

Rensselaer Central Schools Corporation

Goals for 2010-2011

1. Develop and implement a 2011 budget for Rensselaer Central Schools Corporation that continues to provide financial stability for the school district.
2. Rensselaer Central Middle School will continue to participate in the InSAI (Indiana School Academic Institute) school improvement process.
3. All students needing additional learning opportunities in Reading, Language Arts and/or Mathematics will be provided additional (catch-up growth) instruction.
4. Complete the planning and designing of the new Primary School and begin the construction of the school within the existing budget parameters.
5. Complete the Security and Safety upgrades for Van Rensselaer Elementary School, Rensselaer Central Middle School, and Rensselaer Central High School.
6. Rensselaer Central Schools Corporation ISTEP + English/Language Arts scores will continue to increase district wide by 2% or more.
7. Rensselaer Central Schools Corporation ISTEP + Mathematics scores will continue to increase district wide by 2% or more.
8. Rensselaer Central Schools Corporation will provide a Bomber Academy for professional development of all certified employees.

Rensselaer Central Schools Corporation Vision Statement

The Rensselaer Central Schools Corporation is committed to working with its staff, parents, and the greater community in ensuring that our students are academically challenged leading them to be productive and positive citizens who will be informed lifelong learners and who will be formed with the social skills necessary to help positively shape an ever-changing world

Mission Statement of Van Rensselaer Elementary School

To develop successful, productive citizens, our school will be a place where all children, staff members, and community are valued and committed as partners in academic excellence.

Statement of Beliefs

The Van Rensselaer faculty has the following beliefs:

1. Every student deserves a safe environment
2. All students warrant a quality education
3. The right to be challenged is essential to the continued growth of all students
4. All people in the building are responsible for the education of all students
5. Rules are put in place for the safety of all
6. All children need to have adequate nutritional needs met
7. All children deserve materials/textbooks that are appropriate for their levels
8. All children have the right to services, which meet their physical and educational needs.

Rensselaer Central Elementary Schools

Staff Expectations

2010-2011

- Hold high expectations for all of your students. Start each day with a positive attitude, and your students will follow suit. You will do your best each and every day just as all of your students should. Hold them to that regard.
- Teachers and staff members should dress professionally every day. This includes days in which there are field trips. We are all role models for our students and should dress that way. Feel free to dress up and partake in the fun of spirit days! Friday's can be more casual.
- The contractual hours are 8:00-3:30. Please notify administration if your work times will vary. Please attempt to schedule your personal business after 3:30. If you leave the building during contractual hours you must sign-out in the office and sign-in when you return to the building.
- There will be up to 3 meetings each month: 1 staff meeting after school, 1 meeting with Professional Development Meeting with BobbiJo, and 1 lunch meeting with the administration. Please be considerate of everyone's time and arrive at meetings on time and prepared.
- Classroom displays should be current and reflect the student work that is occurring in the classrooms.
- We should strive to have silent hallways. We don't want to interfere with the learning opportunities of other students.
- Parent communication is extremely important. Communication should occur either by email or phone within 24 hours. Remember to make sure that administration knows about any issues that arise; teachers should be the first to share news with parents.
- Please sign up for the COWS (Computers on Wheels) with Jane Ann. Please make sure you follow proper protocol when using the COWS. When you return the COWS make sure you plug them in to get charged.
- The RCSC corporation calendar along with Van and Monnett's calendars are included in this handbook. Please plan your schedules accordingly.
- Teachers are highly encouraged to join the Parent Teacher Association (PTA). Their support of our school and students is exceptional. Our commitment to their organization helps more that you know.
- Teachers are highly encouraged to attend at least one PTA meeting/event throughout the year. Each grade level will be expected to assist in one Market Day Delivery this school year. (A schedule is included in this handbook.) Students and parents love to see you outside the classroom supporting the school's community building efforts.
- Post class lists outside of your classroom door for the first day. Include the student's first and last name only.
- Make sure your classroom has an emergency route map posted as well as an emergency binder/folder to use for attendance in the case of an emergency.

- The social committee goes above and beyond to celebrate and support the staff of our schools. It is highly encouraged that you support this committee by donating to the flower fund:
- All staff should complete an emergency card at the office. Please make sure this is updated if any of your information changes.
- Teachers should develop regular newsletters to keep parents updated about curriculum, grade, or class activities. Please put a copy of flyers, newsletters, or letters in Mr. Jones' mailbox or add me to your email list.
- Teachers should adhere to the corporation's timeline set for reporting grades and maintaining up-to-date student records.
- Maintain confidentiality.
- Check your email and mailbox daily.
- Keep your administrators in the loop about what is going on in your classroom and with your students.

Rensselaer Central Elementary Schools

Classroom Mgmt. and Discipline Tips

These twenty tips were given to me when I accepted my first teaching position. I'm not sure if the man I was filling in for created them or got them somewhere. I will admit. I didn't achieve all of them all the time, but I did my best to implement them into my classroom management philosophy.

1. Learn all you can about previous school experiences of your students (but do not let this information bias you).
2. Be prepared for class. Ten seconds of idle time can develop into 10 minutes of problems.
3. Make your assignments reasonable and clear. (Have a student repeat it.)
4. Be a good and neat dresser, be businesslike, and be friendly.
5. Be prepared for the unexpected (whatever it may be).
6. Keep rules to minimum – basic rules are needed, but many rules have no real purpose. (Enforce the few rules you have consistently.)
7. Be consistent (for 185 school days).
8. You're a fool if you punish the entire class for the actions of a few.
9. Never say anything to a student in front of a class that you would not say in the presence of his or her parents.
10. Never, never, never humiliate a student in front of others.
11. Students have plenty of buddies. Don't be a buddy; be a teacher.
12. Don't be afraid to apologize.
13. Use the telephone. Let the parents work with you. (Communicate the positive as well as the negative.)
14. Never argue with a student in front of the class. The odds are 30 to 1 that you'll lose.
15. Believe it or not – don't see and hear everything.
16. Be enthusiastic – it's contagious.
17. Don't be a screamer. A barking teacher does nothing but make noise.
18. Don't make study a punishment. You cannot motivate a student to "learn a punishment." Think about that statement.
19. Know your students' hobbies, interests, problems, friends, etc., and show a sincere interest in these things.
20. Keep administrators informed when dealing with problem students.

Rensselaer Central Schools Corporation

2010-2011 School Calendar

RENSSELAER CENTRAL SCHOOLS CORPORATION
 2010 - 2011 SCHOOL CALENDAR

Approved 8/18/09
Revised 3/16/10

Student Teacher
Days Days

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

14 16

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

21 21

August 10 - Bomber Academy for Staff
August 11 - Teacher Orientation/In-Service Day
August 12 - First Day for Students
September 6 - Labor Day - No School

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18 19

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

20 20

October 15 - End of First Grading Period (46 Days)
October 18 - Parent/Teacher Conferences - NO SCHOOL
October 21 & 22 - Fall Vacation - NO SCHOOL
November 25 & 26 - Thanksgiving Vacation - NO SCHOOL

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 13

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19 19

December 17 - End of 2nd Grading Period (40 Days)
December 17 - End of 1st Semester (86 Days)
December 20 - January 3 - Christmas Vacation - NO SCHOOL
January 4 - Students Return to School
January 17 - Flex Day (Weather Make-up if needed)

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

19 19

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 18

February 21 - Flex Day (Weather Make-up if needed)
March 11 - End of 3rd Grading Period (47 Days)
March 21 - 25 - Spring Break - NO SCHOOL

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20 20

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18 18.5

April 22 - Good Friday - NO SCHOOL
May 25 - End of 4th Grading Period (47 Days)
May 25 - End of 2nd Semester (94 Days)
May 26 - 1/2 Teacher Record Day
May 29 - Graduation
May 30 - Memorial Day - No School
May 31 - June 17 - Drivers Education Class

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 20 - July 8 - Summer School
July 4 - No Summer School

1st 9 Weeks - 46 Days
2nd 9 Weeks - 40 Days
3rd 9 Weeks - 47 Days
4th 9 Weeks - 47 Days

