

HOME OF THE TIGERS!



2011-2012

***BUILDING HANDBOOK**

NOTE:

**THE NPUSC ELEMENTARY SCHOOL K-5 STUDENT AND PARENT
GENERAL HANDBOOK IS LOCATED ON-LINE AT**

WWW.NPUSC.K12.IN.US

***TO BE USED IN CONJUNCTION WITH THE NPUSC GENERAL
HANDBOOK**

**YOU MUST READ THIS WITH YOUR CHILD. THE INFORMATION IN IT
PERTAINS TO ALL ELEMENTARY SCHOOLS. IF YOU CANNOT ACCESS A
COMPUTER, YOU MAY REQUEST A PAPER COPY. PLEASE CONTACT
THE SCHOOL OFFICE.**

OLIVE ELEMENTARY BUILDING LEVEL HANDBOOK

TABLE OF CONTENTS

Section VII Olive Handbook Addendum

Anti-Bullying Policy	Page 20-25
Car Drop-Off Pattern	Page 13
Character Education Program	Page 18&19
Daily Schedule	Page 9
Directory Release of Information	Page 28
Dismissal Car Pick-Up Pattern	Page 14
Electronic Items	Page 9
Fire Drills	Page 8
ISTEP/Attendance Information	Page 26
Lines of Communication	Page 9
Mission Statement	Page 4
Olive/PTO Calendar	Page 5-8
Recess Rules	Page 16&17
Request for Teachers Policy	Page 9
Safety & Crisis Plans	Page 8
Staff Personnel	Page 3
Table of Contents	Page 2
Tornado Drills	Page 8
Transportation Changes	Page 10
Transportation Forms	Page 11
Walkers Pattern	Page 12

Olive School Personnel



PRINCIPAL
BAILEY, SHERRY MRS. (70421) **Extensions**

KINDERGARTEN
BURRIS, AMY MISS (70430)
CHELMINIAK, RACHEL MRS. (70431)
JONES, DIANA MRS. (70432)

1ST GRADE
KRICK, LINDA MS. (70433)
PALMAN, LAURA MS. (70487)
RALSTON, RACHEL MRS. (70429)
STEPNIEWSKI, MAGGIE MISS (70428)

2ND GRADE
SARDESON, PATTY MRS. (70436)
STOMBAUGH, TINA MRS. (70439)
WOJTYSIAK, ASHLEY MS. (70447)

3RD GRADE
HARTMAN, GAIL MRS. (70438)
SUNDWALL, WENDY MRS. (70440)
WALKER, LEIFSCHON MRS (70425)

4TH GRADE
PAPAI, BARBARA MRS. (70448)
PFEIL, JAN MRS. (70450)
SCHULER, CINDY MRS. (70449)

5TH GRADE
BEHM, LINDA MS. (70442)
McBRIDE, MARK MR. (70443)
MOFFITT, BRENDA MRS. (70444)

SPECIAL EDUCATION
ROSE, JENNIFER MRS. (70465)
SMITH, MELISSA MRS. (70452)
WIESNIEWSKI, ZEDA MRS. (70434)

ART
BORNE, CINCY MRS. (73137)
KIL, PAUL MR. (73137)

MUSIC
KIENITZ, LORI MRS. (70445)

P.E.
SCHROEDER, JULIE MRS. (70464)

ADMINISTRATIVE ASST.
DE LAURENTIS, JOYCE MS. (70420)

BUILDING TECHNOLOGY ASST.
STOCKTON, MARSHA MRS. (70427)

BRIDGES LEARNING
DARE, JEAN MRS. (70435)
WERWAS, MARLENE MRS. (73118)

CAFETERIA
DALEY, LINDSEY MRS. (73128)
HEDINGTON, BETTY MRS. (73128)
HOLMES, CARA MRS. (73128)
SEEMILLER, VAL MRS. (73128)
KENFIELD, DENISE MRS . (73128)
McCORMICK, NANCY MS. (73128)
PICKET, JOYCE MS.(Mgr.) (73128)
SERRY, DIANE MRS. (73128)

CUSTODIANS
MILLS, DONNA MRS. (70441)
SMITH, PAUL MR. (73217)
POPARD, KEN MR. (73217)

INSTRUCTIONAL ASST.
GIESLER, TRICIA MRS.
KOWNACKI, LAURA MRS.
WILLIAMSON, ANDREA MRS.
WOJTYSIAK, PAM MRS.

LIBRARIAN
HENNING, CATHY MRS. (70453)

NURSE
WOODS, SUZI MS. (70423)

RECEPTIONIST
MILLS, LISA MRS. (70422)

REMEDIAL ASST.
COX, CHERYL MRS. (73131)

SOCIAL SERVICE
MIDDLEBROOK,ALLISON MRS. (70424)

SPECIAL EDUCATION ASSISTANTS
JASINSKI-BECK, JANICE (73144)
ODHUIS, JILL MRS. (73136)
ROBINSON, JENNIFER (73136)
WINNICKI, CAROLE MRS. (73117)

Olive School Vision Statement

Olive Elementary School, in partnership with our community, provides a caring and secure environment. A professional and dedicated instructional team organizes student-centered classrooms using current technology and differentiated strategies. The students are engaged in learning and individual interests and abilities are met.

Olive School Mission Statement

The mission of Olive Elementary School is to create a learning community that provides each child academic success, as evidenced by achievement of state and national standards and learning goals. While fostering a passion for learning, our school cultivates positive character traits that are vital for becoming productive citizens in an ever-changing world. Teachers, administrators, parents, and the community share a continuous commitment to school improvement and are responsible for advancing Olive's school mission.



Guiding Principles

In pursuit of excellence in education, we embrace the following:

Community

Education is a lifelong learning process involving committed individuals, families, school, and community.

Achievement

It is important to understand that high expectations yield high results.

