

Unionville Elementary School



ENVIRONMENT ● ART ● RESOURCES ● TECHNOLOGY ● HEALTH

Unionville Elementary

Student's Name _____

I have received **Unionville Elementary's** Student/Parent Handbook.

Parent's Signature _____

Date _____

Student/Parent Handbook

Unionville Elementary School



2019-2020
School Year

We are committed to cultivating a safe, welcoming, nurturing, and supportive environment for every child, parent, caregiver, visitor, community partner, and fellow employee in every school each and every day.

Monroe County Community School Corporation 2019-2020 Staff Calendar

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">AUGUST '19</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	AUGUST '19							S	M	T	W	Th	F	S												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	<p>July/August 1 – New Teacher Welcome 5 - Opening Day for Teachers 6 - Teacher Workday 7 - First Day for Students</p> <p>18 Student Days</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">SEPTEMBER '19</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>17</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	SEPTEMBER '19							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	17	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>February 14 - 4th 6-wk Grading Period 17 - Built-in Snow Day (Presidents' Day)</p> <p>19 Student Days</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">FEBRUARY '20</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>28</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	FEBRUARY '20							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	28	26	27	28	29																																																																																																																																																														
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Key	Teacher Days	Student Days	6-wk Grading Period Ends	9-wk Grading Period Ends
Teacher Day Only	1 st Sem. 91	1 st Sem. 88	September 13	October 11
	2 nd Sem. 94	2 nd Sem. 92	November 1	December 19
No School/Holiday	Total Days 185	Total Days 180	December 19	March 6
Built-in Snow Day			February 14	May 22
First / Last Student Day			April 3	
Summer Break			May 22	

TABLE OF CONTENTS

School Calendar	Page 3
Table of Contents	Page 4
Foreword	Page 6
Mission Statement of the School	Page 6
Social Emotional Learning	Page 6
Equal Education Opportunity	Page 6
Student Rights and Responsibilities	Page 7
Student Well-Being	Page 7
Keep Our Schools Safe Hotline	Page 7
Injury and Illness	Page 8
Section I-General Information	
Enrollment in the School	Page 10
Scheduling and Assignment	Page 10
Early Dismissal	Page 10
Transfer Out of School Corporation	Page 10
Immunizations	Page 11
Use of Medications	Page 11
Control of Casual Contact Communicable Diseases and Pests	Page 11
Control of Non-Casual Contact Communicable Diseases	Page 12
Special Education	Page 12
Individuals with Disabilities Act (IDEA)/Americans with Disabilities Act (ADA)	Page 12
Homeless Students	Page 13
Support for Students with Disabilities	Page 13
Student Records (Protection and Privacy)	Page 13
Meal Service	Page 14
Fire, Tornado, and Safety Drills	Page 15
Emergency Closings and Delays	Page 15
Safety and Security	Page 15
Restraint and Seclusion	Page 16
Visitors Policy 9150	Page 16
Visitor Guidelines	Page 17
Use of Cellular Telephones and Electronic Communication Devices	Page 18
Acceptable Use Agreement Policy and Guidelines 2521	Page 18
Directory Information	Page 20
Parent's Right to Know	Page 20
Testing	Page 20
Promotion, Placement, and Retention	Page 20
Section II-Academics	
Field Trips	Page 24
Report Cards	Page 24
Student Assessment	Page 24
Section III-Student Activities	
Non-School Sponsored Clubs and Activities Use of School facilities Policy 7511	Page 28
Section IV-Student Conduct	
Attendance-Reporting Absences	Page 32

MCCSC Attendance Guidelines	Page 33
Student Behavior Standards	Page 35
Discipline	Page 35
Expulsion for Firearms Possession	Page 45
Due Process Rights	Page 45
Suspension & Expulsion Guidelines	Page 46
Search and Seizure	Page 51
Student Rights of Expression	Page 51
Section V-Transportation	
Bus Transportation to School	Page 55
Penalties for Infractions	Page 55
Section VI-Other Items	
Information Specific to Unionville	Page 56
MCCSC Tobacco Use Policy, Procedure, Discipline and Guidelines	Page 57
MCCSC School Board of Trustees on Back Inside Cover	
<p>Note: This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed in (year). If you have questions or would like more information about a specific issue or document, contact your school principal or (designee), or access the document on the MCCSC website: www.mccsc.edu by clicking on (tab) and finding the specific policy or Administrative Guideline in the Table of contents for that section.</p>	

FOREWORD

Welcome to Unionville Elementary! The staff at Unionville Elementary is committed to providing your child with a nurturing learning environment that provides opportunities for each child to reach his/her fullest potential. We feel that parents are an integral part of this process and welcome and encourage your participation at Unionville Elementary.

