



Stout Field Elementary School
3820 West Bradbury Avenue
Indianapolis, IN 46241
School Office: 317-988-6800
School Fax: 317-988-6899

Quick Reference Info:

Attendance

Before 7:30 a.m. -

Call Classroom Teacher

After 7:30 a.m. -

Call the Attendance line at (317)988-6850

Bus Information/

Transportation: (317)988-6375

Child Nutrition (Café):

(317)988-6887

School Nurse: (317)988-6886

Skyward: Click on the Skyward link at
www.wayne.k12.in.us

Twitter: @SFE_3820

Website: www.wayne.k12.in.us

Stout Field Elementary School

Family Guide

2021-2022

Mission: As members of the Stout Field Elementary School learning community, our mission is to bridge home, school and neighborhood resources to ensure mastery of both academic and behavior standards. Through assessment and analysis, instruction will be provided to ensure all children reach their highest potential.

Belief Statements:

1. We believe that cooperation, collaboration, and communication are essential to our school's success.
2. We believe learning must be meaningful and engaging.
3. We believe instruction must meet the needs of all students.
4. We believe students achieve with high expectations.
5. We believe ongoing assessment data must drive instruction.
6. We believe consistent discipline is essential.
7. We believe relationships are vital to student achievement.
8. We believe in clear and consistent communication between home and school.

** Because of the uncertainty of COVID-19 and directives from health officials, please know that adjustments to the details of this handbook may be necessary.*

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Welcome to Stout Field Elementary School

Dear Stout Field Families:

On behalf of the faculty, staff, and administration, we welcome you to another great year at Stout Field Elementary School.

In order for students to be successful, parents and teachers must have common goals for children, and work together as a team to achieve those goals. We want to create a school environment and provide an instructional program that will enable each student to maximize his or her potential as a lifelong learner. For our children to be successful, they need us to all be a team.

It is important that parents/guardians establish clear lines of communication with the teacher. Ongoing communication is crucial in ensuring success for your child this school year. Take time to familiarize yourself with school procedures and know what the expectations are in your child's classroom. If problems should arise, please contact the teacher and work cooperatively toward a resolution that is beneficial for the student. We are available to every student and parent, but your child's teacher is the most reliable source of information concerning your child's academic achievement and social adjustment. Together we can and will make a difference in your child's education.

Please take the time to review this Family Guide as it will assist in answering many questions students and parents might have concerning the activities and procedures for the successful daily operation of Stout Field Elementary. Thank you for your support of our school, teachers, and programs. Your positive attitude and support makes the difference!

Sincerely,

Tim Wickard

Tim Wickard, Principal

Rob Irvine

Rob Irvine, Assistant Principal

ABSENCES

Attendance is critical to the success of your child in school. Stout Field has made improving student attendance a school wide goal. This partnership of dedicated teachers, involved parents, an active community, and students who are serious about learning will work together to make Stout Field an even better place to learn.

All children are expected to be in attendance each day unless they are ill. A doctor's note for an illness of the child, death in the immediate family, or subpoena of the student to court are recognized as legal and excused absences by Stout Field and the State of Indiana. Please send this information to school in a timely manner so we can document this excused absence.

When it is necessary for your child to miss school, please follow this procedure:

- Please call your child's teacher on his/her classroom phone before 7:30 a.m. If the teacher is not available, please leave a message with your child's name and reason for absence.
- You will receive a robo call if your child is marked absent for the day. At times teachers will make calls as well as a courtesy to parents. Please call the school attendance line at 317.988.6850 to report your child's absence. Please leave your child's first and last name, classroom teacher and reason for absence.
- Students will be counted tardy if they arrive at school after the official start of school. Students are tardy after 7:30 a.m. A tardy student must check in at the office when he/she arrives in the building.
- The school day is divided into two parts: am and pm. Students will be counted in attendance for a ½ day if they attend a portion of the morning or afternoon.
- If your child had a doctor's appointment, please have him/her give the doctor's note to the office secretary. If you forgot to obtain a doctor's or dentist's excuse, please have them fax the excuse to us as soon as possible. Fax Number: (317)988-6899

- ❑ If you know in advance that your child will be absent, please contact your child’s teacher and make plans for sending homework.
- ❑ It is a Wayne Township and Stout Field procedure to issue absence letters to parents when a student has reached the following status for the school year:
 - After 3 days absent
 - After 5 days absent
 - After 9 days absent
 - After 10 days absent, with no medical notice on file, the attendance will be turned over to either the Marion County Prosecutor or our Wayne Township Truancy Court.
 - Students with excessive tardiness may be referred to Wayne Township Truancy Court in an effort to increase attendance and learning.

We encourage families to schedule child’s doctor and dental appointments outside of school hours. At the same time, we realize that is not always possible based upon the doctor’s availability. If an appointment is to take place during school hours, please try to schedule the appointment late in the afternoon. Please stop in the office to pick up your student for an early dismissal. To minimize lost learning we do not pull students from class until the adult is here to pick up the student.

For the safety of your child, school personnel will not release a child to anyone not listed on the enrollment form without your permission. The person signing out your child will also need to show photo identification.

Medical Notes:

A medical notice needs to be sent to school for ALL illnesses requiring doctor’s attention. Please make sure the doctor’s note specifies the date excused, and the date the student can return to school.

ACTIVITY TIME

Activity time is a 30 minute time used by teachers to help maximize students’ focus throughout the day. Given appropriate weather conditions teachers may choose to take students outside for activity time. It has been strategically placed in the school schedule to best utilize the instructional time for all grade levels. Activity time is a privilege

for students and 30 minutes will be used at the discretion of the teacher.

ASSESSMENTS

Students participate in several statewide assessments throughout the school year. The assessment information is used to inform instruction and determine student proficiency. Below is a list of the Department of Education Assessments. For more information see the test name in this Family Guide or the Department of Education website.