Opportunities

It is important that best efforts be employed to provide students with curriculum and strategies that provide opportunity for educational growth appropriate to different learning styles and academic needs.

Character

It is important to model and teach positive character traits, expecting students to project responsible and respectful citizenship.

Technology

It is important to appropriately employ technology in a way that enhances the presentation, reception, and creation of educational content.

Commitment

It is important to evaluate outcomes and take corrective actions to improve the quality of learning.

NOTE: PLEASE USE THIS REVISED CALENDAR WHICH HAS UPDATED CHANGES TO THE NPUSC CALENDAR AND THE OLIVE HANDBOOK.

2011-2012 OLIVE/P.T.O. CALENDAR

(ALL TIMES C.S.T.)

8/11&12/11	Teachers Workdays		
8/12/11	Summer Stroll/Walk Through		5:00-6:00 p.m.
8/15/11	Students First Day		
	School Board Meeting		6:30 p.m.
8/25/11	PTO Meeting		6:00 p.m.
8/29/11	Fall Fund Raiser Begins		
9/05/11	LABOR DAY - NO SCHOOL		
9/06/11	Grades K & 1 Parents Night	(Gr. K - 5:00-5:45)	(Gr. 1 - 6:00-6:45)
	All School Read-In		
9/07/11	Grades 2 & 3 Parent Night	(Gr. 2 - 5:00-5:45)	(Gr. 3 - 6:00-6:45)
9/08/11	Grades 4 & 5 Parent Night	(Gr. 4 - 5:00-5:45)	(Gr. 5 - 6:00-6:45)
9/09/11	Fund Raiser Ends		
	Wear Red, White & Blue Day		
9/12/11	School Board Meeting		6:00 p.m.
9/14/11	Interim Period Ends		
9/15/11	Body Safety Parent Night		5:30 p.m.
9/19/11	Interim Reports Sent Home		
	Body Safety Program for Students		8:00-10:00 a.m.
9/20/11	PTO Market Day Pick-Up		5:00-6:00 p.m.
9/22/11	PTO Meeting		6:00 p.m.
9/28/11	1st Grade NPUSC Vision Screening at Olive		
10/03-10/07/11	FIRE PREVENTION WEEK		
10/01/11	PICTURE DAY		
10/10-10/14/11	National School Lunch Week		
	Custodian Appreciation Week		
10/11/11	All School Read-In		12:30 p.m.
10/13/11	5th Grade NPUSC Concert		7:00 p.m.
10/14/11	PTO Fall Fun Fair		
	Grading Period Ends		
10/17-10/21/11	National School Bus Safety Week		
10/17/11	National Boss' Day		
10/18&10/19/11	Parent/Teacher Conferences		
10/18/11	PTO Market Day Pick-Up		5:00-6:00 p.m.
10/20/11	Report Cards/Progress Reports Sent Home		

10/21/11	FALL BREAK—NO SCHOOL	
10/24-10/28/11	Red Ribbon Drug Free Week	
	Book Fair Week	
10/24/11	NP School Board Meeting	6:00 p.m.
10/27/11	PTO Meeting	6:00 p.m.
10/31/11	ORANGE & BLACK DAY Halloween Parties Grades K-2	30 minutes
11/06/11	***TIME CHANGE*** Daylight Saving Time Ends	(fall back 1 hour)
11/08/11	All School Read-In	12:30 p.m.
11/11/11	Veterans Day - Wear red, white, & blue	
11/14-11/18/11	AMERICAN EDUCATION WEEK	
11/15/11	PTO Market Day Pick-Up	5:00-6:00 p.m.
11/16/11	Interim Period Ends	
11/17/11	PTO Meeting	6:00 p.m.
11/21/11	Interim Reports Sent Home	
11/24&25/11	THANKSGIVING – NO SCHOOL	
11/28/11	NP School Board Meeting	
12/06/11	2nd Grade Christmas Concert	5:30 p.m.
12/13/11	All School Read-In	12:30 p.m.
	PTO Market Day Pick-Up	5:00-6:00 p.m.
12/19/11	NP School Board Meeting	6:00 p.m.
12/21/11	Grading Period Ends/ 1 ST Semester Ends	
	Classroom Holiday Parties—Red & Green Spirit Day	
12/22-1/4/12	NO SCHOOL FOR STUDENTS—HOLIDAY BREAK	
1/04/12	Teacher Work Day	
1/05/12	Back to School for Students	
	1st Day of 2nd Semester	
1/10/12	All School Read-In	12:30 p.m.
1/12/12	Report Cards/Progress Reports Sent Home	
1/16/12	SNOW MAKE-UP DAY	
1/24/12	PTO Market Day Pick Up	5-6 p.m.
1/26/12	PTO Meeting	6:00 p.m.
2/02/12	SNOW MAKE-UP DAY	
2/06/12	NPUSC District Spelling Bee @ NPMS	
2/06-2/10/12	National School Counseling Week	
2/07/12	Interim Period Ends	
	All School Read-IN	12:30 p.m.
2/10/12	Interim Reports Sent Home	
2/14/12	Wear Red Spirit Day—Classroom Valentines Exchanges	
2/18/12	Challenger Learning Center 5th Grade Young Astronauts	
2/20/12	President's Day	

