

# J. E. OBER ELEMENTARY GUIDELINES



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## **JE OBER ELEMENTARY**

801 E Houston St  
Garrett, IN 46738

**260-357-3112**  
**FAX 260-357-3317**

## **ATTENDANCE**

**260-357-3115**

2019/2020  
G-K-B SCHOOL BOARD POLICIES

Information on the following policies can be found on the school corporation website at [www.gkb.k12.in.us](http://www.gkb.k12.in.us) >About GKB CSD > School Board > Board Policies

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## ATTENDANCE PROCEDURES AND REGULATIONS

1. Student attendance at school is a prerequisite for learning. Attendance patterns at school are often a key consideration to future employers. THE PARENT AND STUDENT WILL ASSUME FULL RESPONSIBILITY FOR ANY LACK OF PROGRESS THAT COULD BE ASSOCIATED WITH THE TIME ABSENT REGARDLESS OF WHETHER THE ABSENCE WAS EXCUSED OR UNEXCUSED.
2. When any student accumulates five (5) absences without a doctor's slip in a semester, he/she will receive written notice from the Attendance Officer. This letter will either be hand delivered or sent by mail to the parent or guardian of the student.
3. When a student accumulates eight (8) absences in a semester without a doctor's slip, the parent or guardian must come to the school within five days for a conference with the attendance officer or designee. Failure to attend this conference will result in the attendance case being turned over to the DeKalb County Probation Department.
4. If any student is absent three consecutive days without contact by a parent or guardian, the attendance officer or designee will make a home visit.
5. Appointment Documentation: A student will have two days following his/her return to school to present documentation to make the absence excused. Licensed personnel must sign this slip.
6. When a student reaches their tenth (10) unexcused absence in a school year, the student is in violation of Indiana Code 20-33-2-27 and will be turned over to the Department of Child Services and the County Prosecutor's Office.

### ATTENDANCE PROCEDURES

1. If you are absent:
  - a. A telephone call is to be made to the attendance office  
JE Ober Elementary: 357-3115  
Garrett Middle School: 357-1706  
Garrett High School: 357-3118 or 357-4114 by one of your parents or your guardian before 8:30 a.m. advising us of the reason for your absence.
  - b. When you return to school a written statement of the reason for your absence signed by a parent or guardian must be provided if your absence was not reported by telephone. This must be in the administrative office by the start of the day you return to school.
  - c. Any student whose absence is not verified as mentioned in items (a) and (b) above will be regarded as having an unexcused absence. The absence must be verified within two school days after the student returns to school.
2. If you are to go on a special trip:
  - a. Special trips should not be planned in which tests are scheduled.
3. If you are showing a 4-H project at the DeKalb County Fair:
  - a. Any 4-H student having a project to show at the DeKalb County Fair must bring a note from his/her parent and 4-H leader to the principal for approval. These absences will be excused but make-up work must be turned in to the classroom teacher.
5. A student who has an appointment must attend part of the school day to be counted as being present the entire day if the absence is arranged in advance. Students going to a Doctor, Dentist, Orthodontist, or Legal Appointments must bring back a slip or note from that Office.
6. Students absent the first half of the day must report to the Elementary Office and Sign In no later than 11:30 a.m.
7. Students who are repeatedly unnecessarily absent or tardy will face disciplinary action.
8. Any student absent from school for a full day or PM classes will NOT be able to attend evening activities. The only exception to this policy is if the absence is cleared by the administration.

### ABSENCES

1. Excused absences: Students must ask teachers for make-up work and are responsible for completing the work. Excused absences will be issued for the following reasons:
  - a. Illness of the student
  - b. Funeral days that are to be excused will be determined by the attendance officer, the building principal or designee, and the parent or guardian of the student. The number of days allotted may vary.
  - c. When arrangements have been made prior to the absence.
    1. Medical or dental appointments.
    2. Death of someone outside the immediate family.
    3. Appropriate family business or emergency.
    4. Special trips arranged in advance by a parent or guardian.

2. Unexcused absences: Any absence recorded as unexcused will result in no credit given for homework or class work covered during that absence.
3. Any absence may be determined excused or unexcused by the building principal or designee.

**TARDINESS** - If a student is not in his/her class when the bell rings, the student is considered tardy. A student who arrives at school between 8:00 and 8:30 a.m. will be counted as tardy, and they must sign in at the office. The administrative office will issue passes to students who are tardy to first block. A student's pass will indicate whether the tardy is excused or unexcused.