- Dibels, NWEA, ILEARN, IREAD

ASSESSMENTS – SPECIALIZED

As needed, students participate in the following Department of Education Assessments. The assessment information is used to inform instruction and determine student proficiency. Below is a list of the Department of Education Specialized Assessments given to select groups of students. For more information refer to the specific test name in this Family Guide or the Department of Education website.

- High Ability: 2nd and 6th Grade in January
- High Ability: Kindergarten in March
- WIDA/Access: K-6 in January & February

ATTENDANCE AWARDS*

There will be two awards issued to students for attendance at the elementary level: Perfect Attendance and Outstanding Attendance.

If a student attends every day that school is in session and is present for every minute of every session, he/she shall be awarded a PERFECT ATTENDANCE AWARD. In order to qualify for a PERFECT ATTENDANCE AWARD, a student may not have any tardies or early releases from school.

A student will qualify for an OUTSTANDING ATTENDANCE AWARD if he/she has no more than a total of 6 tardies or early release days for the year.

To encourage attendance we also distribute incentives to classrooms with perfect attendance throughout the school year. As a school we celebrate perfect and outstanding attendance by making an overhead announcement each day.

BIRTHDAY TREATS

Families **should not bring** any food related treats for your child's birthday at school. We have student food allergies at school and want to keep our students safe. In addition, we want to emphasize and encourage healthy eating with a de-emphasis on food as the only way to celebrate.

We understand that birthdays are a fun time for students and still encourage you to celebrate with your child's class by providing non-food items. All birthday items must be pre-approved in advance by the classroom teacher.

Suggested birthday items:

- Fun pencil for each child in the class
- Donate a book to the classroom library
- Donate a board game for students to play during indoor activity time
- Donate recess equipment for outdoor classroom activity time: ball, Frisbee, jump rope, etc.
- Send in stickers for each student or other classroom resources

In an effort to avoid hurt feelings, invitations for outside celebrations may not be distributed in school.

BREAKFAST AND LUNCH

Breakfast and lunch are served daily to all students. Students may have lunch served from the cafeteria or bring lunch from home. Soft drinks, glass containers or candy should NOT be included in a packed lunch or sent to school. Lunch from fast food restaurants is highly discouraged. Thank you for helping partner with us by promoting healthy eating at the lunch table.

Lunch Visitors*

Parents and families are invited to eat lunch with their child or children. We have a designated area to eat with your child. Each grade level eats as a group at a designated time. For safety reasons only adults who are on a student's enrollment card may have lunch with the student. Every lunch visitor will present their photo id in the office and will have a pictured name tag printed. A lunch pass is filled out and given to the teacher on duty in the café. As a reminder, lunch from fast food restaurants is highly *discouraged*.

Meal Prices

<input type="checkbox"/> Student Breakfast	Free*
<input type="checkbox"/> Student Lunch	Free*
<input type="checkbox"/> Adult Lunch	\$3.50
<input type="checkbox"/> Extra Milk	\$.50

Free Breakfast & Lunch and Free/Reduced Textbook Assistance Form

Thank you for helping us make sure that all of our students start the school day alert, well fed, and ready to learn.

Families in need of Textbook Assistance must complete the application at: www.schoolcafe.com Please don't hesitate to do this step as you may qualify for free or reduced textbook assistance. If the form is not completed you will automatically be charged for the full cost for textbooks for each student enrolled in Wayne Township.

Please don't hesitate to contact the Child Nutrition Office with any questions at (317)988-7950

Extra Lunch Items

Lunch is provided free to students. However, if students are purchasing extra items at lunch, there is a cost. Parents may put extra funds on a student's account. It is encouraged that student accounts be prepaid by the week, month, or year. Parents/guardians will be contacted by an automated caller when student lunch account balances are negative.

Café Manager

Any questions about your child's account or lunch menu selections should be directed to our Cafeteria Manager at 317-988-6887.

BUS INFORMATION

Here Comes the Bus

"Here Comes the Bus" is an easy-to-use website and mobile device app that enables parents and caregivers to view the real-time location of their child's school bus on a computer, tablet or smartphone. With full access, email alerts and push notifications "Here Comes the Bus" helps parents send their students to the bus stop at just the right

time. This application can be viewed on any smartphone (Apple iPhone, Samsung Galaxy, BlackBerry, etc.) Visit herecomesthebus.com and enter the student's ID and the **MSD of Wayne Township school code of 75632**. Basic access is free and there is a minimal charge for full access. You can obtain your student's ID which is located on your student's Skyward account.

Bus Safety Rules

At the beginning of the school year, each student will receive a copy of the bus conduct rules. Parents and students are reminded that riding the bus is a privilege and not a right.

The Director of Transportation is in charge of bus drivers, bus routes, and schedules. Questions about any of those items should be directed to our Transportation Department at (317)988-6375. The bus driver must maintain his/her own discipline on the bus. When a referral is turned into the office, it is acted upon by the Assistant Principal or Principal. Parents are informed by phone, writing, or both, as to what action has been taken.

Bus: First, Second, and Third Referrals

Typically, a **first referral** carries a suspension from the bus for 1-2 days. The **second referral** may carry a suspension from the bus for 2 – 5 days, depending on the infraction. A **third referral** suspends the student from the bus for a minimum of 5 days. The student may ride the bus again only after a meeting has been held with the parent, Administrator from Transportation, and a school official.

Bus: Fourth or Fifth Referral

After a **fourth referral**, the student is again suspended from the bus a minimum of 5 days and may lose privileges for the remainder of the school year. The student may ride the bus again only after an acceptable plan has been made at a meeting with the parent, Director of Transportation, and a school official. The **fifth referral** suspends a student from the bus for the remainder of the school year. Changing this consequence plan is at the discretion of the school administrator, based on the severity of the student's behavior.

If a student has been removed from the bus and the office has not been contacted about an alternative route and your student is not picked up

in a timely manner families will be connected to an after school program and charged a fee.

Change in Bus Transportation Home

It is necessary to notify the office in advance if there is to be a temporary change in the way your child goes home. Parents may send a note with the student or can call the school office directly at (317)988-6800 to make temporary changes. **Temporary changes must be made before 1:30 p.m.** If no notification is received, the student will follow his/her regular method of getting home.