Students - 180 Days
Teachers - 183 1/2 Days

2010-2011 Van Rensselaer Calendar

Early August		K-12 Registration - See newspaper for exact dates
Monday	August 9	Teacher Orientation
Tuesday	August 10	Bomber Academy (Teachers only)
Wednesday	August 11	Meet Your Teacher –5:30-6:30 P.M.
Thursday	August 12	Students First Day of School
Monday	September 6	NO SCHOOL - Labor Day
Tuesday	September 7	VAN PTA Meeting 6:30 P.M.
Thursday	September 16	Market Day Pick-up 6:30-7:30 P.M.
Wednesday	October 6	Van Picture Day
Monday	October 11	Van Grandparent's Day
Tuesday	October 12	PTA meeting 6:30 P.M.
Thursday	October 14	Market Day Pick-up 6:30-7:30 P.M.
Friday	October 15	End of 1 st grading period
Monday	October 18	Parent/Teacher Conference -12:00 – 7:30– NO SCHOOL FOR STUDENTS
		Progress Reports Given Out at Conference
Thurs. & Fri.	October 21&22	Fall Vacation – NO SCHOOL
Saturday	November 6	Van Craft Bazaar 9:00 AM-3:00 PM (Gyms closed 11/5 & 11/6 for set up)
Tuesday	November 9	PTA Meeting 6:30 P.M.
Thursday	November 11	Market Day Pick-up 6:30-7:30 P.M.
Mon-Fri.	November 15	Book Fair 6:30-7:30 P.M.
Thursday	November 18	5th Grade Open House
Tuesday	November 23	Picture Retakes
Thurs. & Fri.	November 25&26	Thanksgiving Vacation – NO SCHOOL
Tuesday	December 7	Children's Choir Concert – New Gym 7:00 P.M.
Thursday	December 9	Market Day Pick-up 6:30-7:30 P.M.
Tuesday	December 14	PTA Meeting 6:30 P.M.
Friday	December 17	End of 2 nd grading period, End of first semester
December 20-January 3		Christmas Vacation – NO SCHOOL
Friday	January 7	Progress Reports sent home
Tuesday	January 11	PTA meeting 6:30 P.M.
Monday	January 17	Flex Day (Snow Make-up)
Thursday	January 20	Market Day Pick-up 6:30-7:30 P.M.
Friday	February 4	Family Fun Night
Tuesday	February 8	PTA Meeting 6:30 P.M.
Thursday	February 10	4 th Grade Open House/Science Fair 6:30-7:30 P.M.
Thursday	February 17	Market Day Pick-up 6:30-7:30 P.M.
Monday	February 21	Flex Day (Snow Make-up)
Monday	February 28	ISTEP Applied Skills Test Grades 3, 4, & 5

March	1-9	ISTEP Applied Skills Test Grades 3, 4, & 5
Mon-Fri	March 7	Book Fair 6:30-7:30 P.M.
Tuesday	March 8	PTA Meeting 6:30 P.M.

Thursday	March 10	3 rd Grade Open House 6:30-7:30 P.M.
Friday	March 11	End of 3 rd grading period
Wednesday	March 16	Progress Reports sent home
Thursday	March 17	Market Day Pick-up 6:30-7:30 P.M.
March 21-25	Spring Break	NO SCHOOL
Tuesday	April 12	PTA Meeting 6:30 P.M.
Tuesday	April 14	2nd Grade Open house 6:30-7:30
Thursday	April 21	Market Day Pick-up 6:30-7:30 P.M.
Friday	April 22	Good Friday – NO SCHOOL
<u>April 25 through May 4</u>		<u>ISTEP Multiple Choice Test Grades 3, 4, 5</u>
Thursday	May 5	Children's Choir Concert 7:00 P.M.
Tuesday	May 10	PTA Meeting 6:30 P.M.
Thursday	May 19	Market Day Pick-up 6:30-7:30 P.M.
Friday	May 20	Van "Fun in the Sun" sponsored by PTA
Wednesday	May 25	Van Awards program, TBA
Wednesday	May 25	End of 4 th grading period, End of second semester
Thursday	May 26	½ Teacher Records Day
Sunday	May 29	Graduation

5/25/10

2010 - 2011 Monnett Calendar

Early August		K-12 Registration at the High School. Watch local newspaper and media for dates and times.
Monday	August 9	New Teacher Orientation
Tuesday	August 10	Bomber Teacher Academy (No Students)
Wednesday	August 11	Meet Your Teacher 4:30 - 5:30 PM (Feel free to bring your supplies so you are ready for the first day)
Thursday	August 12	Student's First Day of School
Monday	August 16	Summer Reading Logs are due.
Monday	August 23	Pre-School classes begin
Monday	September 6	NO SCHOOL - Labor Day
Monday	September 13	Monnett PTA Meeting 6:30 PM Library
Thursday	September 16	PTA Market Day 6:30-7:30 PM Monnett Gym
Monday	October 4	Monnett PTA Meeting 6:30 PM Library
Wednesday	October 6	Monnett Picture Day
Friday	October 8	Monnett Grandparent's Day K 9:30 AM, 1st GD 12:30 PM
Thursday	October 14	1 st Grade Field Trip
Thursday	October 14	PTA Market Day 6:30-7:30 PM Monnett Gym
Friday	October 15	End of first grading period
Monday	October 18	Parent Teacher Conferences 12:00-7:30 PM
		No school for students - Report Cards given out at conf.
Thurs. & Fri.	October 21 & 22	NO SCHOOL - Fall Vacation
Friday	October 29	K-1 Fall Parties
Monday	November 1	Monnett PTA Meeting 6:30 PM Library
Saturday	November 6	Van Craft Bazaar 9-3 PM
Thursday	November 11	PTA Market Day 6:30-7:30 PM Monnett Gym
Friday	November 12	PTA Family Carnival Night at Monnett 6:00-8:00 PM
Tuesday	November 23	Picture Retake Day
Thurs. & Fri.	November 25 & 26	NO SCHOOL - Thanksgiving Break
Mon. – Fri.	December 6-10	Monnett Book Fair
Monday	December 6	Children's Choir Performance
Monday	December 6	Monnett PTA Meeting 6:30 PM Library
Thursday	December 9	PTA Market Day 6:30-7:30 PM Monnett Gym
Friday	December 17	End of 2 nd grading period, End of 1 st semester
December 20 - January 3		NO SCHOOL - Christmas Vacation
Tuesday	January 4	School Resumes
Wednesday	January 5	Report Cards given out
Monday	January 10	Monnett PTA Meeting 6:30 PM Library
Monday	January 17	Flex Day (Snow Make-up)
Thursday	January 20	PTA Market Day 6:30-7:30 PM Monnett Gym
Monday	February 7	Monnett PTA Mtg. 6:30 PM Library
Friday	February 11	Classroom Valentine Parties
Thursday	February 17	PTA Market Day 6:30-7:30 PM Gym
Monday	February 21	Flex Day (Snow Make-up)

Monday	March 7	Monnett PTA Meeting 6:30 PM Library
Friday	March 11	End of <u>3rd</u> grading period = 48 days
Mon. – Fri.	March 14-18	Celebrate the Arts week
Wednesday	March 16	Report Cards given out
Thursday	March 17	PTA Market Day 6:30-7:30 PM Monnett gym
March 21 - March 25		NO SCHOOL - Spring Break
Friday	April 1	New Kdg. Call Out 8:30 – 4:00
Monday	April 4	Monnett PTA Meeting 6:30 PM Library
Mon. – Fri.	April 4-8	Book Fair
Tuesday	April 12	KDG. Assessment, gym 8:30 - 3:30PM
Thursday	April 14	KDG. Assessment, gym 8:30-3:30 PM
Thursday	April 21	PTA Market Day 6:30-7:30 PM Monnett Gym
Thursday	April 21	Easter Egg Hunt, Sponsored by PTA
Friday	April 22	NO SCHOOL - Good Friday
Monday	May 2	Monnett PTA Mtg. 6:30 PM Library
Wednesday	May 11	Pre-K Parent Program 6:00 PM Monnett Gym
Thursday	May 19	PTA Market Day 6:30-7:30 PM Monnett Gym
Monday	May 23	1 st Grade Building Tour of Van
Wednesday	May 25	Last student day
		“Fun in the Sun” sponsored by the PTA
		End of <u>4th</u> grading period, End of <u>2nd</u> semester
Thursday	May 26	1/2 Day AM - Teacher Record’s Day
Sunday	May 29	Graduation

5/26/2010

Van Rensselaer Elementary School

Room Assignments

<u>Room #</u>	<u>Teacher</u>	<u>Subject</u>
1	Gratner	SPED
2	Leichty	4 th
3	Slade	4 th
4	Deno	4 th
5	DelPrincipe	4 th
6	Davis	4 th
7	Yeager	SPED
8	Clouse	SPED
9	-----	<i>OPEN</i>
10	Chapman	5 th
11	Wuethrich	5 th
12	Yentes	5 th
13	Stevens	5 th
14	Taylor	5 th
15	-----	<i>OPEN</i>
16	Micek	SPED
17	Lomax	3 rd
18	Wilder	3 rd
19	Goodman	3 rd
20	Cripe	3 rd
21	Bryant	3 rd
22	Korniak	3 rd
23	Geleott	ART
24	Huff	MUSIC
25	-----	COMPUTER LAB
26	-----	TITLE 1
27	Wynn	2 nd
28	Hickman	2 nd
29	Haskell	2 nd
30	Veldstra	SPED
31	Rowan	2 nd
32	Yallaly	2 nd
33	Scherb	2 nd

Rensselaer Central Elementary Schools

Faculty Meetings

2010-2011

Faculty meetings are scheduled to meet the second Tuesday of each month during the school year from 3:20-4:00. Meetings will be held in the Van Library. The Principal and Assistant Principal will manage all meetings during the school year. Attendance is mandatory.

