

Northern Rush County
Schools Inc.
Parent and Scholar Handbook



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Mission Statement:

NRCS teachers will instill in their scholars a passion and curiosity necessary for lifelong learning. Scholars at Northern Rush County Schools (NRCS) will develop the ability to think critically, communicate effectively, and excel academically. Through a place-based curriculum that utilizes an integrated academic and social approach, scholars are immersed in the world around them thus, making them accountable stewards of their environment and making their community a better place.

Welcome to Northern Rush County Schools, home of the tigers.

NRCS houses Lil' Tigers Preschool and Mays Community Academy K-8. All the members of the staff are pleased to have you here as a scholar and we will do our best to help you make your experience here as productive and successful as we can.

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- LeeAnn Bow, Administrator Coordinator (765)645-5577 Ext.-248
- Autumn Muncy, Administrative Secretary (765)645-5577 Ext.-222
- Amy Hufford, Director of Health and Safety (765)645-5577 Ext.-247
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- Kathy Fourman, Director of Transportation (765)645-5577

NRCS Board Members

Nansi Custer-President

Deanna Disney- Vice President

Shannon Dawson-Secretary

Marcia Schwering-Treasurer

Topics are in alphabetical order

- I. After School:**
 - a. Programs, activities, and events that take place after 3:30 pm will be an extension of the school, all policies and procedures will remain the same. *See code of conduct*

- II. Alert System:**
 - a. SwiftReach SwiftK12 is the alert system NRCS uses to send out mass text messages, emails, or phone calls. Administrators can use the system to send out delays, school closings, and much more. Individual teachers can use the system to send out spelling words, newsletters, reminders of school events or deadlines, and other information pertaining to classrooms. Please make sure that the school has all of your updated information so that you are not left out when important messages are sent home.

- III. Allergens/Irritants:**
 - a. Once a food allergy has been identified and a doctor's note is received, the scholar may NOT for any reason consume anything containing the allergen while on school grounds. The only way this can be reversed is to receive another note from the same physician.

- IV. Assessments:**
 - a. Assessments are age-appropriate and include classroom assessments, IREAD, ILEARN, and NWEA. These assessments ensure teacher accountability for each scholar's academic growth and foster lessons and activities that meet the scholar's individual needs. NWEA is given three times throughout the school year, the beginning (BOY), the middle (MOY), and the end of the year (EOY). Parents will be made aware of their scholar's achievement on these assessments.

- V. Attendance:**
 - a. *See Code of Conduct*

- VI. Awards Day:**
 - a. Awards Days will occur four times throughout the school year.
 - b. Awards will be given for the following areas at the end of each 9 weeks. Teachers may elect to give other awards within their classroom.
 - i. Principal's Honor Roll: Straight A's (100-90) in all academic areas
 - ii. Honor Roll: A's and B's (100-80) in all academic areas
 - iii. On A Roll: Scholars who work hard, but are unable to make higher than a C

- iv. Perfect Attendance: Scholars who have not missed or been tardy at all during the school year
- v. Attendance Honors: Scholars who have less than 5 absences and tardies during the school year
- vi. Triple-A: Attendance, Academics, & Attitude
- vii. Most Improved ELA: Two scholars per class who have most improved their ELA scores (NWEA)
- viii. Most Improved Math: Two scholars per class who have most improved their math scores (NWEA)
- ix. Citizenship Award: Scholars who always do the right thing, even when no one is watching
- x. Specials Honors Award: Scholars who have earned A and B (100-80) in all classes (academics, homeroom, and specials classes)

- xi. Art: Picasso Award: Awarded to two scholars in each class
- xii. Martial Arts: Olympic Award: Awarded to two scholars in each class
- xiii. Technology: Top Techie: Awarded to two scholars in each class (if we have it as a class)
- xiv. Music: Master Musician: Awarded to two scholars in each class (if we have it as a class)
- xv. Spanish: Bilingual Award: Awarded to two scholars in each class (if we have it as a class)
- xvi. **Junior High Only**
 - 1. World Explorer- Social Studies
 - 2. Mad Scientist- Science
 - 3. Mathematician- Math
 - 4. Remarkable Reader- ELA
 - 5. Writing Wizard- Writing