2/21/12	SNOW MAKE-UP DAY	
	Pto Market Day Pick-Up	5:00-6:00 p.m.
2/22/12	LaPorte County Spelling Bee @ Michigan City	
2/23/12	PTO Meeting	6:00 p.m.
2/27/12	Science Fair Drop-Off	3:00-5:00 P.M.
2/28/12	Science Fair Judging--Public Viewing	5:00-6:00 p.m.
2/29/12	Science Fair viewing classrooms-Project pick-up	2:00-5:00 p.m.
3/05-3/13/12	I.S.T.E.P. TESTING (Applied Skills)	
3/09/12	Grading Period Ends	
3/11/12	***TIME CHANGE*** Daylight Saving Time Begins (spring ahead 1 hour)	
3/16/12	Report Cards/Progress Reports sent home	
	Saint Patrick's Day – Wear Green Day	
3/19/12	Kindergarten Round-Up	
3/20/12	All School Read-In	
	PTO Market Day Pick-Up	5:00-6:00 p.m.
3/21/12	SNOW MAKE UP DAY	
3/26/12	History Fair Project Drop Off	2:30-5:00 p.m.
3/27/12	History Fair Public Viewing	5:30–6:30 p.m.
3/26-3/30/12	Riley Children's Hospital Fund Raiser & SPIRIT WEEK	
4/02-4/06/12	NO SCHOOL – SPRING BREAK	
4/10/12	All School Read-In	12:30 p.m.
4/16,17&18/12	Family, Grandparents, & Friends for Lunch Days	
4/19/12	Interim Period Ends	
	PTO Market Day Pick-Up	5:00-6:00 p.m.
4/24/12	Interim Reports Sent Home	
	PTO Market Day Pick-up	
4/25/12	Administrative Professionals Day	
4/26/12	Corporation Elementary Vocal Concert 5th Grade	
	PTO Meeting	6:00 p.m.
4/30-5/08/12	I.S.T.E.P. TESTING (Multiple Choice)	
4/30-5/11/12	Teacher Appreciation Week/National Nurses Week	
5/08/12	National Teacher's Day	
5/11-5/14/12	5 th Grade Young Astronauts to Space Camp, Huntsville AL	
5/14-5/18/12	National Education Boss's Week	
5/22/12	PTO Market Day Pick-Up	5:00-6:00 p.m.
5/23/12	Grading Period Ends - 2 nd Semester Ends - Student's Last Day	
	5 th Grade Graduation (gymnasium)	7:45 a.m.
	Report Cards Sent Home	
5/24/12	Teacher's Work Day	

FIRE DRILLS

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm and strobe alarm lights. There is an evacuation plan posted in each room. Each teacher will instruct students regarding specific procedures.

TORNADO DRILLS

TORNADO DRILLS

In case of a tornado emergency, there will be an emergency siren sound on the school tone system. In the event of a power failure a manual air horn will be used as the alarm. Everyone will go to his/her assigned area in the corridor or along the inside wall. When students are asked to assume the “tornado position”, they are to do the following: (1) Sit / kneel on floor facing wall (2) Hold arms over head and put head between knees.

SAFETY & CRISIS PLANS

IN THE EVENT OF A DANGEROUS CRISIS SITUATION, Olive School has a well developed safety, crisis and evacuation plan. The plan was developed in cooperation with law enforcement, medical and safety agencies. Lockdown and safety/crisis drills are practiced through out the year.

Emergency Phone Contact (in the event of a power failure or evacuation): The3 office has a cell phone available in our safety crisis emergency box for outside calls and emergency contact. Students’ safety remains a major concern even when we do not have power.

CRISIS INFORMATION LOCATIONS & EMERGENCY SITES

STUDENT EVACUATION SITES

1. Primary site – NC Public Library
2. Secondary site – NPHS
3. NC Fire Dept

EVACUATION SITE FOR STUDENTS/STAFF WHO ARE OUTSIDE DURING A CODE 1,2,or 3

1. New Carlisle Public Library
2. Behind cement barrier at east end of football field (call on radio to be picked up by bus)

PARENT CONTACT/INFORMATION AREA – (Maggie Stepniewski, Marsha Stockton)

1. On site primary – OTE School gym
2. Off site NPHS
3. Off site NC United Methodist Church

COMMUNICATION COMMAND CENTER – (Joyce DeLaurentis, Lisa Mills)

1. On site primary – School Office
2. On site secondary – Custodial/Kitchen Office
3. Off site primary – NPUSC Central Office
4. Off site secondary – NPHS Office

GENERAL DAILY SCHEDULE

GENERAL DAILY SCHEDULE

7:10 AM	-	Busses arrive
7:12 AM	-	Breakfast students are dismissed to cafeteria
7:15 AM	-	Supervision of students begins
7:20 AM	-	Doors open for those not eating breakfast
7:30 AM	-	Tardy Bell – End of breakfast
1:50 PM	-	Dismissal of all bus students (primary and intermediate out front doors).
1:55 PM	-	Dismissal of all walkers and car pick-up students (primary and intermediate both exit out north front doors).

**Dismissal time contingent on arrival and loading of buses.

*NOTE: All times are CST (Chicago/LaPorte area time zone).

LINES OF COMMUNICATION

Any matter that concerns a teacher or an action taken by a teacher, should first be addressed with the teacher. If the patron is still not satisfied or clear about the situation, then the Principal should be contacted.

REQUEST FOR TEACHERS POLICY

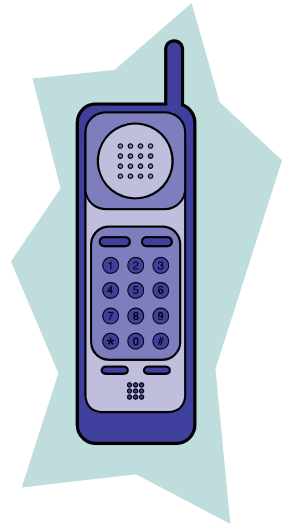
It is important for parents to be able to request a teacher who instructs in a specific manner and approach if they feel their child needs a specific methodology of instruction. Each spring in a Parent Newsletter, the date window for these requests is announced. All requests must be positive and aimed only at your child's educational needs.

ELECTRONIC ITEMS / CELL PHONES

Toys, iPods, DS/electronic/video games and systems, CDs, cameras, DC players, Videos/DVDs, laser lights and other such toys and electronic devices are not allowed at school, unless the student's teacher has given written permission for the items to be brought. Any such items brought to school will be confiscated and returned only to the parents who will need to come to school to claim the item. Disciplinary consequences may also apply if students bring these items. The school will not be responsible if any of these items are lost, broken, or stolen, nor will school personnel spend any time investigating or dealing with such issues.

