



HENDRY PARK ELEMENTARY SCHOOL
"Dedicated to Excellence in Education"

Kristin B. Sine, Principal
260-665-5325

August 18, 2014

Dear Parents and Students,

Welcome to Hendry Park Elementary School! We're looking forward to working with you and your child to make this a rewarding and productive school year.

We invite you to visit our school, attend your child's programs, and become an active member of the P.T.O. and other volunteer programs. Please read the student handbook, inserts (including the "Student Code of Conduct"), monthly newsletters and pertinent information posted on our school website including Hendry Park's academic goals, progress toward those goals, and special events:

<http://hpe.msdsteuben.k12.in.us/>.

Visit teachers' websites for information about classroom expectations, learning activities, and homework. Follow us on Twitter Hendry Park @HeadRoadrunner (#HPRoadrunners).

Our entire staff is dedicated to providing a safe, caring, and purposeful environment where every child learns regardless of ability, gender, or race. We consider the school campus a workplace for your child and therefore expect him or her to dress appropriately, show respect for people and property, come to school ready to learn, and to put *effort* into the academic activities required to successfully complete each grade level. Your involvement and support in our school community will be essential as we work together to make this school year a meaningful educational experience for your child.

If you have questions concerning the enclosed information, please contact the school office so that we may assist you. Our telephone number is 260-665-3215, the fax number is 260-665-5584. Unless otherwise posted, our office hours are from 7:30 A.M. – 4:00 P.M.

Once again, welcome to the 2014-2015 school year at Hendry Park Elementary School!

Mrs. Kristin Sine, Principal

TEACHING AND SUPPORT STAFF

Kindergarten	--Mrs. Marilyn Doerr
	--Mrs. Dawn Melchi
First Grade	--Mrs. Paige Judson
	--Miss Chelsea Rice
	--Mrs. Trisha Perschke
Second Grade	--Mrs. Sarah Presley
	--Mrs. Samantha Newhard
	--Mrs. Shannon Wallace
Third Grade	--Mrs. Angela Gruner
	--Mrs. Tammy Wilson
	--Mrs. Cassie Dahman
Fourth Grade	--Mrs. Tracey Floto
	--Mr. Matt Newhard
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	-Mrs. Deana Baird
Fifth Grade	--Mrs. Penny Sholl
	--Ms. Angela Booth
	--Mrs. Tamara Steffel
Emotionally Disabled (E.D.)	--Mrs. Betty Hendrey
Emotionally Disabled (E.D.)	--Mrs. Jenna Rios
Mild Disabilities (M.D.)	--Miss Austin Van
Title I	--Mrs. Dawn Carlson-Grubb
Title I	--Mrs. April Hoff
Title I Assistant	--Mrs. Sherry Pingry
M.D. Assistant	--Mrs. Cheryl Furge
Music	--Mrs. Rebecca Thompson
Physical Education	--Mrs. Dawn Ruff
Art	--Mr. Steve Crain
Speech	--Miss Alice Delaney
Technology	--Mrs. Laurie Struve
Guidance/Asst. Principal	--Mrs. Marie Floyd
School Nurse	--Mrs. Jackie VanRooyen
School Psychologist	--Ms. Crystal Redmaster
Secretary	--Mrs. Wendy Parker
Office Assistants	--Mrs. Pam Holcomb
	--Mrs. Michelle Roselle
	--Mrs. Theresa Werner
Library Assistant	--
Classroom Assistants	--Mrs. Jennie Archbold
	--Mrs. Donna Brown
	--Mrs. Brenda Coburn
	--Mrs. Karen Gowthrop
	--Mrs. Shawn Foltz
After School Child Care	--Mrs. Elane Kinney
Custodians	--Mr. Mark Coleman
	--Mr. Larry Ice

Kitchen

--Ms. Trudy Kurtz
--Mrs. Kim Keiser
--Mrs. Bernice Wolfe
--Miss Emily Goranson
--Mrs. Kathy Stadtmiller

BOOK RENTAL

KINDERGARTEN	\$78.20
GRADE ONE	\$88.13
GRADE TWO	\$78.23
GRADE THREE	\$94.15
GRADE FOUR	\$98.09
GRADE FIVE	\$95.18

Book fees are due upon receipt. If you are unable to pay your fees right away, contact the office to make arrangements for a payment plan or to inquire about book rental assistance. Book rental checks are payable to Hendry Park Elementary School and must be for the amount of the book rental only. **Please do not include milk, lunch, or fluoride money in a book rental check.** The check cannot be accepted if it is not for the proper amount. (Students will receive a combined lunch and textbook assistance form. Only one form per family will be accepted. Forms must be returned to the school no later than September 12, 2014.)

