

Northern Rush County
Schools Inc.
Parent and Scholar Handbook



929 East South Street
Mays, IN 46155
765.645.5577
Fax: 1-888-887-1935
Office Hours: 7 am-4 pm
info@mays.k12.in.us

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-6. All the staff members 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 possible.

Lauren Yoke, Principal (765)654-5577 Ext.-223
 Brittany Fry, Administrative Secretary (765)645-5577 Ext.-222
 Amy Hufford, Director of Health and Safety (765)645-5577 Ext.-247
 Trish Mastin, Director of Preschool (765)645-5577 Ext.-225
 Greg Richardson, Director of Buildings and Maintenance (765)645-5577
 Rosemary Noah, Director of Food Services (756)645-5577
 Kathy Foreman, Director of Transportation (765)645-5577
 Officer Jeff Light, School Resource Officer (SRO) (765)-645-5577

NRCS Board Members

Nansi Custer-President

Deanna Disney- Vice President

Shannon Dawson-Secretary

Marcia Schwering-Treasurer

Jason Dwenger- At Large

Topics are arranged in alphabetical order for your convenience and easy reference.

- I. After School:**
 - a. Programs, activities, and events after 3:05 pm will be an extension of the school; all policies and procedures will remain the same. *See the code of conduct*

- II. Alert System:**
 - a. BrightArrow is the alert system NRCS uses to send mass text messages, emails, or phone calls. Administrators can use the system to send out delays, school closings, etc. Individual teachers can use the system to send out spelling words, newsletters, reminders of school events or deadlines, and other information about classrooms. Please ensure the school has your updated information so you are included when vital 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 i-Ready. These assessments ensure teacher accountability for each scholar's academic growth and foster lessons and activities that meet the scholar's individual needs. I-READY DIAGNOSTIC 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 nine weeks. Teachers may elect to award other awards within their classrooms.
 - i. Principal's Honor Roll: Straight A's (100-90) in all areas
 - ii. Honor Roll: A's and B's (100-80) in all 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 quarter
- v. Attendance Honors: Scholars who have less than five absences and tardies during the quarter
- vi. Triple-A: Attendance, Academics, & Attitude
- vii. Most Improved ELA: Two scholars per class who have most improved their ELA scores (I-READY DIAGNOSTIC)
- viii. Most Improved Math: Two scholars per class who have most improved their math scores (I-READY DIAGNOSTIC)
- ix. Citizenship Award: Scholars who always do the right thing, even when no one is watching
- x. Art: Picasso Award: Awarded to two scholars in each class
- xi. Martial Arts: Olympic Award: Awarded to two scholars in each class
- xii. Music: Master Musician: Awarded to two scholars in each class (if we have it as a class)

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 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 and 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 noticeable, 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:

Revised 9/2024

- a. Riding a Northern Rush County School bus is a privilege, not a right. Following school bus rules is 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 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 11:00am - 11:30am
 - ii. 2nd, 3rd, & 4th Grades 11:40am - 12:10pm
 - iii. 5th & 6th Grades 12:15 pm - 12:45 pm
- d. Lunch menus are sent home monthly and can 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. NRCS offers scholars FREE school breakfast and lunch. Some scholars may wish to bring a sack lunch to school, and they will be offered three for free. No carbonated beverages are allowed. If a scholar needs milk with their packed lunch, they will be charged 60 cents. A refrigerator is not available to any scholar. Microwaves are available for reheating food items.
 - i. The only exception to consuming carbonated beverages is if the school provides it as a reward or at a classroom party.
- f. All extra food items are \$.60, including milk, seconds, and additional treats; bottled water is \$.50.
- g. Adults who eat lunch at school or on field experience must pay the Administrative Coordinator before going to the cafeteria. Adult lunches cost \$5.00, and adult breakfast costs \$2.85.

XI. Cell Phones:

- a. NRCS has a no-cell phone policy. If your scholar needs to contact you, they can use the NRCS office phone. If you need to speak with your scholar, call the NRCS office.
- b. *See Code of Conduct for more information*

XII. Civility Policy School Board 108

- a. Parents/Guardians and volunteers will treat all staff members with dignity and respect and make "a good effort" concerning other's feelings. Corrective actions

may be taken by school administration or school board members. This includes but is not limited to all expressed communications, verbal and nonverbal.

XIII. 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 injured at school will receive a call home following these guidelines. All visits to the clinic are documented electronically via the clinic log. Scholars will also participate in a hearing and vision screening based on the required grades by state throughout the school year. See the *code of conduct* for more information on clinic guidelines.

XIV. 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. BrightArrow will send out a message for all closings or delays.

XV. MCA Core Values

- a. Scholars will be graded on three critical traits NRCS deems necessary to be a good citizen. These traits include respect, responsibility, and trustworthiness. These will be found in the Homeroom grade via PowerSchool and grade reports, followed by a comment explaining how your child showcases these traits daily at school.