Requesting a permanent change in Bus Transportation

If a student's way to or from school will be different from what we currently have on file, a new pink colored form titled "Student Transportation Form CHANGE" will need to be completed with this updated information. This form should be returned to the office in order to make a permanent change in the student's transportation arrangements. Contact the school office for this form at (317)988-6800.

CAR RIDER SAFETY RULES

For the safety of your child, school staff, and other car riders, the following procedures are strictly enforced for car riders:

1. Cars must enter the parking lot from Bradbury Avenue. Follow the arrow to the back of the building (Northeast corner).
2. Keep your position in the line of traffic and follow the instructions of school personnel on duty for unloading students.
3. Wait for school personnel to load and unload cars at the back entrances.
4. Do not signal students to come to the parking lot, street, or across the street.
5. Do not leave cars unattended in the line of traffic.

Non-Parent Car Rider Pick-Up

For the safety of your child, school personnel will not release a child to someone new without prior permission from the parent. A parent must contact the office no later than 1:30 pm to arrange for someone new to pick-up their child (317)988-6800). The person picking up the child must show photo identification in the car rider line. Adults without photo identification will be required to go to the

office to work with office staff who will contact the parent/legal guardian.

Walker Safety Rules

For the safety of your child, students may only walk home from school if they reside within the district designated walking area. If you have questions as to whether your residence is within the walking area please contact transportation at (317)988-6375.

Student Bicycle & Automobile Transportation -C475 (Guidelines)

In accordance with School Board Policy C475, parents may request that their child ride a bicycle to and from school...students may request to ride a bicycle to and from school under the following guidelines:

- Permission is granted from the building level administrator.
- The student resides in the “walker” area of school.
- A helmet is worn while riding the bicycle.
- The bicycle is locked in the bicycle rack with a lock provided by the owner.

The school district is not responsible in case of theft or damage to the bicycle while it is on school property. Failure to follow these guidelines may result in suspension of bicycle riding privileges and/or other disciplinary actions, as appropriate.

CELL PHONES

Our preference would be that cell phones and portable electronics be left at home. If brought to school cell phones and portable electronics are to be turned off and kept in backpacks during the school day unless given specific adult permission. **The school and the MSD of Wayne Township are not responsible for lost or stolen items. This also includes students using bus transportation.** Inappropriate use of cell phones and portable electronics may result in administrative disciplinary response.

CHANGE OF ADDRESS/PHONE/GUARDIAN

Please notify the school office at (317)988.6800 of changes in address or phone numbers as soon as possible. Please provide a copy of a utility bill, charge bill or lease to the school office with your current address listed. Accurate records are

important so that the school can notify parents in case of an emergency.

CHANGE OF STUDENT TRANSPORTATION

Permanent Change

Students dismiss as bus riders, car riders, or walkers. Students should have a routine arrival and dismissal from school each day. If this routine changes permanently, the parent must complete another “Student Transportation Form” in advance clearly identifying their student’s new routine. A permanent change cannot be made without this updated transportation form on file. Forms can be obtained from the school office.

Temporary Change

If your student needs a change for only one day, call the school before 1:30 pm at (317)988.6800 or send a note with your child to receive a one day pass. Bus riders may not be changed to walkers unless the student lives in the area that is approved for walking by Wayne Township.

Students will not be released to anyone who is not listed on his/her enrollment form unless prior written notice is given to the school. For the safety of your child, the adult picking up must show a current photo ID before we will release a student.

CHROMEBOOKS

Students in Kindergarten-Grade 2 are assigned tablets and Grades 3-6 are assigned chromebooks as a learning tool. Teachers have developed curriculum, instruction and assessments that utilize these devices. Students are expected to utilize the devices to forward learning while following the School Board Acceptable Use Policy for electronic devices. Families are responsible for any damage to the device.

CLASSROOM VISITS

Unless current health restrictions do not allow it, parents/guardians are always welcome to visit their child’s classroom. As a courtesy to the students and teachers, please make an appointment for your visit. Please note: Your child’s teacher welcomes the opportunity to discuss any questions or concerns you might have regarding your child. However, classroom visits are not a time for parent/teacher conferences. You may set up a mutually agreed upon time should you want a conference.

- ❑ Contacting the teacher in advance is expected.
- ❑ Preschool age children and younger should remain at home during your classroom visit.
- ❑ While visiting, the parent is expected to honor the learning environment by following the rules and procedures. Administrators may choose to join parents for classroom visits.
- ❑ All visitors must report to the office, bring a current picture ID to sign in and receive an identification tag.
- ❑ Visitors should only visit areas where they have signed in to visit. The office must be able to locate visitors if the need arises.
- ❑ **SafeVisitor™** software is used in each building to provide a safe environment. **Please make sure you have your ID ready to scan upon arrival.**
- ❑ Arrival and dismissal times are not appropriate for visiting with teachers. Our day begins with learning at 7:30 am and teachers are focused on beginning the school day with their students. If you would like to speak with the teacher, you may send a note with your child, send a ParentSquare or leave a voicemail for the teacher to contact you.
- ❑ Teacher work hours are from 7:10 a.m. until 3:10 p.m. If the classroom teacher is unavailable please leave a message and the teacher should contact you within 24 hours of receiving the message.

CLINIC AND MEDICATION

We have a full time nurse at our school. She is available each day for health counseling with students, parents, and teachers. The nurse is responsible for conducting vision screenings and reporting immunization statistics for all students.

Clinic Guidelines:

FEVER

A fever is defined as 100.0 or higher.

- ❑ If the temperature is 100.00 or higher, we will call the parent to pick-up the student.
- ❑ The student must be *without* fever for 24 hours (without having to administer

Tylenol or Ibuprofen) before returning to school. Please call our Nurse at (317)988-6886 should you have any questions about the 24 hour restriction before returning to school.