VII. Behavior Expectations and Discipline Frameworks:

- a. The safety of our scholars, volunteers, and staff is of prime importance at NRCS. We strive to maintain a safe and respectful environment through adherence to proper behavioral expectations. We will hold scholars accountable for their actions, and we ask parents to support the staff regarding behavioral issues.
- b. Before, during, after school, at any school function, and during all field experiences, each scholar will be expected to:
 - i. Abide by federal, state, and local laws as well as the school code of conduct.
 - ii. Respect the rights of others
 - iii. Act courteously toward adults and fellow scholars
 - iv. Be on time to school and attentive in class
 - v. Work cooperatively with others when involved in accomplishing a common goal
 - vi. Complete assigned tasks on time and as directed
 - vii. Help maintain a school environment that is safe, friendly, and productive

- viii. Protect others from physical or emotional harm at all times
- c. *See Code of Conduct*

VIII. Bullying:

- a. Bullying is defined as obvious, unwanted, *repeated* acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a scholar or group of scholars against another scholar with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted scholar and create for the targeted scholar an objectively hostile school environment. The scholar will have consequences stated in the *code of conduct*.

IX. Bus:

- a. Riding a Northern Rush County School bus is a privilege, not a right. Following school, bus rules are mandatory for the safety of our scholars. The school bus is an extension of the school therefore scholars will be held to the same standards as by the school *code of conduct* while on the bus.
- b. The safety of your scholars is of the utmost importance to us at NRCS. This includes their safety on NRCS and NRCS contracted buses on school routes and field experiences.

X. Cafeteria:

- a. We are very proud to be able to offer scholars opportunities for school breakfast, lunch, and snacks. Our kitchen allows us to create healthy, hearty, and tasty meals that scholars enjoy.
- b. All scholars receive FREE breakfast, lunch, and snacks as part of the USDA Food Program.
- c. Lunch times for the school year are as follows:
 - i. PreK, K & 1st Grades 11:15am - 11:45am
 - ii. 2nd, 3rd, & 4th Grades 11:45am - 12:15pm
 - iii. 5th, 6th, 7th, & 8th Grades 12:18pm - 12:48pm
- d. Lunch menus are sent home monthly and can also be found on NRCS's website. Parents are always welcome to have lunch with their scholars. We ask that guests call the office before lunch so that lunch can be ordered for you.
- e. All extra food items are \$.50. This includes milk, seconds, and additional treats.
- f. Adults that choose to eat lunch at school or on field experience must pay the Administrative Coordinator before going to the cafeteria. Adult lunches cost \$4.60. Adult breakfast cost \$2.50.

XI. Cell Phones:

- a. There is a NO cell phone policy for NRCS. If your scholar needs to contact you, they will be allowed to use the NRCS office phone. If you need to speak with your scholar you must call the NRCS office.
- b. *See Code of Conduct for more information*

XII. Clinic:

- a. A clinic is available to scholars who are not feeling well. This is not a doctor's office. Please do not send your scholar to school if they are not feeling well and advise them to see the nurse. However, should your scholar become ill at school, they will be sent to the clinic and adequate care will be provided. If it is deemed that a scholar must be sent home, a phone call will be made to the parent/guardian. If the parent/guardian cannot be reached, emergency contact numbers will be tried before a text message is sent. Any scholar that is injured while at school will also receive a call home that follows these same guidelines. All visits to the clinic are documented electronically via the clinic log. Scholars will also participate in a hearing and vision screening per the required grades by state throughout the school year. See *code of conduct* for more information on clinic guidelines.

XIII. Closing/Inclement Weather:

- a. Scholar and staff safety are the primary concern of NRCS. NRCS will open on all regularly scheduled days unless inclement weather or an emergency occurs. NRCS is an independent school corporation and is not included in the closings of other local school corporations. Should a two-hour delay occur, breakfast will not be served. Closings or early dismissals will be announced via various electronic means. SwiftK12 will send out a message for all closings or delays.

XIV. Curriculum: *See Place-Based*

- a. NRCS teaches the state standards through a place-based, hands-on curriculum using Reading Wonders and StudySync for ELA and Envision 2.0 or McGraw-Hill for Math. NRCS also provides McGraw-Hill science and social studies junior high curriculum, Learning Without Tears, Learning A-Z, Shurley Grammar, Aleks, IXL, BrainPOP, Phonic Dance, Heggerdy, Studies Weekly, and Scholastic News. As a district, we provide teachers with the tools and best practices they need to ensure their scholars have a solid academic foundation.