1. Students who sign in after 8:45 a.m. but before 11:30 a.m. will be counted absent for one-half day.
2. Unexcused arrival after 8:45 a.m. but before 11:30 a.m. is one-half day unexcused.

### **Student Accountability for Academic Achievement**

The principal has ultimate authority in promotion decisions based on state and local standards, attendance, and end of grade assessments.

#### **Promotion standards for Students in Grades K—5<sup>th</sup>**

To be promoted in grades K—5<sup>th</sup>, students must meet teacher standards and attendance requirements. They must also demonstrate mastery of learning targets as measured by Observation Surveys, Quarterly Assessments, NWEA, I-READ3 and ILEARN.

#### **Opportunities for Students Not Meeting Test Standards**

Teachers shall confer with the parent(s) and or guardian(s) of students not meeting learning targets. Teachers shall discuss the following remedial options:

- RtI Interventions
- Tutorial / Remediation
- Summer School
- Retention
- Other Remedial Options
- Students participating in the above remedial option(s) shall be given the opportunity to retest on the grade level standards at the conclusion of the remediation period. The school has developed and will annually evaluate our intervention programs for all students.

#### **Students in Exceptional Children's Programs**

Waiver decisions involving a student in the Exceptional Children's program shall include the Individual Education Program (IEP) committee. Students shall follow the grade level course of study and meet the standards for promotion as non-exceptional children. Identified exceptional children shall be provided educational and related services as considered appropriate by the IEP committee. Students will be provided services to help them pass the required grade level tests for promotion to the next grade.

#### **Accommodations**

If accommodations to testing procedures are granted to a student, they shall be consistent for every test administered. The accommodations shall comply with the guidelines established by the Indiana State Department of Public Instruction.

[ Indiana Department of Education web site: <http://www.doe.state.in.us/> ]

## **J.E. Ober Elementary Dashboard of Key Performance Indicators**

Our school has identified six (6) performance indicators which have been linked to successful students and schools. Teachers will also be recording and monitoring classroom performance, grade level performance and school-wide performance all year. The indicators that we have selected to track as a means of improving our school are as follows:

- Percent (%) of students reading on grade level  
Goal: 90%
- Percent (%) of students meeting NWEA growth- Reading  
Goal: 60 %
- Percent (%) of students meeting NWEA growth- Math  
Goal: 60 %
- Average daily attendance  
Goal 95 %

### **SCHOOL DELAY — EARLY DISMISSAL**

It is sometimes necessary to delay or cancel school due to fog, ice and or snow. Weather conditions worsening during the day may result in an early dismissal. Parents should have prearranged plans, that have been discussed with children, regarding procedures during such an emergency. Weather announcements for the G-K-B School Corporation will be made by our School Messaging System and the J. E. Ober Facebook page. Please do not call the homes of school officials or the school office for this information.

### **RELEASE OF CHILDREN**

When circumstances warrant an early release of a child, during the school day, parents should provide prior notification to the school office with a note, phone call or email. When arriving at the school to get the child, the parent must follow visiting procedures and sign the child out in the office. The child will be called to the office to be picked up. Children will not be released to his or her parents at the classroom door. Please have identification ready to present to the office staff.

### **Classwork/ Make-Up Work**

Student Achievement increases significantly when teachers regularly assign homework and students conscientiously do it. Students will be expected to complete daily work and meet teacher's deadlines for assignments. Incomplete work will result in no credit and failing grades for those assignments. Students who are absent due to illness will be given extra time to complete work that has been assigned in their absence.

## **SECURITY AND VISITING PROCEDURES AT J. E. OBER ELEMENTARY**

We are pleased to have in place a security system that only allows visitors to enter our main entrance at door # 7 between the hours of 7:30 a.m. - 3:45 p.m. When you enter entrance # 7, simply push the call button and the office secretary will greet you by intercom. At that time please state your name and the reason for your visit or whom you are to see. The secretary will then unlock the door and you may proceed to the office. If you are attending a meeting you will need to provide your driver's license so that it can be scanned using our security software.

This procedure has been implemented to ensure the security and safety of Garrett-Keyser-Butler school students and staff.

- Parking is available on Houston Street in front of J.E. Ober Elementary. Cars should not be left unattended during student drop off time and or pick up time.
- Ober Elementary parents and family members are encouraged to volunteer at our school and participate in their child's education.
- All visitors and volunteers at Ober Elementary must have their driver's license scanned.