All faculty and staff are encouraged to send agenda items to Mr. Jones by Noon on the Monday prior to the Tuesday meeting. On occasion an additional meeting(s) may be necessary. Faculty agenda and any minutes will be kept on file in the school office.

2010

Sept. 14

Oct. 12

Nov. 9

Dec. 14

2011

Jan. 11

Feb. 8

Mar. 8

Apr. 12

May 10

In the event that RCSC calls for CLOSED SCHOOL, on the Tuesday when a monthly Faculty meeting is scheduled, the monthly RCHS Faculty meeting will be rescheduled the very next school day at the regularly scheduled time

Rensselaer Central Elementary Schools

School Improvement Team 2010-2011 Meeting Schedule

Additional meetings might be added do to the development of a new plan. Please plan for each meeting to last until 5:00 pm.

<u>Date</u>	<u>Time</u>	<u>Location</u>
Sept. 2 nd	3:15	Van Conf. Room
Oct. 7 th	3:15	Van Conf. Room
Nov. 4 th	3:15	Van Conf. Room
Dec. 2 nd	3:15	Van Conf. Room
Jan. 6 th	3:15	Van Conf. Room
Feb. 3 rd	3:15	Van Conf. Room
Mar. 3 rd	3:15	Van Conf. Room
April 7 th	3:15	Van Conf. Room
May 5 th	3:15	Van Conf. Room

Rensselaer Central Elementary Schools

Team/Data/RtI/PD Meetings

Professional Development Meetings: Bobbi Jo will continue to meet with each grade level for Professional Development. This will occur once a month. Bobbi Jo will be releasing a calendar.

Tentatively scheduled for 2nd week of the month.

RtI Meetings: These meetings will be held to review student data (growth/regression) and update current programming. All individuals (AP, Literacy Coach, IA, and counselors) providing services to students will attend. Any new student referred to RtI will also be evaluated by this group.

Tentatively scheduled for end of every month and they will be based on # of students.

Data Meetings: These meetings will be held to review student data, evaluate writing samples, review NWEA information, etc. All grade level teachers and an administrator will attend.

Tentatively scheduled for 3rd week of the month.

Note: A calendar will be distributed at a later date.

Rensselaer Central Elementary Schools

Market Day Pick-up schedule

Market Day pick-up takes place in Monnett gym from 6:30-7:30. Please plan on arriving five minutes early. Remember our schools benefit greatly from this fundraiser.

<u>Schedule</u>	<u>Grade/Team</u>
Sept. 16 th	Kindergarten
Oct. 14 th	1 st Grade
Nov. 11 th	2 nd Grade
Dec. 9 th	3 rd Grade
Jan. 20 th	4 th Grade
Feb. 17 th	5 th Grade
Mar. 17 th	SPED
April 21 st	Specials/Aides
May 19 th	Open – All volunteers

Rensselaer Central Schools Corporation

Assessment Forms

All assessment forms are available on the school corporation website. Please visit www.rchs.rensselaerschools.org to access the forms. You will need to login to the website and visit the Documents Library section. In this section you will find the assessment forms under Faculty Documents. Please direct all questions to the technology department.

Rensselaer Central Elementary Schools

2010-2011

Grade Report Schedule

<u>Item</u>	<u>Day</u>	<u>Date</u>
<i>1st Nine Weeks</i>		
Midterm Report	Tuesday	Sept. 14 th
Grading Period Ends	Friday	Oct. 15 th
Progress Reports given out at Parent Teacher Conferences		
<i>2nd Nine Weeks</i>		
Midterm Report	Friday	Nov. 12 th
Grading Period Ends	Friday	Dec. 17 th
Progress Reports sent home	Friday	Jan. 7 th
<i>3rd Nine Weeks</i>		
Midterm Report	Friday	Feb. 4 th
Grading Period Ends	Friday	Mar. 11 th
Progress Reports sent home	Wednesday	Mar. 16 th
<i>4th Nine Weeks</i>		
Midterm Report	Friday	Apr. 22 th
Grading Period Ends	Wednesday	May 25 th
Progress Reports mailed home	Wednesday	June 1 st

**All dates are tentative and could be adjusted due to weather.*

Van Rensselaer Elementary School

Wednesday Detention Schedule

2010-2011

Detentions are from 3:20-4:00 pm
in the Cafeteria or Library.

If funds are available.

Aug	25	Jan	12
			19
Sep	1		26
	8		
	15	Feb	2
	22		9
	29		16
			23
Oct	6		
	13	Mar	2
	20		9
	27		16
			30
Nov	3		
	10	Apr	6
	17		13
	24		20
			27
Dec	1		
	8	May	4
	15		11
			18

Rensselaer Central Elementary Schools

Security System

Currently a security system with six (6) key pads at Van and two (2) key pads at Monnett is in place. The key pads are located various exterior doors. When entering the building these are the only doors that should be used.

One (1) GREEN light on the key pad when lit indicates that the building is clear to enter.

If a RED light is illuminated then the security system has been set and will sound an audible alarm if you attempt to enter/leave the building. The Rensselaer Police Department is notified and they will send an officer to investigate the nature of the entry. When entering the building with a RED light illuminated you have about 30 seconds to enter the building and press the security code number on one of the keys pads. When leaving the building after normal hours you should set the system to activate the alarm. Press zero (0) to clear the pad and then the four (4) digit code number. When in doubt set the alarm.

If you set off the alarm please call RPD at 866-7602 to notify them of the problem.

Each building should be secured with the alarm system every night from 9:30 pm until 6:00 am each day. On weekends the alarm system should be alarmed at all times.