XV. Dens:

- a. Den School-Wide Structure: Grades PreK-6
 - i. The school is divided evenly into eight dens. Each scholar and staff member belong to a den. The scholars and staff are divided so that every classroom contains a member from each house. Houses work like a family and members work together to develop individual and group character traits.
 - ii. The goal of dens is to create an honor system among staff and scholars that builds character traits, teaches responsibility, establishes respect, and improves the academic process.
 - iii. All den names are the word "tiger" in various languages.
 - iv. Dens and Den Colors:

1. Kaplony (purple)
 2. Harimau (red)
 3. Tora (pink)
 4. Sud (lime green)
 5. Nimer (royal blue)
 6. Tigerin (dark green)
 7. Babur (orange)
 8. Kambuku (teal)
- v. Character Traits:
1. Each month dens will focus on a distinctive character trait.
 - a. August: Collaboration
 - b. September: Respect
 - c. October: Integrity
 - d. November: Empathy
 - e. December: Responsibility
 - f. January: Kindness
 - g. February: Accountability
 - h. March: Initiative
 - i. April: Independence
 - j. May: Citizenship

XVI. Dress Code:

- a. Scholars that attend NRCS are expected to keep themselves well-groomed and neatly dressed. The dress code pertains to all scholars enrolled at NRCS. Scholars who do not abide by the dress code may be asked to turn shirts inside out, change into extra, clean clothing kept at the school clinic, or call parents or guardians to bring a change of clothes. *See code of conduct*
 - i. Any form of dress or hairstyle, which distracts from the learning environment, will not be permitted. This includes, but is not limited to the following:
 1. No article of clothing may be worn that promotes the sale or use of alcohol, drugs, tobacco, or violence
 2. Hats or sunglasses are not to be worn in the school building unless for a special occasion, such as hat day or sports team day
 3. T-shirts with low-cut armholes shall not be worn
 4. The torso of all scholars must be covered
 5. Skirts, dresses, and shorts must be at least mid-thigh length
 6. No holes in jeans or shorts above the knee in which skin can be seen
 7. All tank tops must be three fingers wide; NO spaghetti straps
 8. Flip-flops are not allowed
 9. Pants are not allowed to sag and should be worn at the waist
 10. Shoes must be tied and have a back
 11. Crocs must have a strap across the heel/ankle
 12. Shirts must cover the breasts and/or cleavage
 13. Clothes must be worn properly and not tight fitting

XVII. Drinks:

- a. Scholars may drink plain (not colored or flavored) water in the classroom in an appropriate, enclosed container. No carbonated beverages are allowed.

XVIII. Drugs and Alcohol:

- a. NRCS is a drug, alcohol, vape, and smoke-free campus. NRCS will not tolerate the use or possession of alcohol, illegal drugs, or any paraphernalia on school property. According to state law, a scholar in possession of, or under the influence of, drugs or alcohol can expect to have law enforcement intervene and can be subject to expulsion. *See code of conduct*

XIX. Email:

- a. Communication between parents and teachers is essential and required for the success of all scholars. If a parent has an email address, please call the office or send a note with your scholar sharing it with the school. Staff will then be able to contact parents if a concern arises. Parents can contact staff members via email, letter to the school, text message, or phone. Alert Solutions will also send messages via the method of choice.

XX. Emergency Drills:

- a. We will be exercising the following emergency drills and procedures per state laws.
 - i. Fire
 - ii. Tornado
 - iii. Earthquake
 - iv. Intruder
 - v. All Evacuation

XXI. Field Experiences:

- a. Field experiences are an extension of the classroom and scholars are expected to behave in the same manner as they would within the classroom. Due to the nature of field experiences and the interaction that will occur with community members, scholars are expected to be role models and on their best behavior.
 - i. If a scholar is disrespectful or misbehaves, then a conference will occur before the scholar can attend another field experience. If the behavior continues at school, then field experience privileges will be revoked or the parent will be required to attend future field experiences with the scholar. If a scholar loses the opportunity to participate in a field experience, the scholar will be required to attend school on the day of the field experience. Due to the nature of the NRCS curriculum, exclusion from field experiences will seriously impact a scholar's learning experience.
 - ii. If scholars misbehave in the classroom, then the Administration along with the teacher can decide for the scholar not to attend the field experience or require a parent to attend. A field trip experience is an

extension of the school; therefore, the same rules and policies apply. *See code of conduct*