This handbook was designed to provide you with school policies and procedures. Please read through the information and refer to it throughout the school year.

Please do not hesitate to call or stop by with questions or concerns. I am looking forward to a great school year!

Sincerely,



Lily Albright

MISSION STATEMENT

The Unionville faculty and staff believe the world needs: 1) inhabitants with a deep connection, respect, and appreciation for nature, 2) people who are problem solvers, experienced in using technology and creativity to generate solutions and to communicate with stakeholders, and 3) individuals who integrate health and wellness into their lives. This vision is realized through curriculum and instruction, schoolwide routines, activities and traditions, school grounds and environment (interior and exterior), and community partnerships.

SOCIAL EMOTIONAL LEARNING

The MCCSC believes in the importance of social and emotional learning. Through social and emotional lessons delivered within the classroom, all students will explore decision-making, multicultural awareness, healthy relationships, and working through conflict. Students will also practice specific ways to understand, express, and manage their emotions; all within a safe and secure environment.

EQUAL EDUCATION OPPORTUNITY

No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational function or student activity. Education services, programs, instruction and facilities will not be denied to anyone in Monroe County Community School Corporation as a result of race, color, religion, national origin, creed or ancestry, age, sex, marital status, sexual orientation, disability or veteran's status. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Discrimination based on disability:

Dr. Kathleen Hugo
Director of Special Education
315 E. North Drive, Bloomington, IN 47401
812-349-4756

All other types of discrimination:

Mrs. Peggy Chambers
Assistant Superintendent
315 E. North Drive, Bloomington, IN 47401
812-330-7700

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (*notice and a fair hearing*) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U. S. mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If for some reason this is not possible the student should seek help from the building principal.

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire drills, tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian and filed in the school office.

Students with specific health care needs should submit his/her needs in writing and with the proper documentation by a physician to the school office.

Help Keep Our Schools Safe



Confidential
Call the SAFE SCHOOL
HOTLINE 330-2494

A confidential means of reporting unsafe conditions that could harm students, staff or the school.

Your Name is Never Asked

INJURY AND ILLNESS

All injuries must be reported to a teacher or the school office. If minor, the student will be treated and may return to his/her class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents/guardians.

A student who becomes ill during the school day should request permission from the teacher to go to the school office. It will be determined by school staff whether the student should remain at school or released to go home. No student will be released from school without proper parental permission.

SECTION I

General Information

ENROLLMENT IN THE SCHOOL

Students are expected to enroll in the attendance area in which they have legal residency, unless other arrangements have been approved. Students who are new to the school are required to enroll with their parents/legal guardians. When enrolling the parents/guardians will need to provide the following information:

- Certified or Legal Birth Certificate or Passport
- Current Immunization Record
- Two Proofs of Residency
- If custody is an issue, court documentation

In some cases, a temporary enrollment may be permitted. In such cases parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Unionville Elementary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the corporation liaison for homeless children with regard to enrollment procedures.

Non-resident students should refer to the MCCSC Policy 5111 for eligibility requirements to enroll.

Foreign students and foreign exchange students (*from recognized and approved student programs*) are eligible for admission on the same basis as other non-resident students.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

EARLY DISMISSAL

No student may leave school prior to dismissal time without either:

- a.) a written request signed by the parent/guardian or a person who has been designated on the current enrollment card
- b.) the parent coming to the school office to personally request the release

No student will be released to a person other than a custodial parent/guardian without a permission note signed by the custodial parent or other legal authorization.

TRANSFER OUT OF MCCSC

If a student plans to transfer from **Unionville Elementary**, the parent must notify the Principal. Parents are encouraged to contact the school office for specific details.

IMMUNIZATIONS

The Indiana State Health Department has made it mandatory that your child has adequate certification of immunizations on file in our school records. Please keep your shot record up-to-date and notify our school nurse of any changes. Unless children are immunized properly, they are to be excluded from school.