BED BUGS

Cimex lectularius, commonly known as bed bugs, is an invasion of a type of bug. Bed bugs do not have wings and can't fly or jump. Bed bugs lurk in cracks and crevices and they've been living on human blood for centuries. Though they aren't known to transmit disease or pose any serious medical risk, the stubborn parasites can leave itchy and unsightly bites. Since bed bugs are not known to transmit disease, students should not be excluded from school due to bed bugs.

Students may be screened periodically by the school nurse as needed. Jackets, clothing, backpacks and shoes may be inspected or laundered depending upon each individual case. Parents will be notified and educated regarding prevention and treatment.

HEAD LICE

Pediculosis, more commonly known as head lice, can be a problem among school children. Students will be screened periodically for head lice as needed. Students may remain in class with nits/eggs as long as the family has spoken to the nurse and is actively working on treatment.

When lice are present, the student must receive treatment that evening, prior to returning the following day. Please call the Nurse if you need assistance or suggestions for dealing with this issue. Hair past one's shoulders needs to be contained in a pony or braid until hair has been successfully treated and nits removed. Working together with your school nurse is the best way to handle head lice.

ILLNESS AND INJURY

If your child becomes seriously ill or is injured at school, we will make the student comfortable and call you immediately. If you cannot be reached, we will attempt to contact the emergency numbers you have listed on the enrollment form. Please provide the name and phone numbers of two (2) adults, other than parents, who can be reached

during the school day. Please remember to contact the school office with any phone number updates.

IMMUNIZATION RECORDS

When any child enrolls in a school corporation for the first time or any subsequent time, his/her parents or guardians must show that he/she has been immunized or that a current religious or medical objection is on file. **Failure to provide these immunizations may lead to the exclusion of your child from school.**

Immunization Requirements

4-5 Years Old Requirements:

- 3 Hep B (HepatitisB)
- 4 DTaP (Diphtheria, Tetanus & Pertussis)
- 3 Polio (Inactivated Polio)
- 1 MMR (Measles, Mumps & Rubella)
- 1 Varicella

Kindergarten Requirements:

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hep. A (Hepatitis A)

1st Grade Requirements:

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hep A

2nd Grade to 5th Grade Requirements:

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 1 Varicella

6th Grade to 12 Grade Requirements:

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 1 Tdap (Tetanus & Pertussis)
- 1 MCV (Meningococcal)

MEDICATIONS

Medication guidelines are consistent with Indiana Law and are intended to provide assistance for a safe,

effective program of medication administration for students while they are at school.

- ❑ A district permission form must be filled out in order for the nurse to administer medications. The permission form can be found in the enrollment folder or you may contact the school nurse to obtain a permission form to administer medicine.
- ❑ A parent /guardian must transport all prescription and non-prescription medications.
- ❑ All medications sent to school must be in the original containers from the pharmacy.
- ❑ Ask the pharmacist for a “school bottle”. The bottle must be labeled with prescription information just like your original bottle.
- ❑ Medication can only be released to the student’s parent, or an individual at least 18 years of age (with written parent permission), or the elementary student (with a completed Wayne medication permission form that indicates the child may transport the medication home). Please do not send medication in with your student.
- ❑ Student medications will be disposed of at the end of the school year, if not picked-up by a parent/guardian.

COMMUNICATION

Good communication between home and school is vital to a successful school experience for each child. Our classroom teachers use Friday Folders to get important information to you. Completed work, midterm grades, report cards, important notices, and sign ups will be sent in the Friday Folders.

Because so much information is contained in the folders, it is important for you to impress upon your child that you need to see this blue folder every Friday. Please take time to review the information each weekend with your child.

School newsletters will be sent via ParenSquare each month. The electronic signboard is updated regularly. You can also check out the Wayne Township website at www.wayne.k12.in.us. You will find our township calendar and other important school closing information on our township website. You can also follow us on **Twitter @SFE_3820**

Each classroom teacher has a telephone with voicemail, and a Wayne Township email. During the school week, teachers will respond to all emails and voicemail within 24 hours, but will not interrupt instruction to take calls when teaching. If an emergency situation arises and you need to contact them immediately please call the school office at (317)988-6800. Arrangements for after school activities should be made before coming to school.

COMPUTERS

Stout Field has technology available for student use. Please check the Wayne Information Guide for an Internet Use Policy. Students who break the Internet Use Policy may lose computer privileges or face other disciplinary measures.

CONFERENCES

Stout Field Elementary sets a goal each year to conference with 100% of our families during the October Parent/Teacher/Student Conferences. When conferences are scheduled, it is important to keep your scheduled conference time and participate in the discussion with your child and his/her teacher.

If the need arises for you to conference at additional times throughout the school year with your child's teacher, please feel free to contact him/her. You can call, send a ParentSquare message or send a note with your child for your specific request. Please include suggestions for convenient times for you. This will assist the teacher in establishing a mutually acceptable time for both of you. Remember that teachers may be unable to make calls during the day and may need to wait until children are dismissed. The teacher will respond to your request as soon as possible. For expectations on classroom visitation, please see the "classroom visitation" section in this Family Guide.

DIBELS ASSESSMENT

DIBELS reading benchmark assessments are given to students in kindergarten, first and second grade. Teachers utilize this data to implement appropriate instruction. This data is reviewed by a team of people to respond and support students as needed. Contact your child's teacher with questions.

DISCIPLINE/STUDENT EXPECTATIONS

The term discipline means "to teach" and at Stout Field we believe every opportunity creates the space to learn and grow.

We believe that it is important to teach what positive behavior looks like, sounds like and to experience it in a community. Stout Field Elementary School utilizes a positive school wide behavior support plan. Students earn Star Grams for showing positive behavior. Students may use their Star Grams to attend various Star Gram events, such as an after school Robotics explorer night, Carrots and Canvas, Healthy Fitness night, College Field Trips, and Pool Parties when these events are available. These experiences help build a wonderful school culture.