- b. All scholars are required to turn in a field experience permission slip to take part in approved field experiences. Each experience will require a new permission slip. If a scholar does not turn in a permission slip, then the scholar is required to remain at the school on the day of the trip. The scholar will complete the work assigned by their teacher. This is graded work that will take the place of the grade scholars to receive for the field experience.
- c. Only scholars in the classroom attending the field experience are eligible for the trip. In the event parent chaperones are needed, no other scholars, including siblings, can attend the experience. Chaperones will need to concentrate on the behavior and welfare of the scholars in their care. All chaperones will abide by the *Chaperone Guidelines*. A background check, through the school, is required before chaperoning the trip. Background checks are good for three years.
- d. ALL scholars MUST RIDE THE BUS to and from the field experience. The number of chaperones needed for a field experience is dependent on the classroom teacher and the expectations required for the success of the trip. If there is room on the bus, then adult chaperones may be invited to ride the bus. If a bus is full, chaperones may be asked to drive separately.
- e. Chaperone Guidelines:
 - i. NRCS truly appreciates volunteers that are willing to chaperone. Parental involvement is critical in supporting the school's mission. For our scholars to get the most from their field experiences we ask the following from our chaperones:
 1. A full criminal history check must be obtained before chaperoning a field experience; these are good for three years
 2. Notify the teacher as soon as possible if circumstances will prevent you from chaperoning
 3. Carry a cell phone if you have one and make sure to exchange numbers with the teacher; this allows teachers and chaperones to stay in contact with one another
 4. Keep the scholars that you are responsible for close to you at all times
 - a. Scholars must be accompanied by an adult at all times
 5. DO NOT USE YOUR OWN MONEY TO PURCHASE ITEMS FOR scholars
 6. Parents must adhere to and follow school policy and procedures; you are a direct representation of NRCS
 7. The NRCS staff, including bus drivers, are in charge and are required to enforce school rules regarding scholar behavior at all school-related functions and field experiences, even if the parent is in attendance

XXII. Grading & Report Cards: *See Parent-Teacher Conferences*

- a. Scholars will receive progress reports four weeks after the start of each nine weeks and a report card at the end of each nine weeks. All core subjects will be

given a letter grade. Scholars will also be given a grade in citizenship and conduct (homeroom). If parents have any questions or concerns, they can contact their scholar's teacher at any time.

Grading Scale				
A+	100	C+	79-77	Mastery: 100-90
A	99-93	C	76-73	Partial Mastery: 89-70
A-	92-90	C-	72-70	Non-Mastery: 69 & below
B+	89-87	D+	69-67	
B	86-83	D	66-63	
B-	82-80	D-	62-60	
		F	59 and below	

- b. Scholars in grades k, first, and the first semester of 2nd grade will receive M for mastery, P for partial mastery, and N for non-mastery. Scholars in the second-semester 2nd grade through 8th grade will receive letter grades that follow the above criteria.
- c. Plagiarism will not be tolerated and assignments may be marked 0 and cannot be made up (grades 5-8)

XXIII. Holidays:

- a. Although all holidays are important and deserve respect, NRCS celebrates the following holidays with our scholars
 - i. Labor Day (no school)
 - ii. October 17 (no school, Conferences/Teacher Inservice Day)
 - iii. Halloween
 - iv. Veteran's Day (Program for families and community veterans)
 - v. Thanksgiving (school break)
 - vi. Winter Holiday Season (school break)
 - vii. Martin Luther King (make-up day/no school)
 - viii. Valentine's Day
 - ix. Presidents Day
 - x. St Patrick's Day

XXIV. Homework:

- a. Please check your scholar's homework daily! Special assignments, practice, and studying for tests require time at home for building skills. Scholars need to create good study habits and learn to plan, organize, and carry out academic requirements. Homework provides a valuable opportunity for parents to review assignments with scholars and check to ensure that scholars are completing lessons correctly. It also shows scholars the value placed on work done well. To keep organized and to learn successful study habits, daily planners are required in grades kindergarten through eighth. It is the teacher's responsibility to check the planners to be sure the information is entered correctly and the scholar's behavior

is correctly identified. It is the parent's responsibility to initial the agenda indicating they are aware of the scholar's homework and behavior. When a scholar has an excused absence, they receive one-day make-up for each day missed to complete assignments. When a scholar has an unexcused absence, they receive one day for each day missed to complete assignments.

