

Tzouanakis Intermediate School Handbook

2020-2021

TZOUANAKIS INTERMEDIATE SCHOOL

Welcome to Tzouanakis Intermediate School. The purpose of this handbook is to inform you of policies and procedures that affect your children. This is information that you will want to save and refer to throughout the year. We hope it is a good year for you and your child, and we encourage you to join us in working together with your child to provide a quality education.

TZOUANAKIS INTERMEDIATE SCHOOL

500 Linwood Drive
Greencastle, IN 46135
Phone: 765-653-4700
Fax: 765-653-6449

School Colors: Purple & Gray

School Motto: "One School..One Team..One Family"

School Mascot: TZ the tiger cub

GREENCASCADE COMMUNITY SCHOOLS'

VISION STATEMENT

The challenge is ours...
Commitment from everyone
Excellence for everyone

TZOUANAKIS INTERMEDIATE SCHOOL'S MISSION STATEMENT

The Tzouanakis School Community is dedicated to providing a safe, caring, and respectful educational environment in which all students may fulfill their academic, moral, physical, and social potential.

SCHOOL NEWSLETTER

The Rhoades Review will be sent to parents via email monthly. The newsletter will include important dates for parents and students, as well as, special announcements.

SCHOOL WEBSITE

<http://tz.greencastle.k12.in.us/>

SCHOOL HOURS

*Monday:

The student day will begin at 8:45 a.m. (tardy bell) and dismissal will be at 2:55 p.m.

Tuesday – Friday:

The student day begins at 8:00 a.m. (tardy bell) and dismissal will be at 2:55 p.m.

The office hours are 7:30 a.m. -4:00 p.m. Monday-Friday.

DISCRIMINATION

The Greencastle Community Schools do not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment.

IMPORTANT PHONE NUMBERS

Superintendent	653-9771	Fax 653-1282
Transportation	653-6840	Fax 653-0515
GHS	653-9711	Fax 653-4773
GMS	653-9774	Fax 653-5381
Ridpath	653-3315	Fax 653-9236
Deer Meadow	653-3518	Fax 653-1150

ANTI-HARRASSMENT

Greencastle Schools will vigorously enforce its prohibition against harassment based on, but not limited to; sex, race, color, national origin, religion, disability, or physical attributes.

TESTING PROGRAMS

Students in grades 3-5 will be administered the ILEARN test (Indiana Learning Evaluation Assessment Readiness Network) in April/May.

Students in grade 3 will be administered the IREAD-3 test in March.

MAP (Measures of Academic Progress) tests will be given to all students in August, December, and May to determine progress on the Indiana Standards.

The school nurse will give vision tests to children in grades 3 and 5. The school nurse and principal will also assist with the Growth and Development program for 4th grade boys and girls and 5th grade boys and girls.

Hearing tests will be administered by the Speech and Hearing Pathologist to grade 4 and new students.

DRESS CODE

Students are expected to wear appropriate clothing to school. Parents will be contacted by the administration if a child wears inappropriate clothing. Head coverings of any type, i.e. hats, bandanas, and scarves, are not to be worn in the building. Special exceptions are made for religious reasons and spirit days. A list of inappropriate items of clothing will be distributed at the beginning of the school year.

PTO

An excellent way to become part of our school is to become involved with our PTO. We encourage you to become an active member of this group of parents and teachers. By becoming familiar with our school through involvement in the PTO, you will be closer to the learning process that your child is a part of at Tzouanakis.

DISCIPLINE

Each teacher will create his/her own classroom discipline plan. School-wide behavior/discipline plans will be discussed with students during the first week of school. The principal is available to assist staff with discipline concerns. Discipline options used by the teacher include, but are not limited to: writing behavioral essays or goal sheets, after-school detention, and parent contacts/conferences. Corporal punishment is not allowed in Greencastle Community Schools. Every effort will be made through counseling, parent involvement, and problem solving/conflict resolution strategies to avoid serious discipline consequences. However, when serious misbehavior takes place, students will always be granted due process and every opportunity to amend poor behavior.