Cell phones are not allowed for students who ride the bus or are picked up by car or adults after school. If your child walks home or elsewhere after school, they may bring a cell phone, if the parent desires. However, any child who brings a cell phone must leave it in their back pack at all times while on school property and it must be turned off at all times while on school property. If the cell phone is out of the back pack, used, or heard while on school property it will be confiscated until parents can pick it up from the school office and the child will no longer have the privilege to bring a cell phone to school as well as other disciplinary actions.

We appreciate our parents and students support in these areas. These types of items and issues can significantly disrupt learning, cause fights among students, disagreements among parents, and take staff and administrative time to deal with the resulting problems. While at school we want our students and our staff focused on learning.



Transportation Changes

When Changing transportation for your children the following information is necessary.

Date of change (One note for EACH day of change)

Teachers Name

Childs' FULL name

Bus (With Bus number!) or Walk-O-Gram

Destination place (Childs name of home they are going to.....)

Signature of Parent

Since the Teacher sends the note to the office to get the Bus Pass or Walk-O-Gram and the child is in the classroom at the time passes are written, the necessary information is not available or known by your child. Please be sure to include ALL of the above information when you find it necessary to change transportation.

Calling in transportation changes is for emergency situations only.

We do request a written note for all changes.

EXAMPLE 1 – WALKER/CAR RIDER

January 12, 2004

Mrs. Jones, (Teacher)

Amelia Bedelia has permission to walk home with Junie B. Jones today.

Or Amelia Bedelia has permission to go home with Junie B. Jones by car today.

Signature

EXAMPLE 2 – BUS PASS

January 12, 2004

Mrs. Jones, (Teacher)

Peter Piper has permission to ride bus #22 to his own home (or home with Jack Pratt) today. (If it is to a home that does not have a child in our school we need a physical address - not to Grandmas house or the neighbors house).

Signature

Whenever there is a question, please don't hesitate to call the school.

OLIVE ELEMENTARY SCHOOL
SHERRY J. BAILEY - PRINCIPAL

WALK - O - GRAM

DATE _____

THIS STUDENT _____

_____ WILL BE WALKING HOME WITH _____ ~~TO THE LIBRARY~~

_____ WILL BE RIDING IN THE CAR WITH _____

_____ WILL BE RIDING BIKE HOME WITH _____

_____ WILL BE PICKED UP BY TROOP LEADER FOR SCOUTS

_____ WILL BE MEETING IN THE SCIENCE ROOM FOR GIRL SCOUTS

_____ WILL BE PICKED UP IN THE OFFICE AT _____

STUDENT BUS PASS

NEW PRAIRIE
UNITED SCHOOL CORPORATION



THIS PASS MUST BE SHOWN TO
BUS DRIVER UPON ENTERING BUS.

Date: _____

Student's Name: _____

The above student has permission to ride bus route # _____ for _____ day(s)

Starting Date: _____ Ending Date: _____

Destination / Reason: _____

Authorized Signature: _____ Title: _____

THIS PASS MAY BE REVOKED BY THE SCHOOL BUS DRIVER OR ANY SCHOOL OFFICIAL AT ANY TIME FOR POOR CONDUCT WHILE ON THE BUS OR WHILE WAITING AT THE BUS STOP.