XXV. Immunizations:

- a. A complete immunization record or exemption must be on file by the first day of school. The state of Indiana requires documentation per child in school. *See code of conduct*

XXVI. Lice: *see code of conduct, Clinic*

XXVII. Lockers:

- a. Scholars in grades third through eighth will receive a locker based on availability. Those scholars that receive a locker are to use the locker to store school supplies and personal belongings such as coats and bookbags. Scholars are not to place a lock on the locker. Keeping the locker clean and organized is the responsibility of the student. Students whose belongings are falling out of the locker will lose the privilege of having one. More information is in the *code of conduct*.

XXVIII. Medication: *see code of conduct, Clinic*

XXIX. Notes to School:

- a. Limitations on Physical Activity:
 - i. If a scholar is sick or injured, a doctor's note explaining why he or she cannot participate in recess or physical education is required. Otherwise, we will expect full participation. The state of Indiana requires daily physical exercise for all scholars. Thus, scholars are expected to participate in all recess and physical education activities and should be dressed appropriately as many activities are held outside.
- b. Medical Conditions:
 - i. If a scholar has a medical issue that requires any special considerations such as bathroom breaks or food allergies, a doctor's note is required. Parents should notify the Director of Health Services of any pre-existing medical conditions as diagnosed by a physician.
- c. Transportation:
 - i. If your scholar does not normally ride the bus or is to be dropped off with someone else, a note or phone call from a parent is required. A note from a parent is required before a scholar is eligible to ride a bus home with another scholar. Please contact the bus driver before 6:30 AM for morning changes and contact the school office before 3:00 PM for afternoon route changes.
- d. Pick Up:
 - i. To keep your scholar safe, a note is required from a parent if the scholar is to be picked up by someone on their pick-up list; they will not be able to

leave with someone, not on their list. Without a note, we will require the scholar to go home as normal.

XXX. Parent Rights:

- a. Parents have the right to discuss concerns/questions with NRCS staff, the Principal, or the Northern Rush County Schools Inc. Board of Directors.

XXXI. Parent-Teacher Conferences:

- a. We believe that parents and teachers should work together for the benefit of the scholar. At any time, parents are welcome to contact teachers (and vice-versa) to discuss a scholar or request a conference. NRCS staff believe it is important to set aside time after the first nine weeks and the third nine weeks to schedule specific times for parents and teachers to meet and discuss a scholar's academic and behavioral achievement. Please do not hesitate to call or email.

XXXII. Pictures/Videos:

- a. Parents complete an *Information Sheet* when they enroll their scholar. This *Information Sheet* asks if a parent objects to their scholar's picture or image being utilized for marketing purposes for NRCS. The scholars do many activities and hundreds of digital pictures are taken of classes and scholars. The school website, newspapers, radio, television, and other advertising are ways we promote the school. You choose on your *Information Sheet* if this is something you would like your scholar to participate in.

XXXIII. Progress Reports:

- a. Progress reports or midterms are sent home after the first four weeks in the nine weeks. This form of documentation allows teachers to more formally communicate with parents/guardians. Progress reports allow parents to see exactly how their scholar is functioning in all subject areas. At any time, if a question arises about your scholar's grades, please contact the teacher.

XXXIV. Reading, Writing, & Arithmetic Buddies:

- a. The place-based curriculum lends itself well for younger scholars to work with older scholars. It allows for investigative thinking that creates a stronger social, emotional, and academic connection among scholars of various ages.

XXXV. Recess & Social Time:

- a. Please make sure scholars have dressed appropriately for outside recess. If there is any precipitation such as rain or snow, the scholars will not go outside regardless of the temperature. Recess/social time will be held outdoors if the weather is 20 degrees or higher, including wind chills, as determined by www.weather.com. A doctor's note is required if you would like your scholar to stay indoors during recess. This decision was based on the Indiana Department of Education's recommendations for daily scholar activity.

XXXVI. Scholar Classification:

- a. Promotion, Placement, and Retention
 - i. Promotion or retention of scholars stems from the total development of the individual scholar related to the educational program. General overall scholastic achievement should have a prime influence in determining the retention and/or promotion of the individual scholar. No scholar should be exposed to the threat of retention as a disciplinary measure. Parents of any scholar doing unacceptable work which may place the scholar's promotion in jeopardy are to be notified well in advance of any actual decision regarding promotion or retention of the scholar.
 - ii. Parent-teacher conferences must be held whenever the retention of a scholar is being considered. No retention should be consummated without a parent-teacher conference.
- b. The Principal has the legal responsibility for scholar classification, and scholars may be reclassified when, in the best professional judgment of the Principal, it becomes necessary or advisable. The decision regarding matters of promotion and/or retention for any scholar rests upon the Principal, with an appeal possible to the NRCS Board. *See code of conduct*

XXXVII. School Web-Site:

- a. The web address for the school's website is:
<http://www.mayscommunityacademy.org>
- b. We also maintain an active Facebook group that can be found by searching Mays Community Academy, Northern Rush County Schools, and Lil Tigers Preschool.