BUS PASSES AND DISCIPLINE

Students are expected to cooperate with and show respect to bus drivers. Failure to observe rules on the bus will result in denial of bus service. The parent will then be responsible for all student transportation. Riding the school bus is a student privilege, not a student right. Food and candy are not to be brought aboard a bus at any time. Animals (including reptiles) are not to be brought on a bus at any time.

Bus passes are needed for students who will be riding to a destination other than their home. To obtain a bus pass, a student must bring a note from his/her parent to the office in the morning. The note must include the address of the destination and the name and phone number of the supervising adult. A parent may call the school before 2:15 to change the after-school transportation. A bus pass will be issued by a secretary.

PARENT VISITATION/CONFERENCES

Parents wishing to visit a classroom or conference with a teacher must make prior contact with the teacher. Parents are always welcome to discuss concerns with the principal. If possible, please call the school and make an appointment. All visitors are required to register at the school office.

ATTENDANCE POLICY

A good attendance record is important to the student and the school as well. It has been our experience that grades and attendance are directly related. Attendance is valuable to the Greencastle Community School Corporation because it is reimbursed for its average daily attendance record, and attendance is one of the four (4) factors that will determine accreditation by the Indiana Department of Education.

1. Parents must send their child to school unless the child is ill, there is a family emergency, or state law permits the reason.
2. Students who are acutely ill should remain at home. Do not send your child to school if he/she has any of the following signs of illness.
 - a. Temperature greater than 100 degrees
 - b. Vomiting, diarrhea, hivesStudents must be symptom free for 24 hours before returning to school. A normal temperature must be maintained without the use of medicine, such as Tylenol.
3. Parents should call the school the morning their child is ill by 9:00 a.m. Also, if a student will have an extended absence, please notify the school.
4. If you wish to pick up homework for your child, please call the school before 9:00 a.m. to allow the teacher time to gather materials. Materials will be available in the office after 3:00 p.m.
5. When a student checks in or out during the school day, the computer calculates the percentage of the day the student is out. A student missing 75% or more is considered a full day. 25%-74% is considered one-half day. A student missing 1%-24% of the school day is counted AM or PM tardy.
6. Attendance Letters – Attendance letters will be attached to report cards or mailed to students who have been absent seven (7) or eleven (11) days. This is official notification for parents that the school is concerned about a child's attendance. GCSC Policy states, "When a child has been absent eleven (11) times, she/he will be placed on "doctor's excuse". This means that every time the student is absent, she/he must present an official GCSC absence form signed by a physician upon returning to school. The doctor's excuse should indicate that the student was physically or mentally unfit to attend school. When parents do not work with the school on attendance concerns, we have no choice but to turn the matter over to the proper legal authorities.
7. Attendance Awards – Excused absence means we are aware of the absence and it is excused by the GCSC Attendance Policy. All absences, excused or unexcused, affect the student's attendance. To receive an attendance award, a student must be present every minute of every day.

EXCUSED ABSENCES

The following absences are considered excused absences:

1. Student is mentally or physically unfit for school attendance or must be absent for a professional appointment.
2. Student is affected by death within the immediate family.
3. Student is granted permission by the school to serve in the state legislature.
4. Student is under medical or health quarantine.
5. Student is specifically authorized by state law, including, but not limited to a court appearance pursuant to a subpoena, certain election activities pursuant to IC 20-33-2-15, religious instruction in accordance with IC 20-33-2-19, active duty with the Indiana National Guard, and civil air patrol participation in accordance with IC 20-33-2-17.2.
6. Student is approved for excused absence by the principal or principal's designee.

All other absences are deemed "unexcused absences." All absences are subject to the principal's review. The principal will make the final decision for determining excused absences.