WHITE - DRIVER COPY

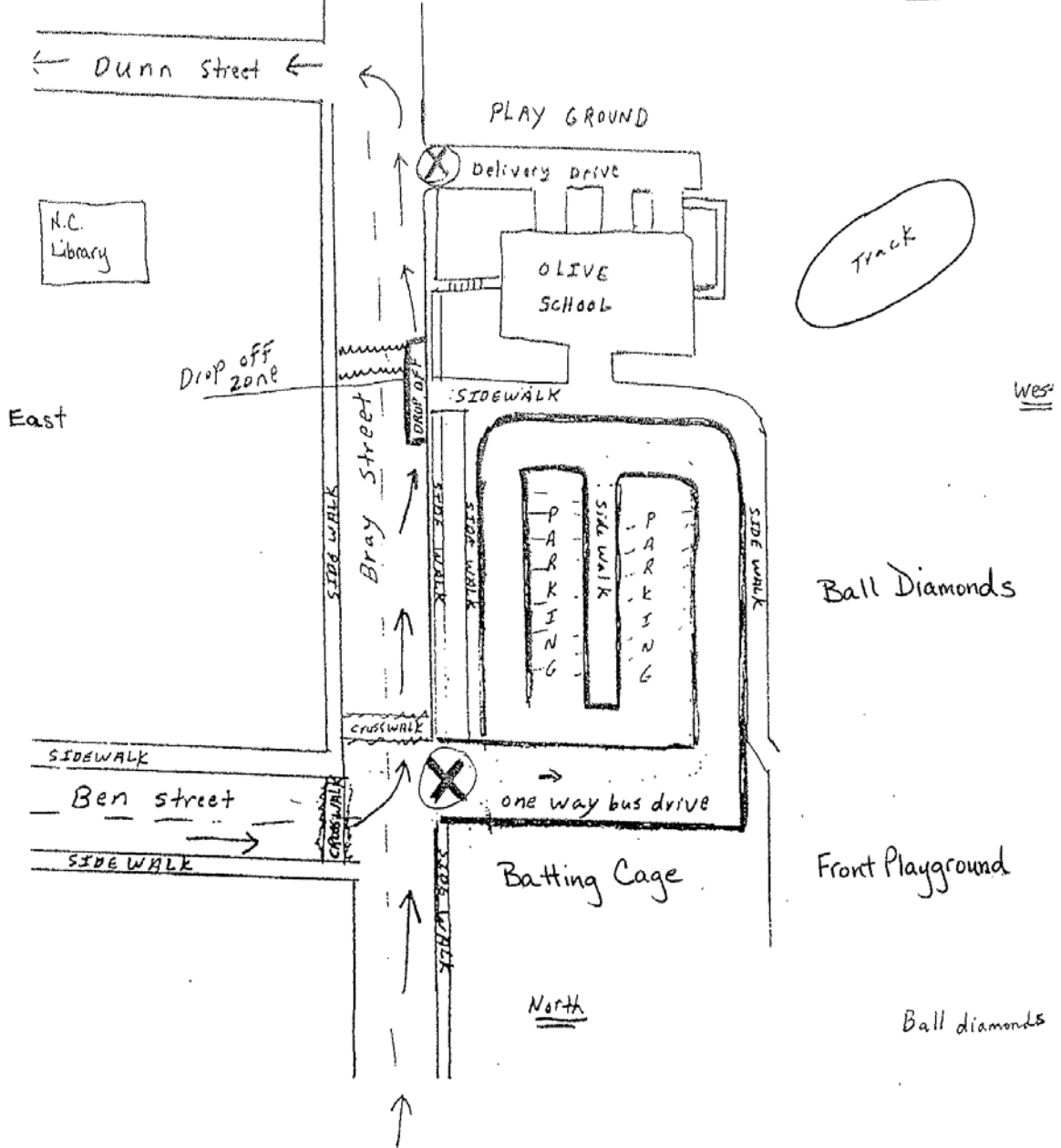
BLUE - TEACHER COPY





YELLOW - OFFICE COPY

OLIVE SCHOOL MORNING CAR DROP OFF
TRAFFIC PATTERN

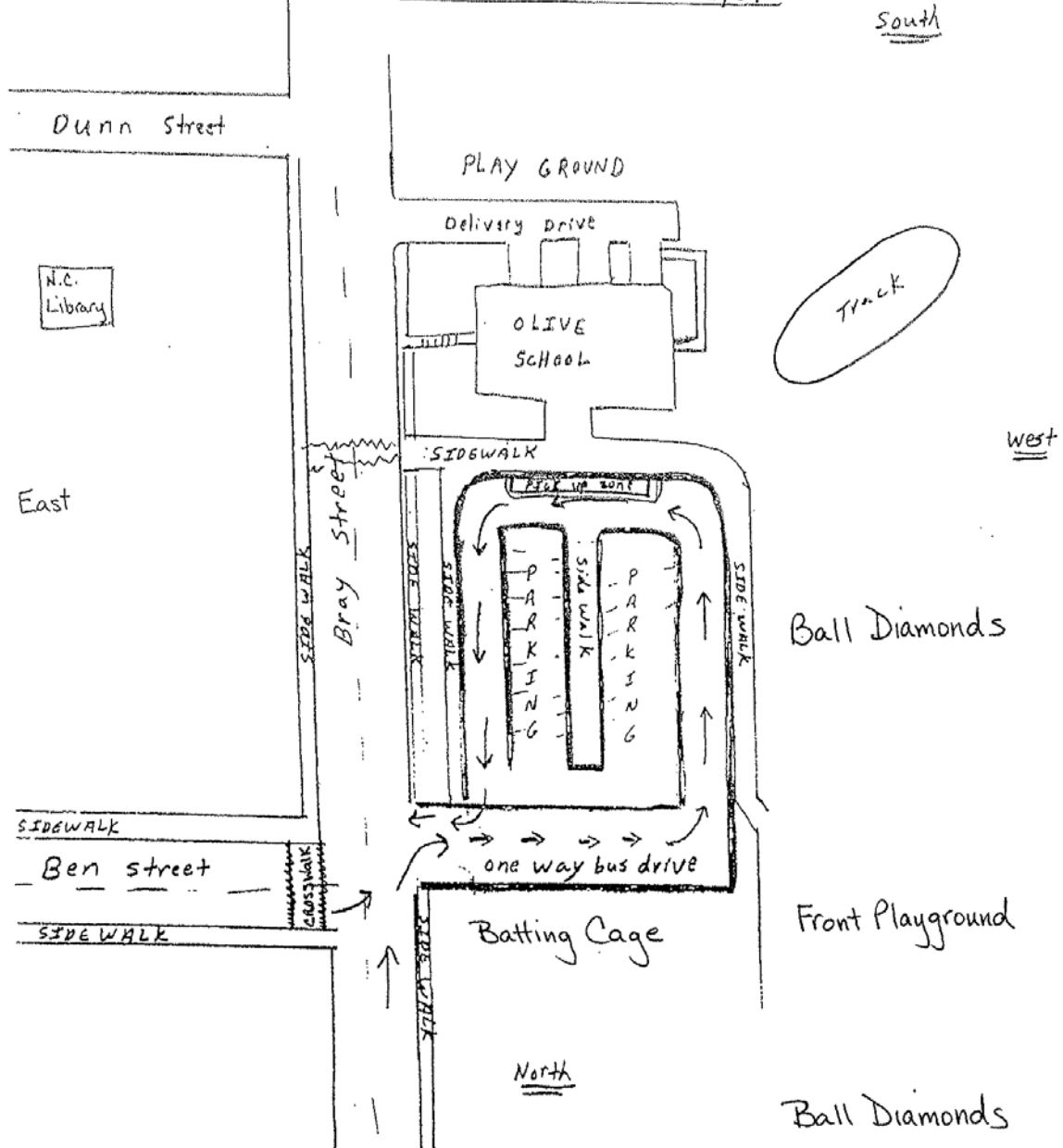
6/07

South

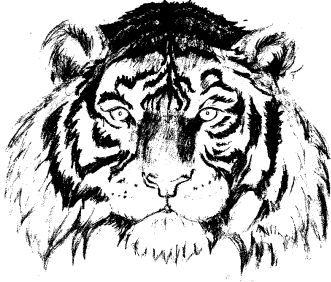


-  Denotes NO Entrance by cars between 7:15 - 7:35 Am.
-  Denotes traffic flow pattern
-  Denotes Drop off Zone
-  Cross Walk areas

OLIVE SCHOOL DISMISSAL CAR PICK-UP
TRAFFIC PATTERN 6/07



- Denotes traffic flow direction
- ▭ Denotes pick-up zone
- Do not pass through bus drive until all buses have exited.
- ≡≡≡ Crosswalk areas



Sherry A. J. Bailey, Principal

Joyce A. DeLaurentis, Administrative Assistant

Olive Elementary School

300 W. Ben Street, New Carlisle, IN 46552

Ph: 574-654-7531 Fax: 574-654-7964

sbailey@npusc.k12.in.us

Dear Parents,

In an effort to provide a more varied and interesting school experience for your child, classes will be taking periodic walking trips to businesses, the fire department, police department, parks, and the library within the limits of the town of New Carlisle.