Fire Drill and Tornado Drill Procedures and Protocol

Van Evacuation Plan

Key

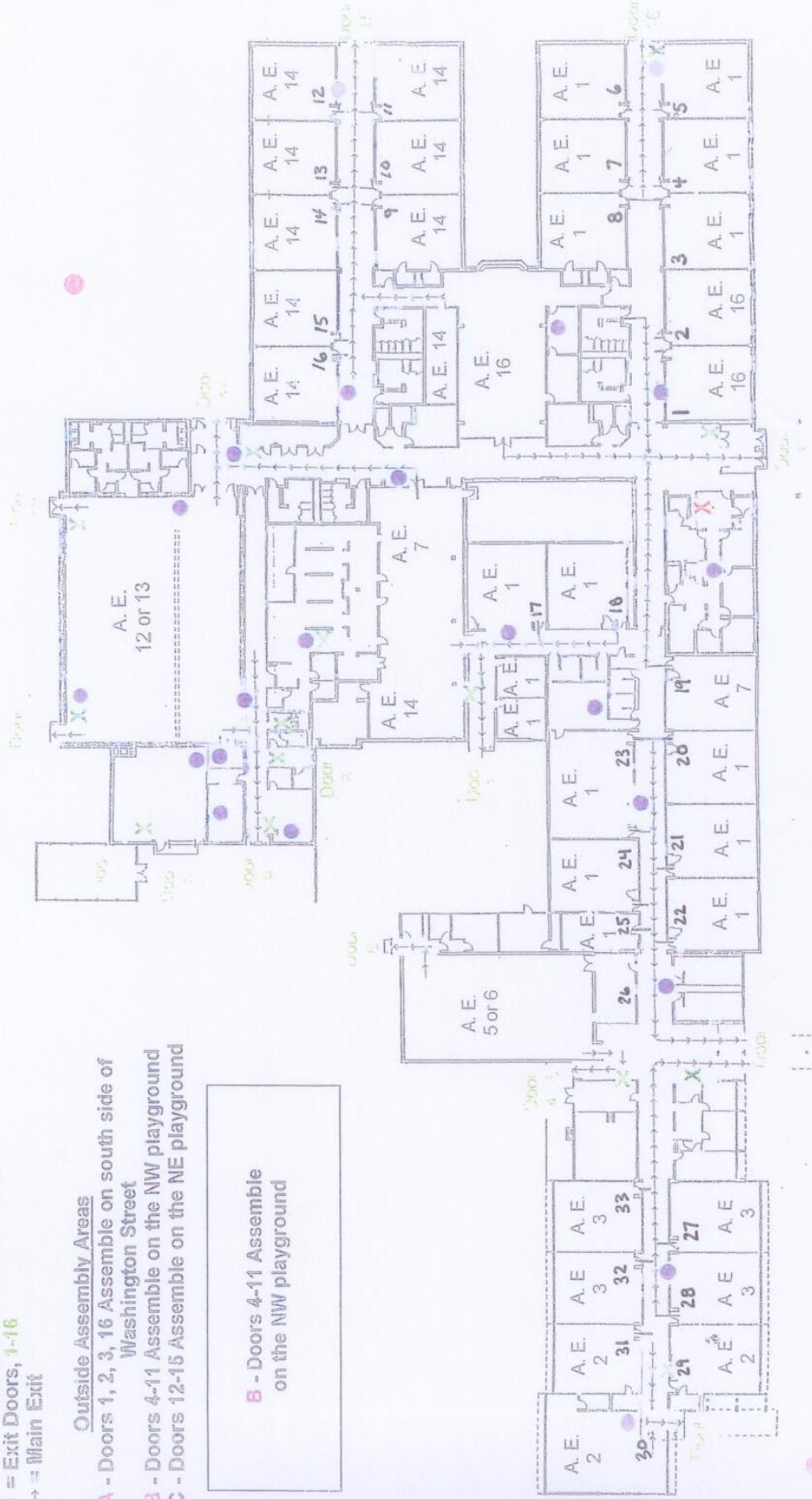
- A. E. = Alternate Exit Door
- X = Master Fire Alarm (Inside Location)
- X = Fire Alarm Box (Inside Location)
- = Fire Extinguisher (Inside Location)
- = Fire Hydrant (Outside Building)
- 1-16 = Exit Doors, 1-16
- = Main Exit

Outside Assembly Areas

- A - Doors 1, 2, 3, 16 Assemble on south side of Washington Street
- B - Doors 4-11 Assemble on the NW playground
- C - Doors 12-15 Assemble on the NE playground

B - Doors 4-11 Assemble on the NW playground

C - Doors 12-15 Assemble on the NE playground



East Washington Street

A - Doors 1, 2, 3, 16 Assemble on south side of Washington Street

7/26/10

FIRE/EMERGENCY EVACUATION PLAN

I. ACTION PLAN FOR FIRE/EVACUATION DRILL

- A) Remain CALM and COLLECTED.
- B) Inform students of what is happening
- C) Line students up by door
- D) Close windows, turn off lights, secure grade/attendance book and evacuation plan.
- E) Close door behind you after leaving room
- F) Evacuate building by primary route (secondary route, if necessary) in a quiet, orderly fashion to the assembly area.
- G) Take attendance again to make sure that all students are accounted for.
- H) Notify the Principal or Designee if anyone is missing from your class
DO NOT LEAVE YOUR CLASS UNATTENDED.
- I) Keep your class together and quiet in the assigned area until additional instructions or an "All Clear" signal is received.

II. RESPONSIBILITIES

- A) Principal or Designee
 - 1. Monitoring and updating of Fire/Evacuation Plan
 - 2. Activating the alarm or notifying occupants of evacuation
 - 3. Contacting local authorities
 - 4. Contacting central office
 - 5. Accounting for all students and staff
 - 6. Announcing "all clear" when drill is completed
 - 7. Completing all necessary paperwork needed to record Fire/emergency drill
 - 8. Identifying areas of refuge after evacuation from building
- B) Custodians/Matrons
 - 1. Evaluation and Maintenance of fire protection equipment
 - 2. Responsible for securing building and identifying location of any and all flammable materials and control panels
 - 3. Responsible for operation of critical equipment during evacuation drills.
- C) Teachers and Staff Members
 - 1. Take Grade/Attendance Book and Evacuation Plan with them
 - 2. Move students quickly and quietly out of building to assembly areas
 - 3. Close all outside windows, turn off lights and shut classroom door as they leave the room.
 - 4. Account for all students, aides and others in your room after exiting the building.
 - 5. Reviewing evacuation plans and the primary and secondary exit routes and assembly areas with students on a monthly basis.

III. NOTIFICATION METHODS AND TONES OF FIRE/EVACUATION DRILL

- A) Method
 - 1. Automatic alarm system
 - 2. Bull Horn
 - 3. Manually
- B) Sounds of Notification Methods
 - 1. (list the sound your automatic system makes here—Wail, Yelp, etc)
 - 2. (list the sound that your secondary method makes here—Wail, Yelp, Steady tone)
 - 3. Voice command



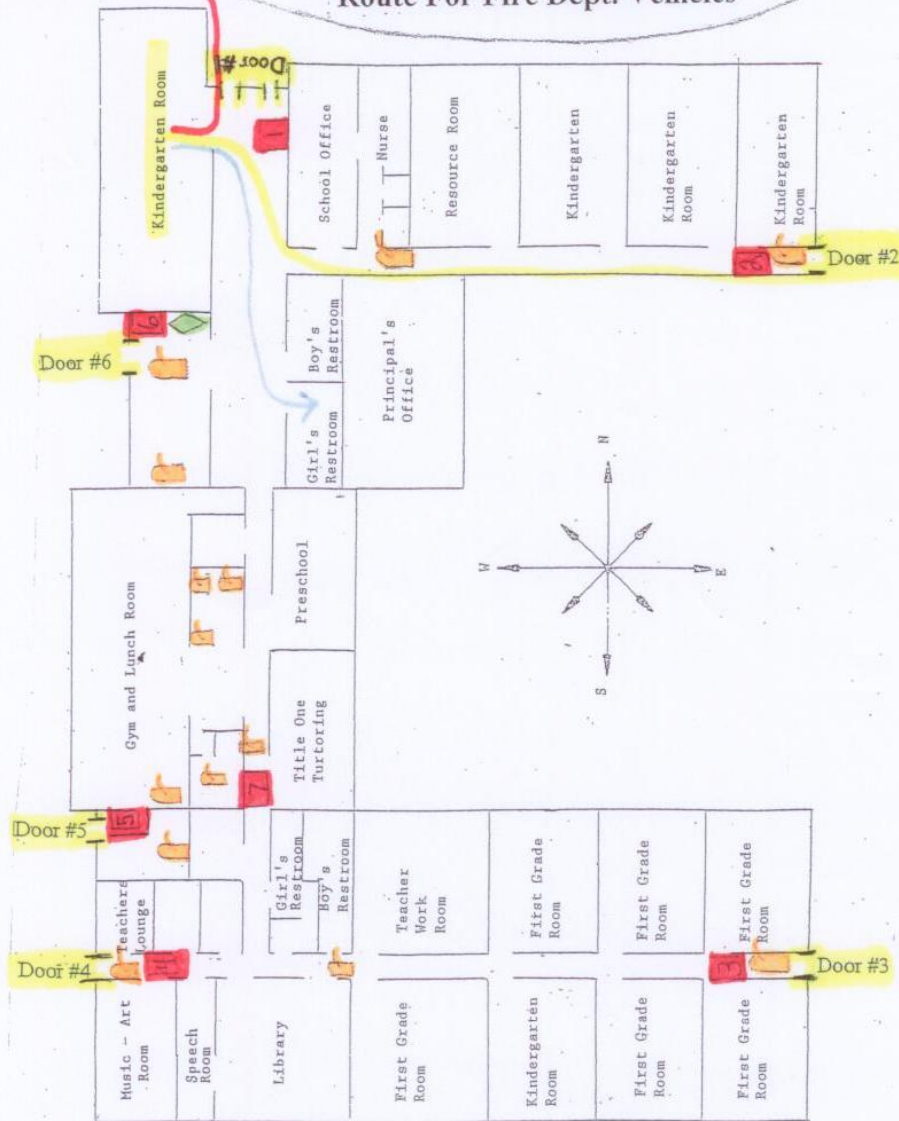
Grove Street

Frances Street

Route for Fire Dept. Vehicles



Route For Fire Dept. Vehicles



- Doors Numbered
- Manual Fire Alarm Boxes
- Master Fire Alarm Controls
- Portable Fire Extinguishers
- Fire Hydrants
- Assembly Point Areas



Primary Fire Evacuation Route

Secondary Fire Evacuation Route

Tornado Evacuation Route



Fire Safety and Evacuation Plan

Fire Drills and Evacuation shall be conducted in accordance with the following policy.