STARS Guidelines:

- S Strive for personal BEST
- T Truth and Trust
- A Active Listening
- R Respect Everyone
- S Stay Positive

These Star Guidelines are the school's expectations for student behavior. All classroom expectations and procedures support the development of the STARS Guidelines and self-disciplined behavior. When a student breaks a STARS Guideline, the school action taken is dependent on the severity and context of the child's offense. Our school has a Four Level system for helping students learn and support them when they need extra help.

Level 1

The teacher may consider some natural classroom consequences as Level One of the Four Level Behavior Management Plan. Each classroom has a unique Level 1 plan for supporting positive behavior and working on restoration in any situation. Teachers will review these plans at our Back to School parent information meeting in August. Please contact your classroom teacher with any questions you may have throughout the school year.

Level 2

Level Two consists of sending a student to another classroom for a time out. This is an opportunity for

students to collect themselves. The student is expected to reflect on his/her behavior. A Level 2 form is sent home and should be signed and returned to the classroom teacher. This is done to inform parents of their child's need for a time-out. If the form isn't returned the teacher will call parents to ensure they were made aware of the time-out taken. We do not expect parents to add any additional consequences for Level 2. The only expectation from a parent would be ongoing communication to build and restore relationships not about teacher responsibility for actions to be reflective, restorative, or instructive.

Level 3

If the student continues to need support beyond a time out, he/she is sent to another school adult, known as a case manager, with a Level Three referral. At this point, the case manager contacts the parent to request help in getting the student back on track. The teacher and case manager decide if the student needs additional support from administration and what further restoration is needed.

Level 4

The Principal or Assistant Principal will make the final determination if the student is to be suspended in *or* out of school. An attempt is always made to notify the parent by phone to discuss the situation and what action has been taken. If parent contact is not possible, written notification is used.

Please take the time to read the MSD of Wayne Township Student Code of Conduct. Stout Field will not tolerate fighting, disrespect toward others, obscene gestures or language, or destruction of school property. Students who interfere with the learning process will be dealt with in a way that allows learning to continue for others. Student discipline is the joint responsibility of the school and home. Parental support for good behavior and discipline enables us to maintain a positive, welcoming environment for learning.

We value both structure and support in helping students to learn and grow. We work hard to provide both throughout our level system.

EARLY PICK-UP

Students will not be released to anyone who is not listed on his/her enrollment form unless prior written notice is given to the school. For the safety of your child, you must show a current photo ID before we will release your child.

If you are picking up your child early, please do so before 1:45 pm. In this way, we can avoid the congestion of vehicular traffic and classroom disruptions during the critical last half-hour of the day when students and teachers are summarizing their day's work and planning for the next day. We will not hold the buses for a student to be taken off unless it is an emergency. Any person who is parked in the front of the school and attempts to leave between 2:15 p.m. -2:30 p.m. will be unable to leave until buses have been dismissed. We provide a safe parking area that allows cars to pick up students without affecting bus traffic. Car riders are picked up in the back of the school. Additional parking is located next to Stout Field Park.

EMERGENCY SCHOOL CLOSINGS

It may become necessary to close school because of inclement weather or emergency situations. As a practice, instruction is offered and schools are kept open as long as a learning environment can be maintained. Should it become necessary to close school for any reason, the following procedures will apply:

MSD Wayne Township Website, Radio Stations and TV

- ❑ Announcements will be posted on our website, on Twitter and also on local radio and television stations.
- ❑ Announcements will state the reasons for the school closing. If the closing results in an evacuation, the announcement would state where the children have been taken and what parents should do.
- ❑ Parent Square is utilized to communicate these closings. Please keep your information up to date in Skyward and ensure your ParentSquare account is set up.

Watch for Wayne

- ❑ Please watch for **WAYNE TOWNSHIP SCHOOLS**. Some stations may also list us

as **MSD OF WAYNE TOWNSHIP**. Please note: We are not part of IPS or Wayne County Schools. Those are separate school districts not associated with Wayne Township.

Emergency Closing Form

Please contact the school office should you need to update the Emergency Closing Information Form filled out at the beginning of the new school year. Make sure your child is aware of the special arrangements in the event of an emergency closing. In the event of a school closing, please do not call the school to obtain information. We will need to keep the phone lines free.

ENROLLMENT/WITHDRAWAL

It is important that the enrollment form you receive at the beginning of the year is complete. Any changes, such as address, phone number, parent work numbers, emergency numbers, or emergency contact information should be reported to the office.

Emergency Contact

There should always be at least two (2) current emergency phone numbers listed in addition to the parent/guardian phone. Please make an attempt to teach your child his/her address and phone number.

Moving

Please notify the office and your child's teacher that you are moving so we can prepare the necessary information and bring records up to date. A parent must sign a school record release form at their new school before school records can be sent by us to the new school.

Library Books

When you are moving to another school, all library books and textbooks must be returned before a book rental refund can be made. This includes student tablets, chromebooks and chargers.

New Enrollments

Students living within the Stout Field attendance area may enroll between 8:00 a.m. - 2:30 p.m. five days a week throughout the school year and during the summer. Call the school office with questions.

Documents Needed to Enroll a Student:

1. Birth Certificate
2. Shot Record
3. Two Proofs of Current Residency
4. Current photo ID of the parent or guardian enrolling the student.

FIELD TRIPS

Classrooms and grade levels often take field trips as part of the curriculum. Please sign the field trip permission form sent home with your child's enrollment information. No child will be able to go without a signed parent permission slip on file. Parents may be asked by the teacher to chaperone field trips. In the event that we need a chaperone on a trip -- **adults will need to complete a Volunteer Application Form in advance in order to chaperone.** Please be aware younger siblings may not accompany the parent on the trip.

School board policies and school procedures will be followed by students, parents, chaperones, and teachers on all field trips. For a field trip that extends past the normal school hours, there will be an additional form to fill out if your child has a health issue. This provides the needed information for chaperones so they can be aware if medication will need to be taken on the field trip.

FIRE, TORNADO, & LOCKDOWN DRILL

Fire, tornado, and lockdown drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. Specific information is posted in each area. Order, safety, and speed are essential during these drills.