One general permission slip for your child to participate is needed. Any trip that requires motor transportation will not be taken until parents are notified and a signed permission slip for that particular trip is returned to school, on the original permission form.

Thank you for your support.

Sincerely,

Sherry J. Bailey

Principal

_____ has my permission to accompany his/her class on any walking trip in New Carlisle, IN.

(Student's name)

Parent's Signature

Teacher's Name

Outside Recess Rules

Respect others at all times

(No put downs, no teasing, no physical violence/pushing, no name calling, no keeping others from playing, no threats, no bullying, etc.)

Use equipment properly and safely

(No climbing up slide, no running on ramps/bars, no jumping off swings, swing straight / properly, do not stand on or jump from benches or walls, etc.)

Avoid playing near the swings area or jumping off of swings

(safety - do not play where you could get hit by a swing or person swinging)

Follow Teachers' and Supervisors' directions, the first time

Immediately stop playing and get into line when the siren/whistle blows for the end of recess.

Turn voices down in line and off as you enter the school building, so you do not disturb other classes.

Tire pieces are for safety reasons not for throwing or playing with.

When balls go outside of the fenced in area - they are gone until the custodians do their regularly scheduled 1-2 time per day collection. No students are allowed outside of the fenced in area.

Tackle football, tackle chase, and tag/chase games are not safe and thus not allowed.

Play only in the areas designated for your grade level and or designated by your recess supervisor. Remain inside playground area of fence.

Snow, ice, or snowball throwing is not allowed.



Inside Gym Recess Rules

Respect others at all times

(No put downs, no teasing, no physical violence/pushing, no name calling, no keeping others from playing, no threats, no bullying, etc.)

Follow Teachers' and Supervisors' directions, the first time given

Play only in the areas designated for your grade level and or designated by your recess supervisor.

North side of gym for basketball & or balls

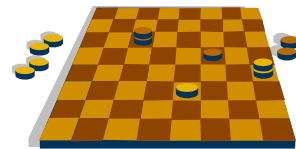
Mondays - 1st / 3rd / 5th Grades get to use basketballs

Tuesdays - 2nd/4th/6th Grades get to use basketballs

Southside of gym by bleachers for jump ropes

South side for sit down games and or group activity as per supervisor

Stage for coloring /drawing and sit down games (if needed)



Running games such as tag or chase are not allowed. Dodge ball is not allowed.

All Students MUST WEAR GYM / P.E. SHOES

Immediately stop playing and get into line when the siren/whistle blows for the end of recess.

Turn voices down in line and off as you enter the hallway, so you do not disturb other classes.

RECESS EXPECTATIONS

Fresh air and exercise are important for our students. Such activity helps our students remain alert. Students go outside for recess provided it is not raining or snowing heavily and the wind chill factor is not 10 F or below. Any child, who for health reasons must remain indoors for more than 2 days, must furnish the school with a note from a physician. Students are provided with 2 recesses per day and no more than one per day will be taken away for disciplinary reasons unless the child is suspended or in school suspended.

All student desks and closet/locker space is the property of the New Prairie United School Corporation and may be inspected, by school staff, at anytime. The school is not responsible for items missing from desks or locker/closet areas. Toys, electronics, and other personal, non-educational items, should not be brought to school or stored in desks or locker/closet areas.

Character Education Program

Our Character Education Program is very successful and well accepted. The program stresses monthly character traits through classroom and school-wide activities and through connection to regular curricular activities. Today, more than ever, our students need to learn more than the three R's to become productive citizens of the future. By instilling in our students a strong sense of values we are better preparing them for success as adults. It is our hope parents and students will join us in our efforts to strengthen individuals, families, school and community through character education. As parents, you are your children's most important teachers and thus can provide valuable reinforcement of character education at home. Here are some important ideas to consider:

Children learn by what they see and hear.

Talk about trust. Be realistic, but avoid creating distrust of others.

Make your expectations clear. Expect honesty, respect, responsibility, caring, kindness, tolerance/patience, fairness, self-discipline and cooperation and demonstrate those qualities yourself as a role model. Let your children know that you trust them.

Keep in mind that respect is more than obedience to authority. True respect is a willful concern for the rights of others and a desire to protect and preserve the value of all persons and things.

Share stories and literature that teach character lessons.

Go out of your way to make sure your child feels that he or she is an important part of the family. Explain that everyone in the family has jobs to do and is expected to "pitch in."

Do not expect a child to take a responsibility that he or she has not been given. But once you have made your expectations clear, do not accept excuses or do the job for the child.

Make it a family habit to compliment one another.

Talk with your child about house rules and school rules. Explain why each rule is needed, for example: to protect the right of the other family members or school population and to keep them from harm.

When you must correct a child, be sure to make it clear that it is the behavior you disapprove of, not the child. Try to make consequences for improper behavior more a restitution (a way to make it right, apologize, or pay back the wrong) rather than just a punishment.