SCHOOL SECURITY

For the safety and security of our students and staff, entry doors to the school will be locked at all times. Anyone entering the building must check in at the office and pick up a visitor's badge. All field trip chaperones will continue to sign in at the office where they will receive a name tag before proceeding to the classrooms. Any parent or community member who wishes to volunteer must fill out one of the M.S.D. of Steuben County's "School Volunteer" applications and "pass" a limited criminal background check. A copy can be found in the student pocket folder handbook. Volunteers and chaperones living out of state must first complete an extensive criminal background check through *Safe Hiring Solutions* (online). Please keep in mind that these security measures are meant to keep your children in a safe environment at all times.

REMINDER: If a child will be going home in a way or with someone other than what is the routine, **a phone call to our office notifying us of the change in plans is required.** If this procedure is not followed, the child will be sent home in the "normal" way. **Please do not expect your child to remember what he or she is supposed to do at the end of the day; it can be very upsetting to a child if we insist they do the opposite of what they are telling us.**

SCHOOL CLOSINGS

In the event that school would be canceled due to an emergency, the local radio station and TV stations will be notified. Please listen to WLKI radio station (FM 100.3) and the Ft. Wayne TV stations for this notification. If you have a smart phone,

you can register with Indiana News Center for emergency text notifications. Decisions to delay or close school are always made out of concern for the safety of our students.

REGISTRATION FORMS

It is essential that we have accurate information for each child enrolled at Hendry Park. In cases of student illness or early dismissal, it is necessary to be able to contact parents or a designated responsible adult during the school day. Please keep us updated (throughout the school year) of any changes in your address, phone numbers, place of work, work phone numbers, and emergency contacts.

PARENT TEACHER ORGANIZATION (P.T.O.)

All parents are members of the Hendry Park P.T.O. The organization works to provide financial support to our school via special projects, sponsors student and staff activities, and brings the community and school closer together.

The P.T.O. Board members for 2014-2015 are:

Katherine Webber	President
Chelsea Rice	Vice President
Nicholas Molyneux	Secretary
Jennifer Craig	Treasurer

All PTO meetings and special events will be held at Hendry Park. Details about each event will be sent home and posted on the P.T.O and Hendry Park websites. www.hendryparkpto@yahoo.com

MORNING ARRIVAL TIMES FOR STUDENTS

Students who eat breakfast at school may enter at 7:45 A.M. and proceed to the cafeteria. Students who do not eat breakfast at school are allowed to enter the school at 7:55 A.M. Students should not arrive at school prior to 7:30 A.M. because it is not possible for the school staff to adequately supervise the school grounds prior to 7:30 A.M. Classes begin promptly at 8:10 A.M. Students who arrive later than 8:10 will be noted as “tardy.”

ATTENDANCE AT SCHOOL

Good attendance at school is directly related to a student’s success. Therefore, it is essential that your child come to school daily, unless he or she is sick or has a medical appointment. **Vacations during school sessions are discouraged.** If you must take a family vacation, there are vacation forms in the office that should be completed before you leave. Perfect attendance *means* perfect: no tardies, no vacations, no absences of any kind. If your child will not be able to attend school, call the school office prior to 9:00 A.M. If no call is received, school personnel will be contacting you at home or work. This is done for your child’s safety. If a child

arrives late to school, he/she must be signed in by the parent. Parents must report to the office to sign their child out if he/she leaves during the school day. Students may only be dismissed early from school through the office. If your child is absent for more than 3 days for an illness, a doctor's note confirming the illness will be requested. If a parent wants his or her child to stay inside for recess due to an illness, a doctor's note to that effect is required and the duration of the stay noted.

BREAKFAST AND LUNCH PRICES

The daily price for a breakfast is \$1.10 and lunch is \$1.80. Parents may pay daily, weekly, monthly, or yearly for their student's meals. The payment is credited to the child's lunch account and is deducted each time the meal card is used. Please check with your child or the school cafeteria office periodically for the balance in your child's account. Checks for breakfast and/or lunch should be made out to M.S.D. of Steuben County Food Service. **Coming soon:** go to www.sendmoneytoschool.com to pay and check your child's account balance.