Fire Drills:

All students and faculty exit the school quickly and safely. Fire drills are conducted every month of the year.

Tornado Drills:

All students and faculty move to a ground floor interior room or hallway. Tornado drills are practiced once each semester.

Lockdown Drills:

Lockdown drills are practiced once each semester.

Earthquake Drills:

We discuss earthquake procedures once per year.

FOOD TO SCHOOL

Classrooms may have parties to celebrate holidays, attendance, high test scores, or finishing a unit of study. Healthy treats must be pre-approved by the classroom teacher. Teachers determine whether treats are shared during the students' activity time or at lunch. It is a Board of Health policy that all food must be store bought and come to school in original wrapping. Thank you for your understanding. See Birthday Treats for more information regarding students' birthdays.

FREE AND REDUCED TEXTBOOK/ LUNCH ASSISTANCE

All families previously enrolled in the Free and Reduced Textbook / Lunch Program will be automatically sent a new application form each school year.

This program is applied for through an online application process on our township webpage at schoolcafe.com. It is the family's responsibility to complete a NEW application each school year. Students without a NEW application and acceptance will be billed for textbooks.

Application forms can be completed any time during the year. If your income changes and you think you may qualify for the program you are encouraged to complete an application. Applications can be found on the Wayne website. Call Mrs. Casey Foust, Stout Field Home School Liaison for assistance at (317)988-6882.

GRADING SCALE:

100% - 90%	A	Exemplary
89% - 80%	B	Proficient
79% - 70%	C	Progressing
69% - Below	F	Not Yet Meeting Standard

HOMEWORK

Homework is a necessary part of each student's educational program. Each student may be expected to spend some time on homework in addition to scheduled class instruction to achieve proficient work. Research shows that students need extra opportunities and practice. Homework gives students this needed opportunity and practice. Homework reinforces skills taught in the classroom, increases the student's success on

achievement tests, gives practice in developing good work habits, offers opportunities for students to learn to budget their time wisely, and provides opportunity for parent involvement and responsibility.

It is the child's responsibility to ask for all assignments he/she might have missed due to absence from school. Work missed due to an excused absence must be made up within a reasonable amount of time. Any questions regarding homework please contact your child's teacher.

HOMEWORK HELP IDEAS

1. Make a habit of reading 20 minutes daily.
2. Choose good books, and keep books handy.
3. Provide your child with suitable study conditions free from distractions (well-lit flat surface or table, books, supplies).
4. Reserve a time for homework, and firmly adhere to a daily schedule.
5. Show an interest in what your child is doing, but do not do the work for him/her.
6. Set a good example for your child.
7. Limit the amount of time your child watches television, plays video games, plays outside, and plays games on the computer.
8. Practice Math Facts for 5-minutes daily.
9. Encourage your child to do his/her best!
10. If you need help or assistance understanding your child's homework, feel free to contact your student's teacher.

HONOR ROLL

The following guidelines will be used to determine Honor Roll:

- First, second, third, fourth, fifth, and sixth grade students will participate in our nine week Honor Roll Awards
- All grades will count toward the Honor Roll (Special Class grades will be used when they are given at each semester's end: PE, Art, and Music).
- Students with all A's will be on the "A" Honor Roll.
- Students with A's and B's will be on the "A/B" Honor Roll.

HOSTS TUTORING PROGRAM

The MSD of Wayne Township's HOSTS program (Helping One Student To Succeed) is a structured, mentoring program that provides early intervention for students who need additional help in reading. HOSTS is a 30-minute tutoring session that targets 2nd and 3rd grade students. HOSTS mentors work with students on comprehension, vocabulary, and reading skills. Our HOSTS instructor prepares the lessons and monitors daily mentoring sessions. Parents can volunteer by contacting the HOSTS instructor at (317)988-6826. HOSTS volunteers attend a training session and complete a background check prior to mentoring.

INSTRUCTIONAL PROGRAM

Stout Field Elementary includes Pre-Kindergarten through Grade 6. In general, there are self-contained classrooms at all grade levels. However, the self-contained organization may be modified to group for flexible instruction and team teaching. In grades 5 – 6 we have an interdisciplinary model in which all teachers work together to provide content and instruction. The homeroom teacher has their students for reading, SEL and an additional content area. They also serve as the primary communicator with the family.

The curriculum includes the following: Language Arts (Reading, English, Listening, Speaking, Spelling, and Handwriting), Mathematics, Social Studies, Science, Health, Music, Physical Education, and Art. All of our curriculum is posted on our district website (www.wayne.k12.in.us).

The emphasis on the curriculum is the Indiana State Standards. Units and lessons are organized to give students the opportunity to meet and exceed the standards set forth by the State of Indiana. The Standards are rigorous and the expectations for student achievement are high.

Instruction is enhanced with the availability of computers to assist students in all subjects. Students in kindergarten, first and second grade utilize tablets and computers, and students in third through sixth grades utilize chromebooks. We also have a STEM lab for students.

IREAD-3 ASSESSMENT

The purpose of the Indiana Reading Evaluation And Determination (IREAD-3) assessment is to measure foundational reading standards through grade three. Based on the Indiana Academic Standards, IREAD-3 is a summative assessment that was developed in accordance with Public Law 109. Public Law 109 "requires the evaluation of reading skills for students who are in grade three to ensure that all students can read proficiently before moving on to grade four". Students who fail the IREAD3 assessment are required to attend summer school in June and are strongly considered for retention in third grade.

ILEARN ASSESSMENT

Indiana Statewide Testing for Educational Progress is referred to as the ILEARN test. The ILEARN test administered based on Indiana's Academic Standards. Copies of these standards are available on line at the Indiana Department of Education.

The ILEARN assessment takes several days for students to complete. It is important that students get a good night's sleep and eat a healthy breakfast to be at their best for the test. Students will be assessed each year in April/May. For more details, visit www.doe.state.in.us/standards or contact your child's teacher.