The responsibility for conducting fire drills within our school is assigned to the Principal or designates.

The first fire drill of each school year shall be conducted within 10 days of the start of school. (IFC 408.31)

Fire drills shall be conducted monthly, including partial months. (IFC 405.2)

Fire drills shall be conducted at rotating times including lunch, recess, assembly and gymnastic periods. (IFC 408.3.3)

Fire drills may be delayed into the next calendar month for up to 10 days because of weather issues. (IFC 408.3.2)

Recording of the required information (Form A), of the conducting of fire drills shall be completed immediately following the conclusion of the drills by the Principal or designates. (IFC 405.5) A copy of this information shall be sent to the Central Office for proof of compliance.

The responding fire department shall be called at 866-5040 one hour prior to the conducting of a regular fire drill. (IFC 405.6) (If the responding fire department wants to be notified.)

The fire alarm system shall be used to conduct a fire drill. The person conducting a fire drill shall use pull stations or smoke detectors to initiate the alarm system NOT the test button or drill button in the annunciator panel. (IFC 405.7) Should the fire alarm system NOT be connected directly to the local fire department, the Principal or Designate shall contact the local fire department immediately after the pull station is activated.

Upon hearing the fire alarm sounding ALL persons within the building shall immediately evacuate. Teachers have direct responsibility to insure that students under their charge exit the building in a calm, quiet and orderly manner. Once outside at the designated assembly area a roll of students

will be taken. When the roll is completed the teacher/responsible person shall report to the Principal or Designate at the assembly area near the main entrance, information concerning this roll call. (IFC 408.3.4/405.8)

An ALL CLEAR signal will be provided to the evacuees by the Principal or Designate. (IFC 405.9)

If the fire alarm system becomes non-operational the responsible fire department shall be notified immediately. An alternative method of notifying the occupants should evacuation be needed shall be developed. (IFC 404.3.1)

AK Barker
Principal Signature

1-3-05

Fire Safety and Evacuation Plan

General Fire Safety Practices

Exit doors – ALL doors shall be unlocked when any student is in the building. ALL chains and padlocks shall be removed when any student is in the building.

Exit Corridor Use – obstructions within the required width of exit corridors is not allowed. The placement of upholstered furniture in an exit regardless of obstruction is not allowed.

Extension Cords – lightweight extension cords are not allowed. Heavy duty extension cords are allowed for a maximum of 30 days. Cords will not be ran under rugs/carpeting, over nails, through walls or doors.

Multi – Plug Adapters – only adapters with built in circuit overload protection are allowed. There is no chaining of multiple devices together.

Combustible Decorations – are not to be placed in exit corridors.

Candles and open flames shall not be used when school is in session.

Artificial decorative vegetation shall be flame resistant or flame retardant. Such flame resistance or flame retardance shall be documented and certified by the manufacturer in an approved manner.

Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be flame resistant. The permissible amount of flame-resistant decorative materials shall not exceed 10 percent of the aggregate area of walls and ceilings.

Combustible Storage on Shelves – not closer to the ceiling than 24"

Gasoline / Gasoline powered equipment – not allowed in schools at any time.

LP Gas / Grilles – not allowed in schools at any time.

Doors – with self closing devices are not to be held open / except those designed to release and close upon activation of the fire alarm system.

Paint – maximum of 10 gallons unless in a flammable liquid cabinet.

Dust accumulation (shop areas) – cleaned weekly to prevent accumulation.

Artwork and teaching materials - shall be limited on the walls of corridors to not more than 20 percent of the wall area.

Chemical Storage – chemicals shall be stored in a room which is not accessible to the general student population.

Compressed Gas Cylinders / Tanks shall be secured to prevent falling.

Smoking – facility must determine whether smoking is allowed on campus. If smoking is not allowed on campus – signs shall be posted throughout the campus.

Chemistry / Biology Classroom – chemicals purchased and stored in the chemistry room shall be dated on the container.

The fire safety inspection checklist shall be completed monthly by Head Custodian or Maintenance. Documentation shall be completed. Violations / deficiencies shall be corrected immediately.

FIRE SAFETY and EVACUATION PLAN

Employee Responsibility

A clear chain of command must be developed including assignment of responsibility when a primary designee is absent from the building.

When a fire alarm sounds the following duties and responsibilities become the highest priority.

Principal – evacuate the building to assigned assembly areas. Prepare to receive reports to student evacuations and report to the Fire Department representative upon arrival.

In consultation with the fire department determine if there is a need to release students from school. If there is a need to release students contact the Superintendents office.

Coordinate outside emergency services, such as medical aid and local fire departments.

Direct the shutdown of school operations when required.

Designates an alternative location for temporary housing of students.

School Secretary – dial 911 and confirm that the fire alarm has been received by Central Dispatch. After providing information to dispatch – evacuate to the location where the Principal is located to assist in accountability.

Teacher – assist students in evacuation and gather at meeting place. When students reach outside designated evacuation point – complete a roll of students and report results of roll to Principal.

Head Custodian – locate and obtain the nearest fire extinguisher. Obtain information on where / why the fire alarm is sounding. Report to the area where the fire alarm system was activated. Determine reason for activation and take appropriate action.

Kitchen Staff – when a fire alarm sounds immediately turn off all cooking equipment. Locate and obtain the nearest fire extinguisher and report to the fire alarm annunciator panel to determine the location of the fire alarm activation. Report to the area where the fire alarm system was activated. Determine reason for activation and take appropriate action.

Rensselaer Central School Corporation

Use of RCSC Busses and Vans and Charter Vehicles

When faculty and staff need to transport students, of both genders, to school functions during the school day, after the school day or on the weekends they are to do the following:

1. Boys are to sit in the rear of the vehicle.
2. Girls are to sit in the front of the vehicle.
3. Faculty and Staff are to keep a watchful eye on all students.
4. Faculty and Staff may want to sit between both genders.
- 5.

As of March 29, 2005 RCSC was informed by our insurance carrier that they will “no longer” provide RCSC insurance coverage for any drivers of RCSC school vehicles unless they are a school employee. This affects mainly the mini-vans and their usage.

RCSC Mini-Buses

RCSC has four (4) mini-buses [Red 02, Red 04, White 08, White 09] capable of holding fourteen (14) passengers plus the driver for a grand total of fifteen (15) passengers. This is the maximum number of passengers that these mini-busses may transport by Indiana Code. Please abide by this state law and regulations that RCSC has with its insurance carrier. If you have more than a total of 15 passengers then you need to schedule a yellow school bus.

Three (3) of the minibuses have video-cameras that are activated once the ignition is turned on. Cameras remain on at least 5-10 minutes after the ignition is shut off. The cameras also record the travel route and speed of the bus.

Scheduling of the mini-busses is done through Mrs. Stephanie Christopher, Asst. Principal at the high school at 866-5175. In order to be qualified to drive one of the mini-buses you must take the state certification exam. You will need to contact Dr. Habrowski for details. Scheduling of the yellow school busses is done through Mrs. Betty Barton at Central Office at 866-7822.

Some reminders as these busses are used by many RCSC individuals and groups.