XXXVIII. Tiger time:

- a. This is an after-school program for scholars that need after-school care. The times are from 3:30-6:00 pm and are available to all students. The cost is \$7.00 per student and for siblings, it is \$3.00 each.

XXXIX. Transportation/Bus Rules: *See Code of Conduct*

XL. Rules:

- a. **Cafeteria:** These rules are part of the review that needs to be discussed with your scholar:
 - i. Display proper manners
 - ii. Use your quiet voice
 - iii. Walk always
 - iv. Remain seated at your table until an adult dismisses you
 - v. Clean up your eating area and put things where they belong
 - vi. Be courteous and respectful
 - vii. Touch only the food on your tray
 - viii. Uneaten food is to remain on the tray
 - ix. Eat first, talk last
 - x. Talk only to the people at your table

- xi. When entering and exiting the cafeteria, remain quiet
 - xii. While in line, please remain silent
- b. **Classroom:** Classroom rules are determined by the classroom teacher. Classroom rules include, but are not limited to, the school rules listed in the scholar handbook. Throughout the building these rules are to be followed at all times:
- i. Remain quiet in the hallways, stairwells, and bathrooms
 - ii. Scholars are to be in line with their class, facing forward with arms at their sides
 - iii. Raise hands before speaking
 - iv. Demonstrate character traits, i.e. treat others how you want to be treated
 - v. NO BACK TALKING or ARGUING with adults in the building
 - vi. Vandalism will not be tolerated
 - vii. No touching
- c. **Playground:** These rules are part of the review that needs to be discussed with your scholar:
- i. Swings:
 - 1. Back and forth only
 - 2. No standing on the swing or laying your belly on the seat
 - 3. No twisting the swing or swinging left to right
 - 4. BE CAREFUL around swings, no playing directly by the swing
 - ii. Teeter-totters:
 - 1. Only 2 on a teeter-totter at a time
 - 2. Riders must straddle the seat and hold on to the handle
 - 3. No bumping the other rider
 - 4. Do not drop the other rider without making sure he/she is paying attention
 - iii. Slides:
 - 1. One at a time down the slide
 - 2. No walking up the slide
 - 3. No staying mid-way on the slide; if you go up you must go down
 - 4. Keep arms and legs on the slide when going down
 - 5. Go down the slide feet first only
 - iv. Monkey Bars:
 - 1. NO ONE is allowed on the top of the monkey bars
 - 2. Scholars must have hands on the bars to hang; no hanging upside down
 - v. General Rules:
 - 1. No touch/tackle football or pass of any sort with contact
 - 2. If throwing Frisbees or balls, you must be in the grass NOT on the gravel or asphalt
 - 3. No running on the asphalt
 - 4. If someone breaks a rule or gets hurt, seek a teacher immediately. Don't wait until you get back to your classroom teacher.

5. No trash talk; Not while playing games, not ever
6. NO TAG EVER
7. No pushing, hitting, wrestling, or play fighting-type activities are allowed at any time inside or outside. Scholars are expected to participate in approved game activities.
8. Scholars will stay within the boundaries of the playground and in sight of the adult on duty. If a ball goes off the playground, it is to be reported to the adult in charge.
9. Scholars will play with all playground equipment appropriately. Do not throw balls at the buildings, windows, roof, or other scholars in such a way as to cause injury or damage.
10. Hard balls, tackle football, and rough housing are not allowed
11. Do not bounce balls inside the building except for the gym