LANGUAGE ASSISTANCE PROGRAM

Students who are learning English as a new language may qualify for our Language Assistance Program (LAP). All families complete a Home Language Survey at the time of enrollment. When appropriate, the school completes a student language screening and recommends a student for participation in the program.

ACCESS ASSESSMENT

As required by the No Child Left Behind Act, the annual Access assessment is administered to all Limited English Proficient students in the State of Indiana. This assessment measures annual growth in the English language domains of listening, speaking, reading, writing, and comprehension. The Access English proficiency Assessment is linked to Indiana's K-12 English Language Proficiency Standards and given in January and February. Students in kindergarten through sixth grade are assessed using this state test. Parents can review

their student's assessment results on Skyward. Click on the Skyward link at www.wayne.k12.in.us

LIBRARY & CLASSROOM BOOKS

Library books are the property of Wayne Township. They should be used with care and returned to the Media Center or classroom in good condition. It is not acceptable for students to loan books to others. Parents/guardians are responsible for their student's books, and will be charged for books which are lost, stolen, or damaged beyond use.

MATH FACTS

Math facts are important building blocks for learning math concepts. Math fact fluency is a part of our standards based instruction. The facts include addition, subtraction, multiplication and division. Creating fluency in these facts does not have to be "flash cards". Your teachers can show you games, activities and other fluency opportunities you can do to support your students Math Fluency.

- 1st grade addition in the fall
- 1st grade subtraction facts in the spring
- 2nd grade addition and subtraction facts
- 3rd grade addition, subtraction in the fall
- 3rd grade multiplication in the spring
- 4th grade addition, subtraction, and multiplication in fall
- 4th grade division in the spring
- 5-6th grade all four basic math facts

MONEY TO SCHOOL

When sending money to school, please put it in an envelope with your child's name, teacher's name, exact amount of money, and the purpose of the money written on the outside of the envelope. We recommend that students do not carry large sums of money to school regardless of the purpose. The school will investigate lost or stolen money, but does not take responsibility for refunding the money.

Multi-tiered Systems of Support (MTSS)

MTSS is a process where school faculty reviews students' academic progress through ongoing data analysis. The team builds a plan to provide additional support and progress monitoring for individual students as needed. Teachers keep parents informed of the student's progress and any

academic concerns. If students' data isn't progressing at a rate we would expect, a team meets to discuss what stands in the way of student learning. Plans are developed and a written notice detailing the intervention is sent home. Data will continue to guide our future steps in the intervention process. This process is used in all subject matters and in social and emotional learning as well.

NEW STUDENT REGISTRATION

Students living within the Stout Field attendance area may enroll between 8:00 – 3:00 pm five days a week throughout the school year and during the summer. Call the school office at (317)988-6800 with questions.

Documents Needed to Enroll a Student:

1. Birth Certificate
2. Shot Record
3. Two Proofs of Current Residency
4. Current photo ID of the person enrolling the student
5. Complete online Textbook and Meal Application

PARKING

Please do not park in the bus lanes located immediately in front of the school from 7:00 a.m. -7:30 a.m. or 2:00 p.m. - 2:30 p.m. Parking in the bus lanes is not permitted during these times as buses are loading/unloading students. Parking in the bus spaces could result in a fine and/or towing of your vehicle.

Visitor Parking

Visitor parking is located in the front of the school. You may use the visitor parking spaces located along either side of the flagpole. Every day between 7:00-7:30 a.m. and 2:00 - 2:30 p.m., the entrance to the school for visitor parking is closed to allow for a safe student dismissal. Visitor departure will be delayed until arrival or dismissal is completed. Visitors arriving during these times should follow the directions of school staff to park by the electronic sign or on the west side of the school by the park.

FALL PARENT CONFERENCES

We meet with all of our students' families every Fall during parent conferences. This is an

important time to discuss your child's academic progress with the teacher and your child. It is important for all of our families to attend their parent conference. Our school celebrates 100% parent participation we have at our conferences each year.

PARENT TEACHER ORGANIZATION

The PTO at Stout Field Elementary needs your support. Our PTO supports students' academic achievement by providing books and instructional supplies for students. They also sponsor our Celebrate Reading events and student social events throughout the school year.

PARENT VOLUNTEERS

We understand that a school is a community of people working together to help meet all the needs of our students. We would love your help and support. If you are interested in volunteering at Stout Field please contact your child's teacher.

PRE-KINDERGARTEN

In the Spring, students who will be 4-years old by *August 1st* and live in our Stout Field school attendance area may apply for our pre-kindergarten program. To be considered for our pre-kindergarten program students must be screened. On a set day in June, all pre-kindergarten applicants are pre-screened, and the students who would benefit most are invited to attend the program. Enrollment is limited to twenty students.

PROHIBITED ITEMS

Certain items have no place in school and are prohibited. Examples include, but are not limited to: tobacco products, alcohol, weapons, toys which resemble weapons, lasers, and handcuffs. If brought to school, these items are kept at the office. It is the responsibility of the student to inform the parent that an item has been confiscated. If a parent does not claim the item by the end of the school year, the items are given to a local agency or destroyed.

RACISM

Stout Field Elementary is establishing and sustaining an equitable community that achieves the School Districts equity mission to end the predictive value of race and ensure each individual

student's and staff's success. Stout Field rejects all forms of racism as destructive to our mission, vision, values and goals. We see it as our role to help students in the journey of understanding equity, bias and how this impacts our world and community.

READING LEVEL ASSESSMENT

Teachers administer a complete reading level assessment three times each school year. Reading accuracy, comprehension, and fluency are all measured. Teachers share results with students and parents.

We believe reading is fundamental to school success. We set high goals for reading growth and expect to meet those goals. Students' progress is reviewed frequently and is considered as a part of our MTSS process.

REPORT CARDS/MIDTERMS

Report cards will be issued to students at the close of each nine-week grading period. Report cards contain academic grades and conduct assessment. Attendance is reported on the report card. Report card cover sheets need to be signed and returned to the classroom teacher. A mid-term progress report will be sent home for each nine-week grading period. Mid-terms and report cards will be sent home in Friday Folders.