1. Make sure windows are up and closed at the end of each trip. Do not leave them open or down once you arrive at your destination. Make sure they are closed when you return the mini-bus to the RCSC bus garage lot.
2. Once you arrive at your destination please make sure the mini-bus is locked and secured. If possible attempt to back the mini-bus up to a wall or fence so that the rear emergency door may be secured as this door, by State law, cannot be locked.
3. There should be NO food or drink on the mini-busses. However, if food and drink are to be consumed then all waste needs to be discarded from the mini-bus upon arrival at the RCSC bus garage lot.
 - a. Each mini-bus has a waste can.
 - b. Each mini-bus waste can MUST be dumped into the dumpster at the RCSC bus garage lot at the end of each trip.
4. Make sure you STOP at all “railroad crossings”, whether the mini-bus is empty or full of passengers. This is State Law. There is an announcement on the rear bumper of all busses stating this fact and which the public can read!
5. Indiana State law, with regards to SPEED limits while driving a mini-bus, is the following regardless of what is posted on road/highway signs:
 - a. Traveling on county roads = 40 mph
 - b. Traveling on state highways = 55 mph

- c. Traveling on the Interstate = 60 mph
 - d. Remember the video-camera that automatically turns on with the ignition records the mini-bus speed under your control.
6. A new State law requires drivers to check the mini-bus, at the end of each trip, to ensure no one has been left on board.
7. Above all treat and use the mini-bus as your own so that it will last.

**Rensselaer Central Elementary Schools
Rensselaer, IN 47978
219-866-8212**

**Attendance (Absence) Policy
Student Handbook 2010-2011
pp. 4**

Date: _____

To the Parent/Guardian of: _____,

This letter is to inform you of your son or daughter's present attendance status for this semester. Please review the Attendance Policy in the Student Handbook as approved by R.C.S.C. School Board of Trustees. Your son or daughter received the Student Handbook during the first week of school, and should have brought it home for your review. *Italicized sentences are directly from the Handbook.*

_____ Your son or daughter has missed five (5) days of school this school year. *When a student has accumulated a total of five (5) absences, a letter will be sent home to the parents or guardian and a conference will be scheduled as necessary with the student to review the student's absences and standing in school.*

_____ Your son or daughter has missed seven (7) days of school this school year. *When a student has accumulated a total of seven (7) absences, a letter will be sent home to the parent or guardian and a conference will be scheduled as necessary with the parent or guardian to review the student's absences and standing in school. The RCSC Attendance Officer will also be notified.*

_____ Your son or daughter has missed ten (10) days of school this school year. *When a student has accumulated a total of ten (10) or more absences, a letter will be sent home to the parent and the student will be referred to the Rensselaer Police Department and/or the Jasper County Prosecutor's Office.*

_____ Your son or daughter has been absent for five (5) consecutive days. *A student who misses more than five (5) days excused by a doctor will be required to provide a Certificate of Child's Incapacity, which must be filled out by the student's doctor. Otherwise, any doctor's excused days after five (5) days will be considered unexcused.*

Respectfully,
Mrs. Jennifer Norris
Assistant Principal
866-8212 or 866-5441

Rensselaer Central Schools Corporation

Purchase Order Process

Purchase Orders - When someone needs to purchase an item/items for a classroom, office, maintenance job, etc., the routine is as follows:

1. Prepare your order.
2. Fill out a purchase order. **No PO number is needed at this point and no PO number will be given over the phone.** (Make a copy for your own reference.)
3. We prefer to FAX PO's, but if there is no FAX number, please address an envelope to the company where the order is to be sent.
4. Have PO approved and initialed by your building Principal.
5. Send everything to the Administration Office per inter-school mail. The PO will be numbered and appropriation numbers added. Upon approval by the Superintendent, the PO will be sent. After the PO is processed the pink and gold copies will be returned to the school offices.
6. When shipment is **COMPLETE**, please send the gold copy back to the Administration Office, signed and "Approved". If invoices are received, by you, at the school, please forward them to Betty Barton as soon as possible, as payment cannot be made without an invoice. If orders are not complete, please do not say it's "OK to pay", unless the un-shipped portion of the order has been cancelled and will not be shipped at all, at which time, payment will be made for what has been received. The approval half sheets will be sent to you if the gold copy of the PO is not received at the Administration Office.

7540.03 Acceptable Use Policy

Revised June, 2007

Rensselaer Central Schools Corporation offers internet access for student and staff use. This document contains the Acceptable Use Policy for staff and student use of Corporation's Internet Access and Computer Access. Rensselaer Central uses Internet filtering as required by law. This is a measure to restrict minors' access to materials harmful to minors.

A. Educational Purpose

1. The Corporation's Internet has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Corporation's Internet has not been established as a public access service or a public forum. The Corporation has the right to place reasonable restrictions on the material students and staff access or Post through the system. They are also expected to follow the rules set forth in the disciplinary code, and the law, in the use of the Corporation's system
3. Students and staff may not use the Corporation's Internet for commercial purposes. This means students and staff may not offer, provide, or purchase products or services through the
4. Corporation's Internet, unless approved by an administrator. Students and staff may not use the Corporation's Internet for political lobbying. But it may be used to communicate with elected representatives and to express personal opinion on political issues.

B. Internet Access

1. All students are encouraged to use the Internet World Wide Webb information resources through the classroom, library, or school computer lab, unless written exemption is given from the parents.
2. Staff will use an individual school sponsored e-mail account.
3. The acceptable use policy is printed in the Student and Faculty Handbooks. By signing for this handbook the student agrees to the rules and regulations set forth in the Acceptable Use Policy. This includes Internet use, computer use, posting of information on the school web page (including group picture without names), and broadcasting or participating in videoconferences.
4. If approved by the building principal, staff members may create a personal Web page on the Corporation's Internet. All material placed on the Web page must be pre-approved in a manner specified by the school administration. Material placed on the Web page must relate to school and career preparation activities.

C. Unacceptable Uses

The following uses of the Corporation's Internet and Computers are considered UNACCEPTABLE.

1. Personal Safety

- a. Students will not post personal contact information about themselves or other people. Personal contact information includes one's address, telephone, school address, work address, etc.
- b. Students will not meet with someone they have met online.
- c. Students will promptly disclose to a teacher or other school employee any message received that is inappropriate.

2. Illegal Activities

- a. Students and staff will not attempt to gain unauthorized access to the corporation's Internet or to any other computer system through the Corporation's internet or go beyond an authorized access. This includes attempting to log in through another person's account or ace another person's files. These actions are illegal, even if only for the purpose of "browsing."
- b. Students and staff will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Students and staff will not use the Corporation's Internet to engage in any other illegal act, such as arranging for the purchase or sale of alcohol, tobacco, or other drugs (ATOD), engaging in criminal gang activity, or threatening the safety of person, etc.

3. System Security

- a. Students and staff are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should one provide his/her password to another person.
- b. Students and staff will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

4. Inappropriate Language and Material

- a. Restrictions against inappropriate language apply to public messages, private messages, email, and material posted on Web pages.
- b. Students and staff will not"
 - i. use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, of disrespectful language.
 - ii. post information that could cause damage, a danger, or disruption.
 - iii. engage in personal attacks, including prejudicial or discriminatory attacks.
 - iv. harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. When told by a person to stop send them messages, it must be stopped.
 - v. knowingly or recklessly post false or defamatory information about a person or organization.
 - vi. visit sites deemed unacceptable. The term "unacceptable; is any material viewed as obscene, pornographic, gambling or otherwise inappropriate. See section 8.

5. Respect for Privacy

- a. Students and staff will not
 - i. re-post a message that was sent to them privately without permission of the person who sent the message.
 - ii. post private information about another person.

6. Respecting Resource Limits

- a. Students and staff will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- b. Students will not download files unless absolutely necessary and authorized by a teacher. If necessary, they will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
- c. Students and staff will not post chain letters or engage in "slamming". Slamming is sending an annoying or unnecessary message to a large number of people.
- d. Staff will check e-mail frequently, delete unwanted massaged promptly, and stay within network storage limits.
- e. Staff will subscribe only to high quality discussion group listserves that are relevant to their education or career development.

7. Plagiarism and Copyright Infringement

- a. Students and staff will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- b. Students and staff will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. If one is unsure whether or not a work can be used, one should request permission from the copyright owner. Copyright law can be very confusing. If a student has questions he or she should ask a teacher.

8. Inappropriate Access to Material

- a. Students and staff will not use the corporation's Internet to access material that is profane or obscene (pornography), gambling, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research and both the teacher and parent/guardian have approved.
- b. If the student mistakenly accesses inappropriate information, he/she should IMMEDIATELY tell the teacher or another corporation employee. This will protect him/her against a claim of intentionally violating this policy.
- c. Parents/guardians should instruct students if there is additional material that they think would be inappropriate for the student to access. The corporation fully expects that students will follow parent's instructions in this matter.