- d. **School:** These rules are part of the review that needs to be discussed with your scholar:
- i. Keep your hands (feet, head, arms, etc.) to yourself and keep everything in your hands to yourself. No touching for any reason.
 - ii. During classroom situations, scholars should raise their hand to speak
 - iii. When the teacher is giving instructions, making a presentation, or the class is engaged in discussion, scholars should be in their designated area paying attention
 - iv. Scholars are not allowed to run in the hallways or on the stairways
 - v. Scholars should keep their hands to themselves at all times unless directed otherwise by an adult. (i.e.: physical education activity, art project, drama, etc.)
 - vi. Scholar horseplay will not be tolerated in the building or on school grounds at any time. For example, no shoving, pushing, tripping, hitting, wrestling, throwing of objects, spitting, kicking, biting, etc. This will be seen as bullying.
 - vii. Scholars will not use profanity or inappropriate language
 - viii. Scholars must be obedient and respectful of all adults and staff
 - ix. Scholars should be kind, courteous, respectful, and friendly to other scholars
 - x. Scholars are expected to complete schoolwork on time unless there is an excused absence. Staff will give extra time for completion of homework.
 - xi. Scholars are not allowed to damage (i.e.: writing, tearing, scratching) textbooks, desks, or any other school property
 - xii. Scholars are not allowed to chew gum in the building unless allowed by a teacher
 - xiii. Scholars are not allowed to purchase from the vending machine during the school day
 - xiv. Scholars are not allowed to leave the school grounds at any time
 - xv. Scholars may be suspended or expelled from school when state statutes have been violated. (i.e.: refer to weapons, drug, and bullying policies)

- xvi. At dismissal, each grade level is to report to their designated area and remain there until dismissed by the teacher

Any breaking of the rules can result in being banned from an activity or piece of equipment for a day, a week, or longer. The punishment of rule breaking rules is up to the discretion of the teacher/teachers on duty. See Code of Conduct

XLI. Seclusion and Restraint:

- a. *See Code of Conduct*

XLII. School Day/Hours:

- a. The instructional day will begin at 8:15 a.m. A scholar will be considered tardy if he or she is not in the classroom by 8:15 a.m. Scholars will attend until 3:30 p.m. daily. If scholars leave early for an appointment, the scholar will not qualify for perfect attendance. NRCS instructional minutes exceed the state-mandated number of minutes per day. Office hours are from 7:00 a.m. to 4:00 p.m.

XLIII. School-Parent Contract:

- a. We value your role in working to help your scholar achieve high academic standards. The purpose of the school-parent contract is to communicate a common understanding of home and school responsibilities to assure that every scholar attains high academic standards leading to a quality education. The following information will serve as an outline of various ways you and the school staff can build and maintain a partnership of shared responsibility for your scholar's learning.

XLIV. Snack Time:

- a. All scholars will have a snack provided by the school sometime throughout the day. Scholars who are not hungry learn better than hungry scholars. Snacks may not be brought in from home.

XLV. Special Education and Gifted:

- a. All scholars are unique and learn differently. At NRCS, scholars who do not learn/walk/talk the same as everyone else are called "exceptional learners," and some may benefit from special education services to help them become the best they can be. Gifted scholars have areas in which they excel beyond the traditional curriculum provided by a grade level.

XLVI. Specials:

- a. NRCS provides three special classes. These classes are art, music, and martial arts/physical education. Monday thru Friday, each classroom will have a 45-minute special rotating between music, art, and martial arts.

XLVII. Scholar Drop-Off/Pick-Up:

- a. Parents who drive scholars to school should drop scholars off on the west side of the building.

- b. At dismissal, scholars will be escorted to the front of the building. The dismissal process will proceed in three stages. First, the classroom teachers will lead bus riders to the bus starting with junior high at the 3:27 bell and then elementary grades.
- c. After the buses leave, the car riders will be led to the end of the sidewalk and dismissed when the parent/driver pulls up in front of the building. We do ask that you do not get out of your vehicles, we will bring your child to you. This is for everyone's safety. You may pull forward and off to the side to seatbelt your child. Finally, scholars who walk to school will be dismissed. Please be patient through this process as safety is our primary concern.
 - i. Please see *Notes to School* above

XLVIII. Tardiness:

- a. When your scholar arrives late to class, important announcements, instructions, and group activities are missed. Each scholar is an important member of the class. Timely and consistent participation makes a difference in what is learned. We encourage you to model the value of promptness as well as the importance of beginning and ending the school day with your classmates. The habits your scholar develops during these formative years will serve them throughout their lives.
- b. Scholars not present in the classroom by 8:15 a.m. are considered tardy
- c. Scholars who are tardy must be escorted by an adult to the main office to sign in
- d. Teachers are requested to refer cases of chronic tardiness to the administration
- e. Tardiness will count against scholars' citizenship/conduct grade

XLIX. Technology:

- a. Internet access will be available within the school. All users will be required to complete and submit an *NRCS Technology Agreement* consent form. The Internet will be used as a communication and research tool and will be monitored periodically utilizing the Websense software on the server. Scholars do not have unsupervised computer access after school hours. The use of technology is a privilege and not a right. GoGuardian is also used by staff to monitor scholars' usage of technology.