### **ARRIVAL-DISMISSAL**

School begins at 8:15am

Dismissal is at 3:10pm

### **BREAKFAST — LUNCH POLICY**

A nutritious breakfast and lunch are available to all Ober Elementary students through the school food service program. Breakfast is served daily beginning at 7:30 a.m. On delay days, students should eat breakfast before coming to school. Weekly lunch menus are published in the local paper as well as the website. Students who carry their lunch from home may purchase milk from the cafeteria or bring their own drink.

- No breakfast is served delay days.
- Students eating breakfast must arrive before 8:05 a.m.
- Bus students eating breakfast at school are dismissed from their bus by 7:45 each morning.

### **Send Money to School Program**

The Send Money to School accounting program is a Point of Sale (POS) system that is used to record and pay for student meal or milk.

- Send Money to School is a debit, NOT a credit account system. All meals and milk must be paid for in advance.
- Each student is given their own account number in which to identify them.
- Money may be deposited at any time into the student's account prior to purchase of meals and milk.
- Each time the student's account is used to purchase meals or milk, the cost is deducted from their account balance.
- Parents should make checks or money orders payable to GKB School Lunch. Checks should be placed in an envelope with the student's first and last name, account number if possible and amount of deposit written on the outside of the envelope. One check may be written for all students in a family that attend any GKB school. Parents should note how much of the check is to be deposited into each individual child's account. Parents may also prepay for meals online using Send Money To School. The link is on the school's website on the Food Services Page.
- Students should give their lunch money envelope to their teacher to be sent to the cafeteria.
- Account statements will be issued weekly for account balances falling below \$15.00. The statements will be printed every Thursday after breakfast. Statements will be distributed to the teachers to be sent home. Please ask your child if he/she has an account statement from the cafeteria.
- We understand from time to time lunch money is forgotten or a hardship has occurred. Please see our meal charge policy on our website if there is no money in an account or if an account has gone into the negative.
- Free and Reduced applications are available in the cafeteria office and online after July 1st.
- Students with food restrictions must have a written note from their doctor. Food allergies that are considered a disability must have a form from the cafeteria for their doctor to complete.
- Parents or guardians transferring to a new school may file a written request for a refund of their account balance at the time the student is withdrawn from our school.

Student's account information is available through the school cafeteria office. Questions may be directed to Annie at 357-3117.

## CHAPERONE POLICY

We must remind anyone who would like to accompany students on trips that our school policy prohibits smoking on school grounds.

Adult chaperones are asked to select clothing that does not promote the use of tobacco or alcohol products, or contains any disrespectful, violent or sexual connotations. Adults are asked to refrain from using tobacco products when accompanying a school trip.

## RECESS — WELLNESS

One recess period is built into a full day of school to allow students a break from academic studies and to give them an opportunity for fresh air and exercise.

- Students who have been ill or injured will be kept inside for recess for a period of up to 3 successive days with a parent note.
- Any request for student to stay in for more than 3 successive days requires a note to that effect from a

## TEMPORARY EXCLUSION — ILLNESS

Temporary Exclusion is recommended/ enforced when:

- The illness prevents the child from participating comfortably in activities as determined by staff.
- The ill child requires more care than the staff can give, which may result in compromising care for other children. The child should be excluded from school if he/she has any of the following conditions, unless a health professional determines the child's condition is not contagious and/or does not require exclusion:  
Appears to be severely ill  
Fever above 100 F (must be fever free without medication for 24 hours before returning to school).
- Diarrhea: May return to school 24 hours after symptoms are gone if the diarrhea is not due to Salmonella, Shigellosis, Campylobacteriosis, or E. coli infections. These diseases need release from health care professional.
- Vomiting: May return to school 24 hours after symptoms are gone unless the vomiting is determined to be due to a non-infectious condition and the student is not in danger of dehydration.
- Conjunctivitis: May return to school if the student has been treated with antibiotics for 24 hours and released by health care provider or the eyes clear.
- Impetigo: May return to school in 24 hours after treatment has begun.
- Hand Foot Mouth Disease: May return to school when fever free for 24 hours without medication AND when weeping lesions are no longer weeping and blisters in mouth are healed, if drool is likely.
- Strep Throat / Scarlet Fever: May return 24 hours after start of antibiotics AND no fever.
- Undiagnosed Rash: May return when skin is clear or child has been under treatment for 24 hours.
- Chicken Pox: May return to school when vesicles (blisters) become dry and have formed scabs WITHOUT new blisters forming.
  - a. Chicken Pox is a reportable disease in Indiana. All suspected or confirmed reports of Chicken Pox will be reported to the DeKalb County Health Department per 410 IAC 1-2.5-145.
- Scabies: May return 24 hours after start of treatment.