USE OF MEDICATIONS

- 1. Parent/guardian will assume responsibility for delivering medications to and from school.**
 - a. Medication(s) should be delivered to the school health office.
 - b. Only medications received in their original bottles or containers with attached labels will be accepted.
 - c. All medications, whether prescription or non-prescription must be clearly labeled as follows:
 1. The name of the child
 2. The clock time of administration
 3. The name of the medication, including quantity per dose
 4. The name of the prescribing physician(s), as copied onto the label by the pharmacist if the medication is prescription
 - d. Not more than a week's supply of such medication should be delivered.
 - e. The school nurse or other designated employee will check the medication and arrange for safe keeping.
- 2. A written authorization from the parent/guardian will be on file in the school health office before any prescription or non-prescription medication will be administered. The written authorization may be withdrawn by the parent/guardian at any time and shall be kept on file for no longer than one year**

Students who have been ill or have missed school due to illness should be fever free for twenty-four hours before returning.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will be limited to the contagious period as specified in MCCSC Administrative Guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

MCCSC has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the county health department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARD-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to the laws protecting confidentiality.

SPECIAL EDUCATION

Students are entitled to a free appropriate public education in the "least restrictive environment". MCCSC provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, MCCSC encourages the parent to be an active participant. To inquire about the procedure please contact Janna Shields, inclusion teacher.

Students with disabilities who do not qualify for special education may be served within the regular education program with a Section 504 accommodation plan developed through an interactive dialogue between Unionville Elementary School the student, and the student's parent/guardian. Parents/Guardians who believe their child may have a disability that interferes substantially with the student's ability to function properly in school should contact Janna Shields, inclusion teacher.

INDIVIDUALS WITH DISABILITIES ACT (IDEA) AMERICANS WITH DISABILITIES ACT (ADA)

Section 504

The American with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students but all individuals who have access to MCCSC's programs and facilities.

The law defines person with a disability as anyone who:

- a. Has a mental or physical impairment that substantially limits one or more major life activities
- b. Has a record of such an impairment
- c. Is regarded as having such an impairment

MCCSC has specific responsibilities under this law, which include identifying, reviewing, and if the child is determined to be eligible, affording access to appropriate educational accommodations.

SUPPORTS FOR STUDENTS WITH DISABILITIES

In compliance with state and federal law, MCCSC will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which

are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected students with disabilities" are distinct from those applicable to eligible students enrolled (or seeking enrollment) in special education programs. See school board policy 2260.01 for additional details and procedures. For further information on the evaluation procedures and provision of services to protected students with disabilities, contact: Janna Shields, inclusion teacher.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by MCCSC. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under MCCSC's nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information please contact Becky Rose at the Administration Building (812-330-7700).

STUDENT RECORDS (PROTECTION & PRIVACY)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal or appropriate school official, a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parent or eligible students who wish to ask the school to amend a record should write the school principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school's school board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520**

MEAL SERVICE

Good nutrition and learning go hand in hand.

MCCSC participates in the National School Breakfast and Lunch Programs as well as the Federal Summer Feeding Program. These programs strive to ensure that all children regardless of economic status, cultural diversity or special needs have access to healthy meals to promote learning readiness. In addition our priorities include:

- Providing healthy choices
- Complying with federal program regulations
- Ensuring that quality products are purchased per specifications
- Operating under fiscally sound principles
- Offering reasonable prices
- Meeting or exceeding food safety standards

To be consistent with the school wellness policy, MCCSC requests parent support and encourages healthy sack lunches. Please do not send pop (carbonated sodas) with sack lunches and further encourages the avoidance of high sodium prepackaged meals.

Meal payments are accepted by credit card 24/7 via our online meal payment portal. Payments by cash or check are accepted at all schools and the food service administration office. Please include the student's name(s) and ID number(s) on the check; and if splitting among multiple students, the amount to post to each account. Free and Reduced Price Meals are available to families who believe they may qualify. Applications are available at the school office, the food service administration office and on the food service web page.

FIRE, TORNADO, AND SAFETY DRILLS

MCCSC complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of a school-wide signal or announcement.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property or other acts of violence.