CHARACTER EDUCATION

2011-2012



AUGUST

**CONFLICT RESOLUTION
PROBLEM SOLVING**

SEPTEMBER

FRIENDSHIP

OCTOBER

TOLERANCE/DIVERSITY

NOVEMBER

CITIZENSHIP/PATRIOTISM

DECEMBER

CARING/COMPASSION

JANUARY

RESPECT/RESPONSIBILITY

FEBRUARY

GOAL SETTING/ORGANIZATION

MARCH

FAIRNESS/PATIENCE

APRIL

SENSE OF HUMOR/HONESTY

MAY

TEAMWORK/COOPERATION

Bullying, Teasing, Intimidation, Fear, Threatening Behaviors

Bullying, teasing, aggressive acts, and threatening seem to be behavior patterns both children and adults are developing in alarming numbers in today's society. Most of us, as adults, have memories of being bullied, teased, or threatened by someone in our youth. In fact, few memories may be as powerful as those of being harassed by another.

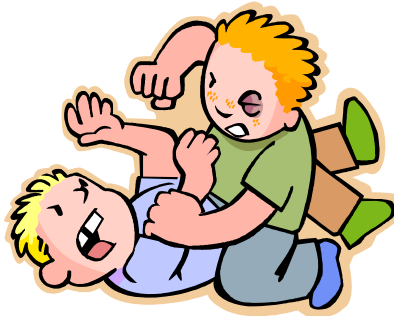
Bullying, teasing, name calling, threatening comments, etc. are all too often perceived as simply a "kids will be kids" problem. It is not. It is a very serious problem and it can be a deadly serious problem. We must take bullying and threatening seriously and must not equate it with the normal "rough-and-tumble" of child development. Not only is bullying a precursor to greater and more dangerous violence, it also fosters intense misery and or anxiety among students.

A person is bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions or humiliation on the part of one or more persons. Bullying, teasing, threats, and aggression are usually directed by a stronger student against a weaker one. This could be a physically stronger student or a socially stronger student or a more verbally adept student. Statistically more males engage in bullying, teasing, harassment, and aggressive behaviors than females but these behaviors are certainly not limited to males. Bullying or threatening may involve either overt or covert actions.

Often students are unsure about teasing. A common comment made by a teasing student is, "I was just kidding and playing around I never intended to hurt anyone." It is important that we as a community of parents, teachers, and school teach our children what teasing, bullying, aggression, threats and harassment are. What is perceived by some as fun natured teasing is perceived as hurtful, threatening, and frightening by a less socially adept student or a student with a different developmental level of humor, or a student with a different emotional basis or background. For example, a male student may see a sexual innuendo as playful humor, while a female student may perceive the message as a threat or verbal attack. A school climate and ethic of caring friendship, and shared community values is an essential feature of bullying, aggression, and teasing prevention. It is essential that our families, community, and school continue to work together through our Character Education Program to help our students develop this level of understanding and concern for others. The notion of being "my brother's keeper" must permeate our school before students will learn to deal ethically with one another, particularly with the socially, emotionally, or physically weaker members of the group. We must all work together to teach our children about interdependence, cooperation, teamwork, and the inherent worth of all individuals. Students need to feel they are all friends and part of a large school family. Friends do not bully friends.

All students at Olive Elementary School have the right to:

1. Learn in a safe and friendly environment.
2. Grow and learn without encountering harassment regarding race, gender, religion, ethnicity, dress, appearance, learning style, interests, or behaviors.
3. Receive the help of caring adults if any of the above rights are violated.



We must provide structure, love, social understanding, acceptance of diversity, close supervision, and development of responsibility for our children on a daily basis both at home and school. Olive School takes a strong and unyielding stand against teasing, verbal harassment, unwanted touches, physical aggression, threats, and ostracism. Any student engaging in such behaviors will be disciplined. We ask for your support in this important safety and character development endeavor.

Olive School Anti-Bullying Policy

Definition of Bullying – Repeated and overt acts, gestures, or written communication designed to harass, ridicule, exclude, harm, intimidate, or humiliate another person. Bullying can be pushing, shoving, hitting, spitting, name calling, teasing, picking on, making fun of, starting rumors about, laughing at, threatening, excluding someone, stalking, coercion or remaining a non-involved by-stander when any of the previously mentioned acts are taking place. Bullying causes pain and stress to its victims and is never justified or excusable. The victim is not responsible for being a target.

The Faculty, Staff, and Students of Olive School believe that everybody should enjoy school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, appearance, intelligence, religion, economic status, or nationality.

The Administration and Faculty of Olive School will help our students understand the adverse effects of bullying as well as what constitutes bullying. Students and parents will also be taught about less obvious forms of bullying such as ostracism, gossiping, teasing, and by-standing. Students will be taught the school rules against bullying and procedures to prevent bullying behavior.

Olive School Staff will attend to student behaviors throughout the day through diligent supervision. Staff will initiate discussions with bullies and confront them regarding inappropriate behaviors. Staff will consistently intervene in any possible bullying situations by using appropriate consequences and counseling methods. Parents will be notified whenever their child has exhibited any bullying behaviors. Consequences for bullying or harassing behaviors will follow the Olive School Code of Conduct, as delineated in the Parent Student Handbook and the NPUSC Board of Trustees Policy.

Possible consequences include the following and will be assigned according to the severity as well as the number and nature of offenses. The principal will be the final authority in determining consequences.

- Loss of privileges and/or recess, apology note, and act of restitution (if appropriate).
- Referral to school counselor
- Principal/Student Conference – Parent Contact (Discipline Form sent home, for parent signature, or phone call, or parent conference)
- After or Before School Detention
- Out of School or In School Suspension of 1-10 days
- Possible Police referral
- Possible Expulsion (for repeated or excessively violent episodes)

Any student, who believes she/he has been or is currently the victim of bullying, should immediately report the situation to the teacher, supervisor, counselor or building Principal. Every student is expected and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student.





