals.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day will be sent to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

ACCIDENTS

Every effort is made to prevent accidents. However, should an accident occur at school, the following procedures will take place:

- a. First aid is administered.
- b. A parent/guardian is notified if the accident warrants further attention
- c. An accident report is filed.

If the family or guardian cannot be notified, the school will attempt to receive the services of the family physician. PARENTS SHOULD MAKE SURE THAT THE NECESSARY EMERGENCY INFORMATION IS ACCURATE EACH YEAR. Anyone who suspects that a child is the victim of abuse and/or neglect is required by law to report such suspicion to the Department of Public Welfare or to the police in the county where the child lives. To not report is punishable by law. 1-800-800-5556

NURSE'S HEALTH INFORMATION

The nurse's area is for students that need attention due to illness or injury. Under no circumstance is this an area where students should gather to socialize. Students will not be allowed to sleep the entire day. It is advised that students do not come to school ill. The school nurse or designee will determine the problem and the length of stay until referring the student back to the classroom or to be sent home.

What is meningitis?

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or bacterium is important because the severity of illness and the treatment differ. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. For bacterial meningitis, it is also important to know which type of bacteria is causing meningitis because antibiotics can prevent some types from spreading and infecting other people. Before the 1990s, Haemophilus influenzae type b (Hib) was the leading cause of bacterial meningitis, but new vaccines being given to all children as part of their routine immunizations have reduced the occurrence of invasive disease due to H. influenzae. Today, Streptococcus pneumonia and Neisseria meningitidis are the leading causes of bacterial meningitis.

What are the signs and symptoms of meningitis?

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In newborns and small infants, the classic symptoms of fever, headache, and neck stiffness may be absent or difficult to detect, and the infant may only appear slow or inactive, be irritable, vomiting, or feeding poorly. As the disease progresses, patients of any age may have seizures.

How is meningitis diagnosed?

Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. The spinal fluid is obtained by performing a spinal tap, in which a needle is inserted into an area in the lower back where fluid in the spinal canal is readily accessible. Identification of the type of bacteria responsible is important for the selection of correct antibiotics.

Can meningitis be treated?

Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that treatment be started early in the course of the disease. Appropriate antibiotic treatment of most common types of bacterial meningitis should reduce the risk of dying from meningitis to below 15%, although the risk is higher among the elderly.

Is meningitis contagious?

Yes, some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing). Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. However, sometimes the bacteria that cause meningitis have spread to other people who have had close or prolonged contact with a patient with meningitis caused by *Neisseria meningitidis* (also called meningococcal meningitis) or Hib. People in the same household or day-care center, or anyone with direct contact with a patient's oral secretions (such as a boyfriend or girlfriend) would be considered at increased risk of acquiring the infection.

People who qualify as close contacts of a person with meningitis caused by *N. meningitidis* should receive antibiotics to prevent them from getting the disease. Antibiotics for contacts of a person with Hib meningitis disease are no longer recommended if all contacts 4 years of age or younger are fully vaccinated against Hib disease (see below).

Are there vaccines against meningitis?

Yes, there are vaccines against Hib, against some serogroups of *N. meningitidis*, and many types of *Streptococcus pneumoniae*. Please contact your health care provider for specific instructions regarding your child.

IC 20-30-5-18 [EFFECTIVE JULY 1, 2005]

Sec.18. (a) The chief administrative officer of each:

- (1) public school (including a charter school as defined in IC 20-24-1-1); and
- (2) nonpublic school: shall ensure that information concerning meningococcal disease and its vaccines is provided to students and parents or guardians of students at the beginning of each school year.

(b) The information provided under subsection (a) must include information concerning the:

- (1) causes;
- (2) symptoms; and
- (3) spread: of Meningococcal disease and the places where parents and guardians of students may obtain additional information and vaccinations for their children.

(c) The chief administrative officers and the department shall, in consultation with the state department of health or any other appropriate entity, develop materials to be made available to schools to assist schools in providing the information described in this section.

(d) The department shall enforce this section.

What is pertussis?

Pertussis, also called whooping cough, is a contagious disease caused by *Bordetella pertussis* bacteria. It may cause severe coughing fits that can interfere with breathing. Although pertussis is often milder in older children and adults, undiagnosed persons can transmit the disease to infants and young children. Pertussis can lead to pneumonia, seizures, and sometimes death. Most of these serious problems occur in infants who are younger than a year old. What are the symptoms of pertussis? The symptoms of pertussis occur in three stages:

1. During the first stage, symptoms are similar to a cold: slight fever, sneezing, runny nose, dry cough, loss of appetite, and irritability.
2. During the second stage (about 1 to 2 weeks later), the cough becomes more intense. There may be short, intense coughing spells followed by a long gasp for air (this is when the "whoop" is heard). The coughing fits may be followed by vomiting, nose bleeds, or bluish color to the face.
3. During the third stage, the cough is less intense and less frequent, and appetite begins to increase. Eventually the cough stops, although this may take several months.

How is pertussis spread?

Pertussis is spread by contact with nose or throat secretions from an infected person. This can happen when an infected person coughs or sneezes. Without treatment, an infected person can spread the disease for up to three weeks from the time the cough begins. However, after five days of treatment with the appropriate antibiotic, an infected person cannot spread pertussis.