**The school attendance office needs to be notified of any absence or expected tardiness.**

## IMMUNIZATION REQUIREMENTS

The minimum immunization for children enrolled in Kindergarten through 5<sup>th</sup> grade in 2019-2020 are as follows:

- 3 Hep B
- 5 DTaP (Diphtheria, Tetanus, and Pertussis)
- 4 Polio
- 2 MMR (Measles, Mumps, Rubella)
- 2 Varicella (Chicken Pox)
- 2 Hep A

Per Indiana Code (IC 20-34-4-5). Students who are not immunized will be excluded from attending school beyond the first day unless one of the following conditions apply:

- A religious waiver or medical waiver is on file for the school year.
  - a. The local health department or a physician determines that the child's immunizations have been delayed due to extreme circumstances and that the required immunizations will not be completed by the first day of school. The parents must furnish a written statement and a time schedule approved by a physician or health department: or

b. A waiver has been granted by the school district, not to exceed 20 days. Parents are encouraged to bring immunization records at time of Kg Screening. Records may be transferred from another school corporation.

### **BELIEFS — CORE VALUES**

At J. E. Ober Elementary we believe that all students can learn and set high expectations for student achievement and personal responsibility. We will implement effective strategies and monitor continuous improvement in the academic growth of each student. Because we believe that effective partnerships benefit student achievement, we will insure that effective communication systems exist between the school and community. Our school is committed to the development of meaningful and well-defined opportunities for community partnerships in which there is shared information and accountability based on data. We will provide clear expectations for student achievement, involve all stakeholders in decisions, and allocate our resources based on data driven information. The focus for our school will be to become a highly supportive learning centered community. Staff will increase their effectiveness through professional growth opportunities, teamwork, ongoing communication and reflection. Families will enhance their children's education with effective tools and strategies through workshops and seminars provided by the school. We will recruit and maintain a high level of expertise in educating the community's children in our school. We will be a school of distinction.

The following principles are the beliefs that provide the underlying basis for the culture of our school:

- Relationships with all state holders are vital.
- Relevant and Rigorous Academic Achievement.
- Every student's needs are met.
- Empowered leaders at all levels
- Provide a safe and caring school

### **PHONE MESSAGES TO CLASSROOMS**

Phone calls to classroom teachers during the school day will be sent directly to voice mail. Parents or guardians should leave their contact information, name & phone number and reason for the call. Teachers will return phone calls during their planning time or after school.

### **PROBLEM SOLVING PROCEDURE FOR PARENTS AND OR GUARDIANS**

The goal of problem solving procedures is:

- To establish a simple frame work of addressing concerns.
- To provide for prompt resolution of concerns.
- To ensure that all parties will participate in a cooperative manner to resolve concerns.

#### **Step 1**

If a parent has a concern with a teacher, the parent should address the concern with the specific teacher directly.

#### **Step 2**

If the concern cannot be satisfactorily resolved at Step 1, the parent should contact the building administrator to schedule a meeting.

#### **Step 3**

If a parent's concern is not satisfactorily resolved at either the first or second step, the parent should then make contact with the superintendent of schools.



## **GENERAL BUILDING OPERATION EXPECTATIONS**

1. Children must walk in the building at all times and follow hallway procedures.
2. Students should respect the personal space of others by keeping hands, feet, and other objects to themselves.
3. Students will demonstrate respect for authority by following directions of adult supervisors in the school.
4. Student should use a three foot voice when talking with others inside the school building.
5. Students will demonstrate respect for others at all times. Abusive, disrespectful harassing or taunting of others will result in serious consequences.
6. Only teacher approved materials and supplies should be brought to school.
7. If cell phones, iPods, or other electronic devices are brought to school they must remain off and in their locker. The school is not responsible for lost or stolen items. Toys, skates and or Heelys (shoes that roll), skateboards, trading cards, knives, lighters, fireworks, firearms, or anything representing the above, may NOT be brought to school at any time.

## **CAFETERIA EXPECTATIONS**

1. Students should get everything needed first time through the serving line — no return trips.
2. Once seated — remain seated until dismissed by the lunch room adults.
3. Students should talk quietly & politely to others at the table — and use a three foot voice. Use good manners.
4. Respect others' rights by not touching their food or tray.