D. Your Rights

1. Free Speech

The corporation's Internet is considered a limited forum, similar to a school newspaper, and therefore the Corporation may restrict speech for valid educational reasons. The corporation will not restrict speech on the basis of a disagreement with the opinions being expressed.

2. Search and Seizure

- a. Students should expect only limited privacy in the contents of personal files on the corporation system.
- b. The situation is similar to the rights students have in the privacy of their locker.
- c. Routine maintenance and monitoring of the Corporation's Internet may lead to discovery that one may have violated this policy, the handbook, or the law.
- d. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy, the handbook, or the law. The investigation will be reasonable and related to the suspected violation.
- e. Parents/guardians have the right at any time to request to see the contents of their student's network account
- f. Logs of internet use will be kept for a non-specified time and deleted by the system administrator

3. Due Process

- a. The Corporation will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Corporation's Internet.
- b. In the event there is a claim that a student has violated this Policy or handbook while using the corporation's network, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
- c. If the violation also involves a violation of other provisions of the handbook, it will be handled in a manner described in the handbook. Additional restrictions may be placed on ones use of his/her account.
- d. Violations of this policy are subject to disciplinary measures set forth in the student handbook. All disciplinary consequences will be based on comparable violations, subject to review, and at the discretion of the building administrator.
- e. *Negligent, knowing, or intentional violations of this Policy may result in the suspension or expulsion of a student or volunteer, or discipline including termination of an employee.*

4. Limitation of Liability

The corporation makes no guarantee that the functions of the service provided by or through the Corporation system will be error-free or without defect. The Corporation will not be responsible for any damage one may suffer. Including but not limited to, loss of data or interruptions of service. The Corporation is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Corporation will not be responsible for financial obligations arising through the unauthorized use of the system.

5. Personal Responsibility

When students and staff are using the Corporation's Network, it may feel like one can more easily break a rule and not get caught. This is not really true because whenever something is done on a network one leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world. But the fact that one can do something, or think he/she can do something, without being caught does not make it right to do so.

The Board designated the Superintendent and the building administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Corporation's Network and the Internet for instructional purposes.

Rensselaer Central Schools Corporation

Garnishment of Wages

Any employee who must have garnishment of wages will be assessed a twenty dollar (\$20.00), per pay, fee by the office.

Rensselaer Central Elementary Schools

Book Fine Policy

In order to create a more consistent method of assessing and collecting fines for books damaged through mishandling and misuse, the following suggestions are offered as a guide. A comparison of this table with the prices quoted on the published book list should give a rather accurate estimate of what the fines should be. In order that a book rental system operates properly it must be understood at the onset that it must pay its own way completely. Paying this way means not only the full purchase price of all materials furnished, but also the materials and labor needed to repair books and the materials and labor required to handle and process the books properly. Fines assessed each year should, therefore, provide enough money to replace or repair all books.

Fines must be noted in front of the book; type of damage, amount of fine, teacher's initials. This must be done in order that students are not wrongfully accused.

Fines will be **levied and collected by the classroom teacher** or the teacher responsible for that particular book. **An accurate record** of the fines levied and collected must be kept by the teachers and must be turned in with the fine money at the close of school. Please sign your fines list.

Book Damage

Below are listed some of the areas of book damage for which fines will be assessed:

1. The need to replace a book when there is a portion which is not readable, due to:
 - a. Missing pages
 - b. Mutilated pages
 - c. Destroyed binding
 - d. Unusually filthy appearance of the book caused by mishandling, etc. The full price of a new book will be assessed less $\frac{1}{6}$ for each year the book has been used (up to three years).
Check the front of the book for length of book usage.
2. Repair binding – $\frac{1}{4}$ of new book price
3. Excessive marking and writing – $\frac{1}{4}$ of new book price
4. Evidence of weather exposure, etc. – $\frac{1}{4}$ of new book price
5. Figure in advance all possible fines of books you are listing.

Rensselaer Central Elementary Schools

TEXTBOOK SIGN-OUT FORM

Teacher		Date	
Subject		Grade	
Book Title			
Publisher			

	Student's Name	Book Number	Book Condition Out				Book Condition In			
			Poor	Fair	Good	New	Poor	Fair	Good	New
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Please make a copy for your records and turn in a copy to Jacquie or Kathy
by the end of the 2nd week.***

Rensselaer Central Elementary Schools

Record of Student Book Fines

Please turn in a copy to Jacquie or Kathy at the end of the semester/year. Please keep a copy for your records.

Teacher		Date	
Subject		Grade	
Book Title			
Publisher			

	Student's Name	Book #	Amount of Fine	Paid (Y/N)	Student Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Rensselaer Central Schools Corporation

Field Trip Checklist

1. _____ Have you filled out the proper form, located in the school office, for any type of field trip?
2. _____ Have you provided this form to the Principal for his/her possible approval and/or the School Board's possible approval?
3. _____ If the field trip is listed on the RCSC Activities Calendar and is within the State of Indiana it has already been approved by the School Board and you may proceed with all proper paperwork.
4. _____ If the field trip is listed on the RCSC Activities Calendar and is an out-of-State trip then you will need to obtain Board approval. This is usually one month prior to the actual field trip.
5. _____ Have you filled out the form requesting a school bus or mini-van/bus to transport your students at least two weeks prior to the field trip?
6. _____ Have you secured enough student Permission Forms from the school office to be sent home for parental signatures?
7. _____ Have you turned in ALL of the signed, by parents/guardians, student Permission Forms in alphabetical order, at the same time and at least 3 days prior to the field trip, to the Principal/Assistant Principal for approval or denial?
8. _____ Once approved by the Principal all field trip forms will be returned to the teacher so that you have phone numbers of parents in case of an emergency.
9. _____ If you need a substitute teacher while you take your students on a field trip have you completed the necessary Substitute Form at least 3 days prior to the field trip.

Rensselaer Central Schools Corporation

Field Trip Administrative Guidelines

1. All trips are at the discretion of the administration
2. All trips must follow appropriate procedures and demonstrate the Indiana Academic Standards as outlined by the corporation field trip form.
3. All field trips will be limited to the following:
 - a. One field trip per grade level in grades K-8
 - b. One field trip per teacher per year in grades 9-12
 - c. Special Education K-12
 - i. "Community Based" learning in Jasper County are local trips. One (1) per week AND not to exceed a three (3) month maximum. Whenever possible, these trips should be combined with other special education teachers.
 - ii. "Community Based" learning out of Jasper County are long distance. (One per special education teacher per year)
4. Course such as Vocational Agriculture must have all field trips approved by administration (including competitions).
5. Additional field trips may be possible as long as the trip meets the requirements under number one (1) above.
6. All trips out of state or overnight must be approved by the school board three (3) months in advance.
7. Additionally:
 - a. Teachers are encouraged to examine grant opportunities to pay for field trips and sub teachers, bus mileage, driver, and activity fee.
 - b. Clubs and extra-curricular accounts may be used.
 - c. We encourage walking field trips in Rensselaer such as the park, post office, etc.
8. ALL FIELD TRIPS MUST BE GENERAL FUND NEUTRAL.

RENSSELAER CENTRAL SCHOOLS CORPORATION

EDUCATIONALLY RELATED ACTIVITY REQUEST FORM

REQUEST SECTION (Form must be submitted early enough for Superintendent determination or board action)

Date Submitted: _____ Date of Proposed Trip: _____ Destination: _____

Class or group involved: _____ Number participating on trip: _____

Estimated Miles (1 Way): _____ # Buses Needed: _____

Departure Time: _____ am/pm

Return Time: _____ am/pm

Are district funds being requested? _____ If yes, amount being requested: _____

Source of funds to pay for the trip: _____

Chaperones Attending (Names): _____

Identify the State Standards and Indicators addressed by the trip: _____

Description of How Standards and Indicators will be met: _____

Planned Follow-up Activities: _____

Person Making the Request: _____ Phone: _____

(Signature)

APPROVAL SECTION

Principal: _____ Date: _____

Superintendent: _____ Date: _____

District Funds: Not Requested _____ Approved _____ Denied _____

DRIVER ASSIGNMENT AND NOTIFICATION SECTION

Bus Driver(s) assigned: _____

DRIVER PAYROLL SECTION

After the trip, fill out the spaces below and return the authorization form to the Superintendent's office.