XVI. Curriculum: *See Place-Based*

- a. NRCS teaches the state standards through a place-based, hands-on curriculum using i-Ready for both ELA and Math. NRCS also provides Mystery Science or Keslor Science as our science curriculum, Science Lab FOSS kits; Phonic Dance, Heggerdy, Studies Weekly, and Scholastic News are used to supplement our content standards. As a district, we provide teachers with the tools and best practices they need to ensure their scholars have a solid academic foundation.

XVII. Dens:

- a. Den School-Wide Structure: Grades K-6
 - i. The school is divided evenly into eight dens. Each scholar and staff member belongs 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. Tora (pink)
 3. Nimer (royal blue)
 4. Tigerin (dark green)
 5. Babur (orange)
- v. Character Traits:
 1. Each month, dens will focus on a distinctive character trait.

XVIII. 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 the code of conduct*
 - i. Any dress or hairstyle distracting 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 correctly and not tight-fitting

XIX. Drinks:

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

XX. 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 the code of conduct*

XXI. Email:

- a. Communication between parents and teachers is essential and required for the success of all scholars. 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 using the method of choice.

XXII. Emergency Drills:

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

XXIII. Field Experiences:

- a. Field experiences are an extension of the classroom, and scholars are expected to behave in the same manner as they would in the school. Due to the nature of field experiences and the interaction with community members, scholars are expected to be role models on their best behavior.
 - i. If a scholar is disrespectful or misbehaves, a conference will occur before the scholar can attend another field experience. If the behavior continues at school, field experience privileges will be revoked, or the parent will be required to participate in 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 and the teacher can decide whether the scholar should not attend the field experience or require a parent to attend. A field trip experience extends the school; therefore, the same rules and policies apply. *See the 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 need a new permission slip. If a scholar does not turn in a permission slip, then the scholar must 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. No other scholars, including siblings, can attend the experience if parent chaperones are needed. Chaperones must 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 depends on the classroom teacher and the expectations required for the trip's success. Adult chaperones may be invited to ride the bus if there is room on the bus. If a bus is full, chaperones may be asked to drive separately.
- e. Chaperone Guidelines:
 - i. NRCS truly appreciates volunteers who 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 complete 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. An adult must accompany scholars 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 scholarly behavior at all school-related functions and field experiences, even if the parent is in attendance

XXIV. 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 and comments for our MCA Core Values: respect, responsibility, and trustworthiness as a separate homeroom grade (*please see MCA Core Values above*). 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 of 2nd through 6th grade will receive letter grades following the above criteria.
- c. Academic Dishonesty- see code of conduct for consequences
 - i. Knowingly providing your work/answers to another scholar for them to use as their own.
 - ii. Replicating another scholar's work/answers and submitting them as your own. This also pertains to using artificial intelligence, which scholars use as work.
 - iii. Utilizing illegitimate, barred materials during any assessment.
 - iv. Submit work completed by another person and use it independently.
 - v. Plagiarism (directly quoting, paraphrasing, or summarizing another person's work without giving them credit within the body of your text) Including a bibliography page is insufficient. This includes copying works off the internet and using them as your own.
 - vi. The use of "web translators" is not allowed without the permission of the respective teacher of the class involved.
 1. ask your teacher about the assignment or project if you are ever in doubt.

XXV. Holidays:

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

XXVI. Homework:

- a. Please check your scholar's homework daily! Special assignments, practice, and studying for tests require time at home to build skills. Scholars must create good study habits and learn to plan, organize, and carry out academic requirements.
- b. Homework will be graded and assigned to the corresponding subject; previously, this had been a homeroom grade.

- c. 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.
- d. Daily planners are required in kindergarten through sixth grade to help scholars stay organized and develop successful study habits. The teacher is responsible for checking the planners to ensure the information is entered correctly and the scholar's behavior is correctly identified.
- e. The parents are responsible for signing the agenda, indicating they know the scholar's homework and behavior. When a scholar has an excused absence, they receive one day of 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.

XXVII. 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 the code of conduct*

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

XXIX. Lockers:

- a. Scholars in grades third through sixth will receive a locker based on availability. Scholars who receive a locker can 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 scholar. Scholars whose belongings are falling out of the locker will lose the privilege of having one. More information is in the *code of conduct*.

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

XXXI. Notes to School:

- a. Limitations on Physical Activity:
 - i. If a scholar is sick or injured, a doctor's note explaining why they 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. A doctor's note is required if a scholar has a medical issue requiring special considerations, such as bathroom breaks or food allergies. Parents should notify the Director of Health Services of any pre-existing medical conditions 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 can ride a bus home with another scholar. Please get in touch with the bus driver before 6:30 AM for morning changes and the school office before 2:30 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. We will require the scholar to go home as usual without a note.