STUDENT MEDICATION

All student medication must be kept in the office. Only medication in its original prescription bottle, labeled with the prescription date, student's name, and exact dosage will be administered. Medication will be administered by the office staff. Cough drops are allowed in the classroom. The school must have written authorization from the parent on file in the principal's office before medication may be administered. A parent must bring in the medication.

HOMEWORK

Homework is a necessary part of any educational program. It is the opportunity for each student and his/her parent to work together on school-related assignments and for parents to keep informed as to the current areas a child is studying. Please check and sign the assignment book of your child and make sure all homework assignments are completed. It is imperative that work completed at home, as well as textbooks, be returned to school the next day.

If you would like for our teachers to prepare homework for your child because of illness, please remember to call the school before 9:00 a.m. to allow ample time to collect the work.

REPORT ON STUDENT PROGRESS

Report cards are one way of letting parents know how well their children are doing in school. They are issued four (4) times a year. Report cards are sent

home with each child on the Wednesday following the end of each nine (9) weeks. The following grading scale is used at Tzouanakis Intermediate School.

100 = A+; 99-92 = A; 91-90 = A-
89-88 = B+; 87-82 = B; 81-80 = B-
79-78 = C+; 77-72 = C; 71-70 = C-
69-68 = D+; 67-62 = D; 61-60 = D-
59-0 = F

RETENTION GUIDELINES

In order for a student to be considered for retention at a particular grade level, the following procedure will be used.

1. The classroom teacher will have made a referral to the RtI (Response to Instruction) Team and tried the interventions suggested (if applicable).
2. A conference must be scheduled no later than March 15. Those in attendance must include: the classroom teacher, parents, and building principal.
3. When considering the retention of a student, the discussion with the parents may include a review of the following:
 - a. Social and emotional maturity
 - b. Grade level at which the child is functioning in reading
 - c. Achievement Test Scores
 - d. Age of the child
 - e. Attendance of the child
 - f. Classroom achievement

STUDENT DROP-OFF AND PICK-UP

1. Please drop off students along the sidewalk in front of the building outside doors #1 and #3.
2. Please do not drop off students in the staff lot in front of the building.
3. Dismissal Procedure:
 - a. Bus children will go directly to their buses at 2:55 p.m.
 - b. Children transported by parents and walkers will exit door #1 close to 2:55 p.m.
 - c. Parents picking children up should use the front drive from north to south and loop back through the staff parking lot back out the way you entered. Please pull up driving parallel to the curb. No children should walk through the parking lot to meet a car. Children will wait until their parent pulls up in front of the building before being allowed to get into the car.

STUDENT BEHAVIOR

At Tzouanakis Intermediate School, we expect the best from each of our students. Students must follow classroom rules, as well as school rules, in order to foster a safe school environment conducive to learning. Our goal is for all students to treat others with respect. Classroom and school rules will be explained to all students at the beginning of the school year. We believe that when children have clear expectations set before them, they rise to a higher level of behavior and grow in responsibility and self-confidence. A citizenship grade that reflects student behavior will be given each nine (9) weeks.

STUDENT SIGN IN/OUT

Students who arrive late to school must report to the office to sign in and obtain a pass before going to their class. Parents who wish to pick up a student before the end of the school day must report to the office and sign the student out. Parents are not allowed to remove students from the classroom. Students will be released only to the parent or legal guardian unless prior arrangements have been made with the office.

PROCEDURE FOR CLOSING SCHOOL DUE TO WEATHER CONDITIONS

The following procedure will be used in notifying students and parents when the decision has been made to close school.

1. If the decision is made early in the morning, the website, radio, and TV stations will be notified. This decision will be placed on the air as early as possible and before 7:00 a.m. Calls will be made to parents through the School Messenger automated system.
2. If the decision is made after the buses have delivered the students to school, the website, radio, and TV stations will be notified. Calls will be made to parents through the School Messenger automated system.
Parents should have advanced arrangements made for their children in case they are away from home and school has to be closed.
3. If the decision is made in the evening to close school the following day, the website, radio, and TV stations will be notified that evening. Calls will be made to parents through the School Messenger automated system.