Departure time: _____ Round Trip Miles: _____

Return time: _____ Number of Hours Driven: _____

Driver: _____ Date: _____

(Signature)

(*After approval copies to be provided for principal, teacher, and bus driver)

Rensselaer Central Schools Corporation

Fund Raising Guidelines

The Board, Superintendent, and Administration are sensitive to the needs of all organized and Board recognized groups that wish to raise funds for various student activities, sports, and events. The administration thinks that valid goals for fundraising should incorporate the following:

1. to increase the appeal of the variety of student organizations, valued as part of the extra-curricular school experience;
2. to assist the student in meeting the requirements of the organization; and
3. to assist in promoting these organized activities, sports and events as part of the positive school experience.

Therefore the administration and those in charge of all fundraising programs, safeguarding Board policy, will adhere to the following guidelines.

- A. **APPROVAL**—All fundraising programs must be approved by the Principal keeping in mind other fund raising programs and the impact on the local community. One should assume no right to have a fund raising program approved.
- B. **ACCOUNTABILITY**—The person(s) in charge of a particular fund raising program is to provide the principal with a written statement as to the goal(s) of the fundraising program and how much money is expected to be raised. Once funds are secured the person(s) in charge is to be sure that the funds are properly given to the school's treasurer for deposit. All funds, when raised with students involved, must be deposited into a school account through the school treasurer. Funds raised to provide for the particular student activity, sport or event must be secured as well from the school treasurer through the proper paperwork as provided by the State Board of Accounts.
- C. Any money collected should be turned into the office at the end of every school day to ensure security.

Rensselaer Central Elementary Schools

Fund Raising Guidelines

Name of Fund Raising Program: _____

Person(s) in charge of the fund Raising Program: _____

Goal(s) of Fund Raising Program: _____

Today's Date: _____

Start Date for Fund Raising Program: _____

End Date for Fund Raising Program: _____

Anticipated Funds to be Raised: _____

.....

Approved: _____

Date: _____

Not Approved: _____

Reason(s) for Not Being Approved: _____

Signature of Principal: _____

Signature of Superintendent _____

Rensselaer Central Schools Corporation

Student Fund-raising

5830 - STUDENT FUND-RAISING

The School Board acknowledges that the solicitation of funds by or from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money by or from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit there from is to be used for school purpose or for an activity connected with the schools.

Fund-raising by approved school organizations, those whose funds are managed by the Corporation, may be permitted in school by the principal.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the Superintendent.

All other fund-raising shall be done in accordance with Board Policy **9700**.

The Superintendent shall establish administrative guidelines for the solicitation of funds which shall:

- A. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- B. ensure proper supervision of students during such activity.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

UNIVERSAL PRECAUTIONS

Procedures for Handling Spilled Blood and Body Fluids

STEP

1



Put on disposable gloves (latex or vinyl).

STEP

2



Use paper towels to absorb spill.

STEP

3



Place used towel in leak-proof plastic bag.
(Extensive spills - use bag labeled with biohazard symbol)

STEP

4



Flood area with bleach solution,*
alcohol or a sanitary absorbent agent.

STEP

5



Clean area with paper towels, vacuum
(dry agent only), or broom and dustpan.

STEP

6



Place used towel, vacuum cleaner bag,
or waste in a leak-proof bag.

STEP

7



Remove gloves - pull inside out.

STEP

8



Place gloves in bag and tie.

STEP

9



Wash hands with soap and water for
at least 10 seconds.

(*Bleach solution = 1 part bleach to 10 parts water
Solution effective for 24 hours only)



Indiana AIDS Hotline: 1-800-848-AIDS

Rensselaer Central Elementary Schools

3362A - REPORTING THREATENING AND/OR INTIMIDATING BEHAVIORS

Threatening or intimidating behavior may take different forms, including but not limited to the following:

- A. face-to-face encounters in which words are used that indicate to the staff member that his/her safety and well-being are in jeopardy
- B. written communications that include comments toward the staff member or his/her family which are disparaging or imply or state explicitly that the staff member and/or his/her family may be subject to some form of physical or psychological abuse or violence
- C. written or spoken comments to a staff member which could subject him/her to blackmail or extortion
- D. written or spoken communication that implies or explicitly states that some form of damage may be done to the staff member's property or that of his/her family
- E. written or spoken communication that causes a dwelling, a building, another structure, or a vehicle to be evacuated

Any staff member who believes that s/he is the victim of any of the above actions or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, or other person associated with the Corporation such as a vendor, contractor, volunteer, or school official should promptly take the following steps:

- A. If the alleged threatener is the staff member's principal or a member of the central office staff, the affected employee should, as soon as possible after the incident, contact the Superintendent.
- B. If the alleged threatener is not the staff member's principal or a member of the central office staff, the affected staff member should, as soon as possible after the incident, contact his/her principal.
- C. The principal or Superintendent who has received the report of alleged threat or intimidation shall immediately make an oral report to the local law enforcement agency.

The staff member reporting the incident to the principal or the Superintendent should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the principal or Superintendent receiving the report, and the principal shall forward it to the Office of the Superintendent.

Each report received by the principal or the Superintendent, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the staff member who files a complaint;
- B. encourage the reporting of any incidents of threats or intimidation;
- C. protect the reputation of any party wrongfully charged with threatening or intimidating conduct.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate, remedial and/or disciplinary action will be taken to prevent the continuance of the threat or its recurrence.

The Corporation recognizes that determining whether a particular action or incident is a threat must be based on all of the facts in the matter. Given the nature of this type of intimidation, the Corporation recognizes that false accusations of a threat can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present threat allegations or charges against fellow staff members, students, or others associated with the Corporation.

Rensselaer Central Elementary Schools

As required by law, the Board of Education establishes the following wellness policy for the Rensselaer Central Schools Corporation.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks, supporting the development of good eating habits, and promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the Corporation shall:
 - Include in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- B. With regard to physical activity, the Corporation:
 - 1. Shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge.
 - 2. Shall develop a sequential, comprehensive physical education curriculum that will provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
 - 3. Believes physical activity should not be employed as a form of discipline or punishment.
 - 4. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.
- C. With regard to other school-based activities the Corporation:
 - 1. Shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
 - 2. Shall allow students, parents, and other community member's access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- D. The Superintendent shall develop administrative guidelines necessary to implement this policy.

Rensselaer Central Schools Corporation

Wellness Guidelines

8510 - WELLNESS

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy **8500** entitled Food Service:
 - 1. The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
 - 2. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
 - 3. All foods available to students in Corporation programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
 - 4. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- B. As set forth in Policy **8531**, entitled Free and Reduced Price Meals:
 - 1. The guidelines for reimbursable school meals meet or exceed the regulations issued by the U.S. Department of Agriculture (USDA).
 - 2. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- C. Furthermore, with the objectives of enhancing student health and well-being and reducing childhood obesity, the following guidelines are established:
 - 1. The Board designates the building principals as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy.
 - 2. The Superintendent shall report on the Corporation's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.
 - 3. Review of this policy may occur every year, by an Advisory Council appointed by the Board or designee, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.
- D. Initial Wellness Goals for 2006-2007 School Year
 - 1. Any vending machines available for student use during the hours of 7:30 AM – 3:30 PM must offer only "better choice" selections. This includes locker rooms.
 - 2. ALL concession stands will offer for sell an increased selection of better choice drinks beginning with the 2006-2007 school year. Better choice shall be defined as:
 - a. Fruit or vegetable based drinks that:
 - 1) contain at least fifty percent (50%) real fruit or vegetable juices; and
 - 2) do not contain additional caloric sweeteners.
 - b. Water and seltzer water that do not contain additional caloric sweeteners.

- c. Low fat and fat free milk, including chocolate milk, soymilk, rice milk, and other dairy and nondairy calcium fortified milks.
 - d. Isotonic beverages.
- 3. Ala Carte Services will start reducing choices to those with items with thirty percent (30%) or less fat content beginning in the 2006-2007 school year.
- 4. All Elementary Staff Members will be encouraged to incorporate some type of physical activity into their daily lesson plans and educational units of instruction.

Rensselaer Central Elementary Schools

Teacher Handbook Sign-off

Please Print this page and turn it in to Mr. Jones

I, _____ agree that I have read and understand the 2010-2011 Rensselaer Central Elementary Schools Teacher Handbook. I also understand that I will not be given a hardcopy of the handbook, but instead an electronic version will be available on the corporation website.

Teacher Signature: _____ Date: _____