LUNCHROOM RULES

1. Students may visit quietly (using "inside" voices) with those sitting at their own table, but should finish eating in 15-20 minutes.
2. Students are expected to:
 - Use good manners so eating habits and conversation are not offensive to others.
 - Pick up all trash when they leave the table.
 - Walk, don't run, in the cafeteria.

DRESS CODE

Proper dress for the learning environment is required at all times. Girls may wear dresses, skirts, jeans without holes and slacks. Boys may wear jeans without holes or slacks. In hot weather, shorts of a **modest** length will be permitted. **Shorts and skirts must be closer to the student's knees than to his/her hips.** Clothing that is inappropriate for school will not be allowed. Examples of inappropriate clothing include, but are not limited to, basketball shorts, tank and spaghetti strap tops, hats, bandanas, bare midriffs, short shorts, see-through clothing, clothing with vulgar sayings, and tobacco and alcohol advertisements. **"Sagging" pants and shorts will not be allowed.** Sandals are allowed, if they have a back strap. Flip flops are not safe for playing in on the playground.

DISCIPLINE REFERRALS

At Hendry Park we expect students to be truthful, trustworthy, responsible, respectful, and self-directed. Students are expected to:

1. Keep hands, feet, mouth and objects from hurting others.
2. Show respect for people and property.
3. Walk quietly in the building.
4. Talk with an appropriate voice.
5. Follow adult directions at all times.

Failure to comply with the expectations noted above will result in consequences for the student. When a student misbehaves, does something which disrupts learning, or puts another student or students in danger, a staff member will document the incident with a "Hendry Park Discipline Notice." Depending on the severity of the incident, the parents may receive a phone call from the teacher, principal, or counselor/Asst. Principal. In every case, a copy of the Referral will be sent home with the child or mailed. Parents should read the Referral carefully and call with any questions. There is a line on the Referral where the parent is expected to sign, indicating that he or she has read the Referral and is aware of the incident and the consequences given. The Referral should then be sent back to our office. The child or parent may bring it in, or the Referral can be mailed. Discipline Referrals are not kept in a student's permanent file, but suspension and expulsion notices are.

APPROPRIATE STUDENT BEHAVIOR

In order to provide a safe and effective school environment, students are expected to follow M.S.D. of Steuben County's, as well as Hendry Park's rules concerning appropriate student behavior. Please read and review the M.S.D. of Steuben County's "Student Code of Conduct" with your child. Inappropriate or unsafe behavior may result in suspension or expulsion. Expectations for behavior during the school day, also apply to all after school activities held on our campus. Behavioral expectations have been developed to promote respect for students, adults, and others' property. Expectations are posted and discussed with students as often as is necessary. Students are expected to respect all adults on the staff and are to stop when addressed by any of them.

Students may not have large amounts of money or expensive items at school. Electronic devices (CD players, radios, Game Boys, etc.) are forbidden, with the exception of cell phones and iPads. Students may bring cell phones and iPads to school, but they should be kept in the students' book bags during the school day including arrival and dismissal. Hendry Park will not be responsible for the loss or theft of any student's electronic device.. Students are not allowed to sell or trade anything at school or on the bus.

AFTER SCHOOL CHILD CARE

Hendry Park offers an After School Child Care Program (ASCC) from dismissal time at 2:45 P.M. until 6:00 P.M. each school day. The fee per hour is as follows: 1st child is \$3.50, 2nd child is an additional \$2.50, and 3rd child from the same family is an additional \$1.50. Your child must be registered to participate in this program. If you are interested, please stop by the school office to obtain the registration form and the After School Child Care Brochure. In the event of an emergency school closing the After School Child Care Program will be closed. The expectations for behavior during the school day extend to ASCC. Students who chronically misbehave or have committed a serious violation of HP and/or MSD of Steuben County rules, will lose their opportunity to participate in ASCC.

HENDRY PARK SCHOOL PLAYGROUND RULES

Everyone wants a pleasant, safe, and bully-free playground. Recess is a great time for students to socialize, develop leadership skills, and refresh their brains. For many students, it's their most favorite time of the school day! The Hendry Park staff members expect these general rules to be followed:

- Keep hands, feet, and objects to yourself. Never throw rocks, sticks, snowballs, etc. Never pull and hang onto another's clothing.
- No spitting, fighting, roughness, or bad language will be allowed at any time.
- Walk to the appropriate exit for recess. Students will line-up quietly at exits when recess is over. Teachers will pick-up their classes at the playground door and escort them back to the classroom.
- Upon entering or exiting the building, students will remember Hendry Park's expectations for behavior.
- Students will observe proper safety rules for all equipment and games.
- No food can be eaten on the playground during recess.
- Students may not chase or run after one another except in organized games.
- Bullying of any kind is forbidden (MSDSC Board Policy #5023).