Olive Elementary School

Anti-Bullying Pledge – Students

“I promise to show respect to others by not being a bully. I also pledge to become a Bully Buster by speaking out against bullying and reporting to an adult when I or someone else is hurting from the actions of a bully. All of us must value the differences of others.”

Student Signature: _____

Date: _____

Olive Elementary School



Anti-Bullying Pledge – Parents

I/We, as guardian(s) of _____, agree to join together to stamp out bullying at our school.

I/We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

I/We understand that bullying can be pushing, shoving, hitting, spitting, name calling, teasing, harassing, starting of rumors, threatening, or excluding someone. Bullying causes pain and stress to its victims and is never justified or excusable as “kids being kids,” “just teasing” or any other behavior rationalization. The victim is not responsible for being a target of bullying.

I/We understand that a student who sees someone being a bully and doesn't report or help stop the bullying is just as wrong as the bully.

By signing this pledge, we the parent(s) as guardian(s) agree to:

Keep our children and ourselves informed and aware of school bullying policies.

Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.

Discuss regularly with our children their feelings about schoolwork, friendships and relationships.

Inform faculty of changes in our children's behavior or circumstances at home that may change a child's behavior at school.

Alert faculty if any bullying occurs.

Signed by: _____

Print name: _____

Date: _____

Olive Elementary School
Anti-Bullying Pledge – Faculty



We, the faculty of Olive Township Elementary agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

We agree that bullying can be pushing, shoving, hitting, spitting, name calling, teasing, picking on, making fun of, starting rumors about, laughing at, threatening, or excluding someone. Bullying causes pain and stress to its victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is not responsible for being a target of bullying.

We understand that a student who sees someone being a bully and doesn't report or help stop the bullying is just as wrong as the bully.

By signing this pledge, we the school faculty agree to:

Support a clear school policy on bullying and display it prominently in classrooms and around the school.

Appropriately handle bullying incidents as set forth in the school policy.

Help develop and support a curriculum that educates students about bullying, diversity, and tolerance.

Teach students about less obvious forms of bullying like gossiping, exclusion and by-standing.

Discuss pro-active anti-bullying measures (such as having lunch with a student who has been excluded in the past).

Establish support systems for pupils involved in incidents such as peer counseling and mediation.

Implement a system to support and inform parents when incidents of bullying occur.

Offer school counseling to students who bully.

Ensure an atmosphere where students feel safe reporting incidents of bullying and are confident they will be appropriately addressed according to school policy and will not be ignored.

Signed by: _____

Print name: _____

Date: _____

Bullying Information

We will display posters stating the “Classroom Rules” and “Approach to Deal with Bullies” in each classroom, as well as other locations around the school such as the cafeteria, the gym, the library, etc. Mrs. Bailey and the school counselor will conduct two anti-bullying / Bully Buster lessons in each classroom in the school. The Anti-Bullying program will be well communicated to parents, students, support staff, and faculty so that all have a common understanding of expectations.

Classroom Rules

We will not bully other students.



We will not be bystanders. We will help others that are being bullied by speaking out or getting adult help.

We will use extra effort to include all students in activities.

The “FANTASTIC” Approach to Deal with Bullies

Friends First

Avoid hot spots

Negotiate situations

Travel with friends

Avoid conflict

Share with a teacher

Talk to a parent

Ignore

Count to 10



Olive Elementary School

Important ISTEP & Attendance Information For Parents of Third, Fourth, and Fifth Grade Students

ISTEP+ State and Federally Mandated Testing will take place for the 2011-12 school year during the weeks of **MARCH 5 - MARCH 14** and **APRIL 30 - MAY 9, 2012**.

All students in Indiana are required to take these exams. Testing windows are rigid and cannot be changed for any reason.

It is essential in order for Olive School to be accredited by the state and to pass No Child Left Behind Adequate Yearly Progress according to Federal Regulations that ALL students take the exam. Any students not taking the exam are counted as automatic failures. If the school has more than a couple of students not take the tests we will automatically fail Adequate Yearly Progress no matter how well our students and school do on the exams. After failing AYP for more than one consecutive year the very existence of the school, retention of our staff, and retention of local control versus state take over may be threatened.

Parental support is needed if Olive School is to be successful in our endeavors to complete ISTEP, obtain accreditation from the state, and pass Adequate Yearly Progress for the state and federal government.

I/We as parents or guardians of _____ understand that it is essential for our child to be in attendance at school during the two spring ISTEP testing windows. We will refrain from taking family trips or vacations and refrain from making doctor, dentist, and orthodontic, etc. appointments during the testing windows of MARCH 5 – MARCH 14 and APRIL 30 – MAY 9, 2012.

Parent / Guardian Signature

Date

PLEASE SIGN AND RETURN TO THE SCHOOL BEFORE SEPT. 15



OLIVE ELEMENTARY SCHOOL
READING THE NPUSC ELEMENTARY HANDBOOK AND
BUILDING ADDENDUM HANDBOOK



REQUIRED: Please sign and return.

My child (children) and I have read over the student Handbook Pages and the corporation's attached Student-Parent Guide and understand the rules and expectations as they are listed.

Classroom Teacher Name: _____

Student Signature: _____ or

(Kindergarten Student printed name) _____

Parent Signature: _____

DIRECTORY INFORMATION (Board Policy #8330)

Each year the Superintendent shall provide notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll and on scholarships. If you **DO NOT** wish to have directory information released without prior knowledge and/or consent, please complete this form and return it to the school principal.

DENIAL OF PERMISSION TO RELEASE DIRECTORY INFORMATION

I, _____, the authorized parent or guardian of
(print)

_____, deny permission to release directory
(print)

information* about my child without my prior, written consent.

Signature

Date

*Exception(s) to this Denial of Permission to Release Directory Information include:

_____ Honor Roll Recognition _____ Scholarship Announcement

_____ Athletic/Academic Team Achievement _____ Student Work/Photographs

_____ Other: _____ (please specify)

_____ Yearbook and school pictures