Who is at risk for pertussis?

Pertussis transmission continues in the United States. People who have not completed a full series of pertussis vaccine or who have not received pertussis vaccine for several years are at increased risk for pertussis. Infants who are too young to be fully vaccinated are at greatest risk for severe illness and death from pertussis-related complications. Adolescents and adults may also experience complications from pertussis, but the risk of death is greatest in those who have underlying medical conditions such as neuromuscular disorders.

How do I know if I have pertussis?

If you have had close contact with someone who has been diagnosed with pertussis or if you have symptoms that match those described above, you should consult your healthcare provider. Your health care provider may test you for pertussis and prescribe antibiotics for treatment.

How is pertussis treated?

While antibiotics make pertussis less contagious, they do not reduce the symptoms unless taken very early in the illness. All household members and other close contacts of persons with pertussis should receive antibiotic treatment to prevent transmission of the disease.

How can pertussis be prevented?

Children should be up-to-date on vaccinations, especially the diphtheria, tetanus, pertussis (DTaP) series. Adolescents and adults (ages 10 through 64) should also receive one dose of Tdap (tetanus, diphtheria, pertussis) vaccine to provide further protection against pertussis. It is particularly important that anyone having contact with an infant be fully vaccinated with the appropriate pertussis vaccine for their age.* See your health care provider to determine if you need immunization against pertussis. *Note: DTaP (diphtheria, tetanus, pertussis) vaccine is a five dose series for children under 7 years of age. It is typically given at 2 months, 4 months, 6 months, 12-15 months, and 4-6 years of age. Tdap (tetanus, diphtheria, pertussis) vaccine is a pertussis booster vaccine that should be given one time to all adolescents and adults ages 10 through 64. Tdap also contains tetanus and diphtheria protection and can be used in place of one regular tetanus-diphtheria booster. All information presented is intended for public use. For more information, please refer to:
<http://www.cdc.gov/vaccines/vpd-vac/pertussis/in-short-both.htm>.

School Screenings

By Indiana law all schools are required to do the following screenings:

1. Hearing in grades 1, 4, 7 & 10
2. Vision in grades 1, 3, 5 & 8
3. Dyslexia in grades K, 1 & 2

If any of the screeners indicate that a student has the characteristics of dyslexia, the school corporation or charter school shall use the response to intervention (RtI) process to address the needs of the student. During the school year, the ~~speech/language pathologist~~ school nurse will conduct ~~speech/language and~~ hearing screenings. Should a student not meet the expected level, the parent/guardian will be notified. If a parent objects to any of the above screenings, the parent must notify the principal in writing. Parents will be notified of any suspected abnormalities found during the screenings. Arrangements must be made for an examination with a family physician or the appropriate health professional to verify results. Any student, regardless of grade level, will be screened upon request of parents or teacher, if difficulties are suspected.

Head Lice

If your child has head lice, please notify the school nurse. If the nurse finds a child with lice, the student will be sent home. The child will need treatment with an acceptable product and must be 100% free of lice eggs (nits) in the hair before they can return to school. The school may check individuals, classmates and others associated with the infected person so as to halt any spread of the lice. Periodic school wide checks may be carried out as precautionary measures.

NOTIFICATIONS

FULL NONDISCRIMINATION STATEMENT

All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student but to all individuals who have access to the corporation's programs and facilities. Students with disabilities who do not qualify according to the IDEA guidelines may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the principal.

ACCESSIBILITY

Persons interested in information concerning accessibility, especially those who may need assistance attending school events, communicating with school personnel, or any of the facilities of the North Judson-San Pierre School Corp. should contact the individual schools or the administration at 574-896-2155.

AHERA ANNUAL NOTICE

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80) All information concerning asbestos-containing materials in the school of the North Judson-San Pierre Corporation is available for review and copying by students, staff and guardians during normal business hours.

INDOOR AIR QUALITY COORDINATOR

The Indoor Air Quality Coordinator is Nick Radtke, Director of Maintenance, North Judson-San Pierre School Corporation, 801 Campbell Drive, North Judson, IN 46366, niradtke@njsp.k12.in.us 574-896-2158

PESTICIDE NOTIFICATION REGISTRY

Occasionally, we do have to use pesticides for bugs, care of grounds, etc. We try to schedule these applications while school is not in session. At your request, we will provide you with prior notification through our email registry within 48 hours of application. This notification will include:

- The School
- Contract Information
- Anticipated date and time of application
- Pest(s) being targeted
- Description of application area
- Pesticide to be used

Advanced notice is *not* required for: Disinfectants, germicides, sanitizers, swimming pool chemicals (high school), gell or bait insecticides, manufactured enclosed insecticides stations, and, self applied insect repellants;

- Immediate student health threat situation: (wasp nests, etc.)

- Areas completely away from student occupied building and areas;
- Those made more than 48 hours before a school day.

If you wish to be included on the notification registry you must contact your school office prior to the beginning of the school year with your email address contact Robin Radtke at 896-2128.

EXHIBIT A

We would suggest that you consider printing the following:

In accordance with the EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools in the North Judson-San Pierre School Corporation is available for review and copying by students, staff, and guardians during normal business hours.