TEETER TOTTERS

Students not on teeter-totters must remain a safe distance away. No walking or standing on teeter-totters is permitted. Only two people are allowed on a teeter-totter. Students must sit facing each other and warn the other if one wants to get off. The first to leave should help the other to get off safely. Students must keep feet from under the teeter-totter, avoid banging the end on the ground, and keep their hands on the handles.

SLIDES

Slide feet first in a sitting position. No standing on the slide, walking up the slide, or sliding backwards. No jumping off before reaching bottom. Do not jump off the slide platform. Do not hang from bars.

JUNGLE GYMS/CLIMBING GYMS

Use both hands while climbing. Do not play tag or jump to the ground. Do not use the jungle gyms when they are wet, icy or snow covered. Do not do any acrobatics on the gyms.

TRIANGLE AND LADDER BARS

One way traffic only. No wrapping of legs around another student. No climbing or sitting on top. Don't hang by your legs. Do not use this equipment when they are wet, icy, or snow covered. Don't skip any sections - go from one rung to the next. Do not use the side bars of the equipment.

SWINGS

One person to a swing. No twisting or locking legs with other students. No jumping from swing while in motion. No wrapping of chains over top of the bar. Do not throw swings around. Swing forward never sideways. Only

people swinging should be in the swing area. No pushing one another in a swing. Always swing in a seated position. Do not climb up the “leg” anchor posts.

TETHER BALL

Students may not tip the standard. The “Judge” has the last word and is the next to play. Observers must stand back, out of the way.

DODGE BALL OR KICK BALL

Students must stay in designated areas and follow rules for the game. Students may not throw any ball at a person’s head. Dodge ball will be played only on the playground, not in the HP gymnasium during inside recess.

FOOTBALL AND SOCCER

Due to the lack of appropriate safety equipment, playing football and soccer are not allowed on the playground.

WINTER RULES

Students may not throw snowballs.

Students may not play “king of the mountain” or climb on snow piles.

MISCELLANEOUS

- To protect the safety of all children, roller blades, skates, skateboards, and scooters will not be allowed at school.
- Students may not climb trees or pick things off the trees.
- Students may not stand on benches or picnic tables.
- Students may not go back inside during recess unless it is an emergency and they have a supervisor’s permission.
- Students are not to jump on or over other people’s backs or be taken on “horseback rides.”
- Students are expected to stay out of water and mud holes.
- Students must stay away from classroom windows to prevent injuries from open windows and glass.
- Students may not climb on or over fences (around playground area or private property).
- Hard balls, such as baseballs and softballs, are not permitted at school.

RIDING A SCHOOL BUS

Riding the school bus is a privilege that can be taken away for disruptive, rude, or unsafe behavior. All children being transported are under the authority of the bus driver and must respect his or her authority. Bus students will receive a copy of the following bus rules and are expected to understand and follow them for the safety of all concerned. Students who are cited for misbehavior will meet with the principal, transportation director, and/or the bus driver to resolve the bus problems and mete out appropriate consequences.

So that you will know what is expected of you while you are riding the bus, the following statements/commitments should be carefully read:

- I will sit properly in my own seat.
- I will not stand or move from place to place during the trip.
- I will not talk in a loud or boisterous voice, nor will I use improper language while on the bus.
- I will not use or possess any alcoholic beverages, illegal drugs or tobacco on the bus.
- I will not open or close the windows or doors of the bus without the driver's permission. Windows will not be allowed below the black lines at any time.
- I will not tease, scuffle, trip, hold, hit or use my hands, feet or body in any objectionable manner.
- I will not attempt to enter or leave the bus until it has come to a full stop and the driver has opened the door.
- I will be ready and waiting to board when the bus arrives.
- I will be denied the privilege of riding on the bus if I fail to conduct myself properly.
- I will read these rules to my parents or have them read to me and give my word to follow the rules.

**ANYONE FOUND DAMAGING THE SCHOOL BUS IN ANY MANNER
WILL FORFEIT ALL BUS RIDING PRIVILEGES.**

Revised August 2014