L. Textbook Fees:

- a. Scholars will be charged an annual book fee. This amount will change yearly and by grade. Parents will be notified of this fee by the start of the school year. School fees are due by the end of the first grading period. A Free and/or Reduced Application based upon income guidelines is available to determine eligibility for free or reduce prices for textbook fees. Direct certification is obtained from the state when a family is certain state assistance. In addition, arrangements can be made to assist in cases of financial hardship or a payment plan established. To receive free and/or reduced books, parents will be required to complete an application that will be approved or denied. Your scholar may be approved by direct certification. Direct certification is obtained from the state when a family is

receiving any type of state assistance. These families will be notified at the start of school and no application is necessary.

LI. Title I:

- a. Title I is a federally funded program that provides financial assistance to states and school districts to meet the needs of educationally at-risk students. Some Title I schools offer school-wide programs available to all students, while some offer a targeted assistance program for eligible students. Both program types provide extra educational assistance beyond the regular classroom.
- b. NRCS provides extra services to all students who may need extra help on a skill or to help build foundational skills that were not mastered at the time of teaching. These services will be provided and monitored by a title teacher and instructional assistants. This title time will be daily (or as needed) for 15-20 minutes for 4-6 weeks to hit the areas of struggle, non-mastery, or confusion along with building on the foundations and knowledge scholars already know. Mays Community Academy is considered a Title I school and services can be provided at any point throughout the year. A parent meeting will be done at the beginning of the year and a notice will be given to families if their child is put into a title group.
- c. Parents may request this service at any point as well. Scholars will be monitored and data will be collected during the 4-6 weeks they are given extra instruction.

LII. Transportation:

- a. Scholars who walk or ride bicycles to school should follow correct safety standards. Parents who wish to drive their scholars to school should deliver them to the area that has been determined by the school.
- b. *See Code of Conduct*

LIII. Vandalism: *See Code of Conduct*

LIV. Violence and Weapons: *See code of conduct*

- a. NRCS takes threats of violence very seriously. Any act or threat of violence by or against anyone associated with our school community – including scholars, employees, parents, suppliers, partners, volunteers, or visitors is strictly prohibited. This policy applies to all members of the school community.
- b. **Any use or possession of weapons, whether illegal or not, is prohibited on school property.**

LV. Visitors:

- a. Parents, visitors, and volunteers are always welcome at NRCS. We want to be known as a friendly school where people are acknowledged. **All visitors must sign in at the office and receive a name badge.** Those who do not report to the office for a name badge will be considered unauthorized and could create concern for your scholar's safety. Visitors will be accompanied by a staff member. While we encourage visitors in our building, at no time can your visit disrupt the learning environment. Our staff will strive to make your visit informational and

productive. Visitors may not photograph/video record scholars for the safety and security of our scholars.

- b. If a visitor is disrespectful to any staff member, or scholar or breaks any of the NRCS rules of behavior, they will be asked to leave the building. NRCS expects that while within school walls all adults act appropriately and set a good example. If an incident does occur, each incident will be dealt with on an individual basis.

LVI. Volunteers:

- a. Any volunteer working directly with scholars must have a criminal history check cleared with the school office.
- b. A background check can be completed at the following website:
 - i. <https://secure.safehiringsolutions.com/app.cfm?id=7585E441-D475-432D-A121-9F26207D1CF7>
- c. All volunteers or visitors who are in the building from 7:00 a.m. to 4:00 p.m. for any other purpose than to drop off or pick up their scholars are required to first go to the office to sign in upon their arrival. Visitors and volunteers will also obtain a nametag to wear while in the building to be identifiable to any staff member to assure the safety of all scholars and staff.
- d. The building is locked from the hours of 8:15 a.m. to 4:00 p.m. to assure the safety of your scholars. Doorbells signal staff in the office. Scholars are instructed to not open doors to anyone during school hours so the doorbells are part of the safety procedures implemented by the administration to assure that no one may enter the building without the knowledge of the staff.

Please sign and return this page.

I, _____, have read Scholar Handbook with my scholar and by signing this I understand that my scholar and my family understand the frameworks of NRCS.

Date: _____

Parent Name (printed): _____

Parent Signature: _____

Scholar's Name: _____

Scholar's Signature: _____

Scholar's Grade: _____

Scholar's Teacher: _____

Comments: _____