MISSED SCHOOL SERVICES / SPECIAL EDUCATION / RELATED SERVICES

If a student is absent, on a field trip, or attending a school event, GCSC does not require the school staff (teacher, OT, PT, SLP or other staff member) to

make up the service. If a service is missed because of a school-wide event or circumstance, such as but not limited to, natural or man-made disasters including tornado, fire, pandemic, or other (speech/hearing screenings, ACRS, field trip, convocation, inclement weather such that there is a delay or school closure) then the educational and or special services will be conducted through distance learning. If a service is missed because the related service provider, SLP, teacher or other staff member is absent, then the school is expected to make up the service.

BREAKFAST AND LUNCH PRICES

Lunch prices are subject to change. Parents will be notified should a change occur. Prices subject to change. (Prices Listed Below Based on 2019-20)

Lunch	\$3.00	Reduced \$.40
Breakfast	\$1.85	Reduced \$.30
Milk	\$.50	
Adult Lunch	\$ 3.80	
Adult Breakfast	\$ 2.20	

Extras will be available for student purchases. A copy of the monthly menu will be sent home prior to the beginning of the next month.

CAFETERIA PROCEDURES

1. Tzouanakis uses a computerized system that sets up an account for each student. This is a prepaid system. Parents are encouraged to prepay for a week's lunch. It is also possible to pay for the entire semester. Payment should be sent on Monday in an envelope marked with your child's name, teacher's name, account number, and amount enclosed.
2. All students will be assigned a computerized lunch number, which will be punched in so each child's lunch is charged to his/her account.
3. Each child will have his/her own account in which to deposit money for lunches.
4. Children who receive free lunch or bring their lunch will have an account for extra milk or additional purchases. Please be sure your child has deposited sufficient funds to take care of all purchases.
5. Students will be allowed only two (2) charges. In the event a third charge is needed, a peanut butter sandwich and milk will be provided to your child. Weekly printouts will be given to students who have a negative balance. Parents may request additional printouts by sending a written note with their child.
6. Students are not allowed to bring carbonated drinks in their lunch.

7. No fast food is allowed in the cafeteria (Federal guidelines).

SCHOOL GUIDELINES

1. Students are under the school's jurisdiction in the building, on school grounds, at all school functions, and on the way to and from these functions.
2. Children must bring a note signed by a parent if they plan to go home with a friend after school. The note must include an address where they are going and the name and phone number of the supervising adult. If bus transportation will be used, the student must obtain a bus pass from the office.
3. Students will be allowed to call home only in the case of emergencies. They may not call home to make plans for after-school activities unless permitted to do so by a teacher.
4. Students may stay after school only if they are under the supervision of a teacher, parent, or other staff member. Contact must be made with parents prior to that time.
5. Upon entering a Greencastle school building, students are expected to turn their cell phones off and place them out of sight. During school hours, cell phones must be kept in the student's cubical/locker at all times and should never be used for any of the following, but not limited to: phone, camera, games, texting, calculator, time piece, or audio player. Any cell phone seen, heard, or used during the school day will be confiscated by an adult, turned into building administration, and returned only to a parent/guardian. CD Players, Gameboys, and other student owned technological devices must be turned off during the day and kept in student cubicals/backpacks.

ANTI-BULLYING POLICY

- A. As defined by the School Corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- B. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of

students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
 2. Has a substantially detrimental effect on the targeted student's physical or mental health;
 3. Has the effect of substantially interfering with the targeted student's academic performance;
 4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- C. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
1. Participating in a religious event.
 2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 3. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
 4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
 5. Participating in an activity undertaken at the prior written direction of the student's parent.
 6. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.