## **PLAYGROUND BEHAVIOR EXPECTATIONS**

1. Student should demonstrate respect for the rights of others — play fair.
2. Student will work out disagreements cooperatively — no disrespectful insults, use of bad language, taunting or harassment of others will not be tolerated.
3. Students should play safely by using the equipment as it was designed.
4. Students may not throw snowballs, slide on ice or jump in water puddles.
5. Students involved in acts of physical aggression resulting in or intended to inflict injury will be subject to suitable consequences as determined by the principal.
6. At no time may students leave the designated play area without adult permission.

## **BUS — BICYCLES — WALKERS**

1. Riding the bus to and from school is a privilege — not a right.
2. Students who consistently require disciplinary action may have bus riding privileges removed.
3. Walkers and bike riders are expected to follow safety rules and requests by the outside supervisors.
4. Inappropriate interaction and noncompliance with supervisors may result in adjusted schedules for reporting to and or being dismissed from school.

## **BUS POLICY**

Transportation Policy may be found at [gkb.k12.in.us/About GKB/Transportation/Bus Rules](http://gkb.k12.in.us/About/GKB/Transportation/Bus%20Rules)

## **DISMISSAL — TRANSPORTATION CHANGE**

- To ensure the safety of our students GKB policy allows for students to utilize one way to and from school. This means a child will be assigned (per online registration) one form of transportation and will utilize that method daily. All children will follow the selected transportation each and every day. **NO EXCEPTIONS.**
- If an issue should arise that no one will be at the house when the child arrives in the afternoon it is the responsibility of the parent/guardian to have someone meet the child at the house. Do not call the teacher.
- If there will be a permanent change just call the office and request that a new transportation form be sent home or stop in the office and fill one out. Permanent changes will begin as soon as the form is returned.

## **STUDENT SAFETY AT BUS STOPS**

Students are to go directly to their stop, don't stop to play games, explore, or talk to strangers.

Always cross at corners and not between cars.

Students who ride the bus should arrive to the assigned stop 5 minutes early.

Students need to stay on the sidewalk or driveway at least 6 feet away from the road.

Respect others personal property. Stay out of yards and don't litter.

Line up when bus is approaching. Don't push or shove while waiting for the bus.

If a student must cross a road or street, stay at least 10 feet in front of the bus. Always look both ways before crossing. Never trust the other motorist.

ALWAYS cross in front of the bus.

NEVER walk behind the bus.

If you drop something near the bus, tell the bus driver. **NEVER** try to pick it up because the bus driver may not be able to see you.

Parents who bring their child to the stop in a vehicle should obey all warning and stop light signals from the bus. Never drive thru the bus stop arm!!

NEVER run to the bus!

NEVER walk or run next to a moving bus!

REMEMBER, THE DANGER ZONE IS 10 FEET ALL AROUND THE BUS.

## **BEHAVIOR MANAGEMENT AT SCHOOL-OFFICE REFERRALS**

School staff serve in place of a student's parents while they attend school. This places the responsibility of each child's safety and appropriate behavior on the teachers and principal at the school. The approach at J. E. Ober Elementary focuses on student self-control, respect for others and responsibility. Behavior expectations are discussed by teachers and the principal regularly throughout the school year and student compliance is expected. Students who fail to demonstrate behavior that protects others from harm or loss of learning time will be subject to consequences. In accordance with I.C. 20-33-8 and 511 IAC 7-29, administrators may take the following discipline actions:

Before School Detention

In-School Suspension

Corporal Punishment

Service Retribution

Parent Call

Loss of School Privileges

After School Detention

Out of School Suspension

Monetary Retribution

Expulsion

Parent Conferences

## THE SIX PILLARS OF CHARACTER

General behavior guidelines: Our school and surrounding area is a Character Counts! Community. We are committed to character education by example and school leadership. We expect all persons in our school to know the difference between right and wrong and to make good choices. We expect all persons to set a good example for others and to make our school and community a better place for everyone. The following Pillars of Character are the foundation of all school relationships and operations:

### TRUSTWORTHINESS

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you will do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

### RESPECT

A person of character values all persons, lives by the Golden Rule • respects the dignity, privacy and freedom of others, is courteous and polite to all and is tolerant of accepting of others • Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language, Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

### RESPONSIBILITY

Do what you are supposed to do • Persevere: Keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

### FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

### CARING

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

### CITIZENSHIP

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

— A person of character is Trustworthy, Respectful, Responsible, Fair, Caring and is a Good Citizen —

**website: [charactercounts.org](http://charactercounts.org)**