XXXII. Parent Rights:

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

XXXIII. Parent-Teacher Conferences:

- a. We believe parents and teachers should work together to benefit the scholar. Parents are welcome to contact teachers (and vice-versa) to discuss a scholar or request a conference at any time. NRCS staff believe it is essential 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.

XXXIV. 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 photos of classes and scholars are taken. The school website, newspapers, radio, television, and other advertising are ways we promote the school. You can choose from your information sheet if you want your scholar to participate.

XXXV. 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 communicate with parents/guardians more formally. Progress reports allow parents to see exactly how their scholar functions in all subject areas. At any time, if a question arises about your scholar's grades, don't hesitate to contact the teacher.

XXXVI. Reading, Writing, & Arithmetic Buddies:

- a. The place-based curriculum allows younger scholars to work with older scholars. It allows for investigative thinking, creating a more robust social, emotional, and academic connection among scholars of various ages.

XXXVII. 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.

XXXVIII. 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. Academic achievement should primarily influence the scholar's retention and/or promotion. No scholar should be exposed to the threat of retention as a disciplinary measure. Parents of any scholar doing unacceptable work that may jeopardize the scholar's promotion are to be notified well in advance of any actual decision regarding the promotion or retention of the scholar.
 - ii. Parent-teacher conferences must be held whenever the retention of a scholar is being considered. All retention should be consummated with 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 the code of conduct*

XXXIX. School Web-Site:

- a. 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.

XL. Tiger time:

- a. This is an after-school program for scholars who need after-school care. The times are from 3:05-6:00 pm and are available to all scholars. The cost is \$7.00 per scholar, and for siblings, it is \$3.00 each.

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

XLII. 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 two 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 they are 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. Pushing, hitting, wrestling, or playing fighting-type activities are not allowed at any time inside or outside. Scholars are expected to participate in approved game activities.
 8. Scholars will stay within the playground boundaries and in sight of the adult on duty. If a ball goes off the playground, it must 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 roughhousing 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. Do not touch for any reason.
 - ii. During classroom situations, scholars should raise their hands 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 always keep their hands to themselves 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 must complete schoolwork on time without an excused absence. Staff will give extra time for homework completion.
 - 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 regulations is up to the discretion of the teacher/teachers on duty. See Code of Conduct

XLIII. Seclusion and Restraint:

- a. *See Code of Conduct*

XLIV. School Day/Hours:

- a. The instructional day will begin at 8:15 a.m. A scholar will be considered tardy if they are not in the classroom by 8:15 a.m. Scholars will attend until 3:05 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.

XLV. School-Parent Contract:

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

XLVI. 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.

XLVII. 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," 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.

XLVIII. Specials:

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

XLIX. Scholar Drop-Off/Pick-Up:

- a. Parents who drive scholars to school should drop them 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 at 3:05.
- 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 ask that you not leave 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 seat 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

L. Tardiness:

- a. important announcements, instructions, and group activities are missed when your scholar arrives late to class. Each scholar is an essential member of the class. Timely and consistent participation makes a difference in what is learned. We encourage you to model the value of promptness and 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. An adult must escort scholars who are tardy 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

LI. Technology:

- a. Internet access will be available within the school. All users must complete and submit an *NRCS Technology Agreement* consent form. The Internet will be used as a communication and research tool and 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.

LII. Textbook Fees:

- a. Starting the 2023-2024 school year, textbook fees are waived per the legislation.

LIII. 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 scholars. Some Title I schools offer school-wide programs to all scholars, while some offer a targeted assistance program for eligible scholars. Both program types provide extra educational assistance beyond the regular classroom.
- b. NRCS provides extra services to all scholars who may need additional help on a skill or to help build foundational skills that still need to be mastered during teaching. A title teacher and instructional assistants will provide and monitor

these services. 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 anytime throughout the year. A parent meeting will be held at the beginning of the year, and a notice will be given to families if their child is placed in a title group.

- c. Parents may also request this service at any point. Scholars will be monitored, and data will be collected during the 4-6 weeks they are given extra instruction.

LIV. 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 determined by the school.
- b. *See Code of Conduct*

LV. Vandalism: *See Code of Conduct*

LVI. 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.**

LVII. 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. A staff member will accompany visitors. While we encourage visitors to our building, your visit cannot 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 disrespects 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 individually.

LVIII. 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 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 must first go to the office to sign in upon arrival. Visitors and volunteers will also obtain a nametag to wear while in the building to be identifiable to any staff member and to ensure the safety of all scholars and staff.
- d. The building is locked to assure the safety of your scholars. Doorbells signal staff in the office. Scholars are instructed not to open doors to anyone during school hours. Hence, the doorbells are part of the safety procedures implemented by the administration to ensure that no one may enter the building without the staff's knowledge.

Please sign and return this page.

I, _____, have read the Scholar Handbook and Code of Conduct 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: _____