SCHOOL HOURS

Arrival

- ❑ School doors open at 7:15 a.m. Promptness to class is very important. Students should be in their class and ready to work at 7:30 a.m. For students who walk or are car riders, we ask that they do not arrive before 7:15 a.m. when the building opens and adult supervision begins. The atrium will be open at 7:10 a.m. to help provide shelter from the weather elements.
- ❑ Car riders drop off and pick up at the north end of the school. The bus lanes are not for parking during arrival and dismissal times.

Dismissal

- ❑ Students will be dismissed at 2:20 p.m. in the following order: car riders, bus riders, and walkers. Car drivers picking up students must drive single file and pull to the curb/sidewalk in back of the school in order for students to get safely into the car. Students will not be

released to cross any street until the parking lot is clear.

Pre-Kindergarten

- Students arrive at school at 8:30 a.m. and will be dismissed at 1:55 p.m. Arrival and dismissal for Pre-K students will be located in the front entrance of the building.

Kindergarten / Full Day

- There are *five* full-time Kindergarten classes at Stout Field. All Stout Field kindergarten students attend a full day of school: 7:30 a.m.-2:20 p.m.

STARS GUIDELINES:

- S** Strive for personal BEST
- T** Truth and Trust
- A** Active Listening
- R** Respect Everyone
- S** Stay Positive

STAR GRAM – PBIS Program

A Star Gram is a slip of paper given to a student in recognition of appropriate behavior or academic accomplishment. Classroom teachers log student star grams. Students can use them to buy game nights, movie nights, college trips, or spend them at the monthly star store.

STUDENT CODE OF CONDUCT

Please read the MSD of Wayne Township’s Student Code of Conduct in your enrollment package. Stout Field Elementary enforces those guidelines.

STUDENT PLEDGE

“I am happy, healthy, successful, loving, caring, and every day, in every way, I’m getting better and better and I believe it.”

STUDENT DRESS

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student’s safety and learning. A broad-based committee of parents, teachers, students, and administrators developed the following guidelines to reflect Wayne Township’s Community values. These guidelines are consistent with the Student Conduct Rules for the MSD of Wayne Township.

No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the uses of drugs, alcohol, tobacco, showing gang affiliation, or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in Wayne Township schools. Please contact your student’s principal for further clarification and requests for special circumstance exemptions.

Shirts/Tops

All shirts or tops must “cover” the underarm, chest, shoulders, stomach and back.

Pants, Skirts, Shorts

All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student’s arms are comfortably at his/her side. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

Shoes

Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.

Jackets/Coats

Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted. We ask that students remove their jacket when going through our lunch line.

Headwear and Glasses

Sunglasses shall not be worn in the building. Head coverings will not be permitted during the school day, with the exception of hijab. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair.

Hair/Facial Jewelry

Student’s hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student.

Book bags/Backpacks

Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.

Undergarments/See Through Materials

Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See through materials do not constitute "cover"

This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school administration may be prohibited.

STUDENT REGISTRATION

All students living within the Stout Field attendance area will be automatically re-enrolled each school year. Parents/guardians must complete an updated enrollment packet at the start of every school year and provide two new proofs of residency if they have moved.

STUDENT SUPPORT CENTER

The student support center is an academic area that provides additional behavioral and academic support to students.

STUDENT TEACHERS & INTERNS

Stout Field has a wonderful relationship with multiple Universities around the State. We will accept student teachers and interns to work with our staff and students. Your child benefits by having an additional adult to help him/her in the classroom. If your child is in a class with a student teacher or intern, they will send a letter to introduce themselves.

TARDINESS

Our school doors open at 7:15 a.m. Students should arrive at school and be working in class by 7:30 a.m. Students will be counted tardy if they arrive at school after the official start of school day (7:30 a.m.) and before ½ of the school day is complete. All tardy students should report to the office with their parent/guardian. A late student

must check into the office before walking to his/her classroom. If a student is late due to a late bus, he/she is not counted as tardy.

Parents are asked not to walk their student to classrooms. Our day begins with learning at 7:30 a.m. and teachers are focused on beginning the school day with their students.

TELEPHONE

Although each classroom is equipped with a telephone, children are permitted to use the telephone only with teacher permission for an emergency situation. A staff member must grant permission for the student to use the phone. Forgotten papers, instruments, practice, and game uniforms, or school materials do not constitute an emergency.

TITLE I PROGRAM

Our Title I program is a federally funded program that provides early intervention for students who need help in reading. Reading levels, ILEARN, DIBELS, and results are used to identify our students who would benefit from additional reading support.

Title I specialists are certified teachers who are specially trained for reading intervention. Students who struggle with reading progress have small group reading instruction with their classroom teacher and a Title I Intervention teacher every day.

Our Title I program also funds a Home School Liaison who works to ensure all our families are successful and have their basic needs met.

TOBACCO FREE CAMPUS

All Wayne Township Schools, which includes Stout Field, are Tobacco Free Zones. Smoking and Tobacco Products or their use is prohibited on school grounds.

VALUABLES

Students should not bring large sums of money or items of value to school. Video games, cell phones, trading cards, or any similar items are not permitted. The only time students are permitted to bring a game or toy is at the direct request of the teacher.

Confiscated items will remain in the office until a parent picks them up. Any items that are not claimed by parents will be destroyed or given to a local agency at the end of the year. Lost items may be investigated by a classroom teacher; however Stout Field does not take responsibility for lost items.

VANDALISM AND PROPERTY DAMAGE

Students who destroy or damage school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. It may also be necessary to turn the situation over to legal authorities.

VISION SCREENINGS

The Lions Club partners with Stout Field and the MSD of Wayne Township to complete vision screenings. The state requires students in kindergarten, 1st grade, 3rd grade, and 5th grade to have their vision screened. Typically this is accomplished one day in the Fall. The M.S.D. of Wayne Township is very appreciative of the work the Lions Club does to assist us in screening students' vision.