EMERGENCY CLOSINGS AND DELAYS

If MCCSC must be closed or the opening delayed because of inclement weather or other conditions, MCCSC will notify the following radio and television stations:

Local Radio Stations		
WTTS 92.3	WGCL 1370	WVNI-FM Spirit 95
WHCC 115.1	WCLS 97.7	WFIU 113.7
Local Television Stations		
WBWB –WTTV Channel 4	WRTV Channel 6	WISH Channel 8
WTHR Channel 13	WXIN-FOX 59	WAVE
Information can also be found on the MCCSC Website www.mccsc.edu		

SAFETY AND SECURITY

1. All visitors must report to the office when they arrive at school.
2. All visitors are given and required to wear a building pass while they are in the school building.
3. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people who are “hanging around” the building after hours.
4. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
5. As many unneeded outside doors as possible are locked during the school day.
6. Portions of the building that will not be needed after the regular school days are closed off.
7. If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.
8. Students may not bring visitors to school without first obtaining written permission from the building principal.
9. All MCCSC employees are to wear identification badges while in MCCSC schools, offices, or on MCCSC property.
10. MCCSC shall utilize video surveillance and electronic monitoring in order to protect MCCSC property, promote security, and protect the health, welfare and safety of students, parents and visitors.

RESTRAINT and SECLUSION

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or to others may be physically restrained and/or placed in seclusion by school staff in accord with School Board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

VISITORS

POLICY

BOARD OF SCHOOL TRUSTEES RELATIONS
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

9150

SCHOOL VISITORS

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person who possesses a firearm or when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms shall make the appropriate arrangements with the Superintendent.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

REF: I.C. 20-26-5-4; 20 USC 3351

Approved by the Board 7/15/91

Revised 12/16/94 [to include reference to 'who possesses a firearm']

Revised 2/2/06 [to update I.C. reference]

guidelines

OFFICE OF THE SUPERINTENDENT RELATIONS MONROE COUNTY COMMUNITY SCHOOL CORPORATION

9150

SCHOOL VISITORS

1. The building principal is responsible for all persons in the building and on the grounds. The following applies to visitors to the school:

- a. Anyone who is not a regular staff member or student of the school will be termed a “visitor.”
- b. Visitors to school buildings or school campuses will report to the school office immediately upon their arrival.
- b. Teachers, students and other staff are not expected to take instructional time to discuss individual matters with visitors.

2. The building principal or office staff will welcome visitors and provide any necessary assistance. The principal will establish sign-in procedures for visitors. Visitors will be required to register and to wear name tags.

3. Rules and regulations concerning visitors will be clearly posted throughout the building and will be at all entrances and the main office. The principal has the authority to develop additional regulations for specific buildings based on these guidelines:

- a. Invited Guests – Teachers planning to invite guests to the classroom will make necessary arrangements and inform the principal and office staff.
- b. Parents and Legal Guardians – Parents and guardians are encouraged to visit for class exhibits, lunch, celebrations, and to participate in volunteer opportunities.
- c. School Board – Individual School Board members who are interested in visiting schools will make appropriate arrangements through the Superintendent and principal. Such visits shall be for the purpose of becoming acquainted with school programs, personnel, operation and facilities.
- d. Student Guests – Student visitations are not allowed except under certain situations for which the principal must grant approval, such as a specific school program or activity.
- e. Volunteers – Volunteers may help in classrooms, with programs, and with extracurricular activities. Criminal history checks are required and confidentiality agreements may be required as appropriate to a classroom or school.

4. Visits to classrooms may be allowed at the discretion of the principal and must be arranged in advance. Factors to be considered include but are not limited to the following: instructional viability or connection, disruption of classroom activity; time of the school year; nature of the class, and class size. Under no circumstances are classroom visits to be used for the purpose of teacher or program evaluation.

5. The building principal has the authority to prohibit the entry of any person to school, to expel any person who possesses a firearm, and to exclude anyone where there is reason to believe the presence of said person would be detrimental to the good order and operation of the school. The principal is authorized to request whatever assistance is required from local law enforcement if such an individual refuses to leave the school grounds or causes a disturbance.

USE OF CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

Student Code of Conduct

A. The Monroe County Community School Corporation shall hold the students of this corporation to the following *Code of Conduct*. Failure to comply with said codes may be considered student misconduct and/or substantial disobedience which are grounds for suspension and/or expulsion. This Code of Conduct will include, but is not limited to the following examples and/or rules related to the responsibilities and behavior of its students;

22. No student shall use an electronic paging device or a handheld portable telephone on school grounds during school hours.

ACCEPTABLE USE AGREEMENT

Student Access to Networked Information Resources Policy and Guidelines 2521

Students must sign and Acceptable Use Agreement prior to having a computer account. Excerpts of the Agreement include:

Restrictions

The following activities are not permitted on MCCSC electronic resources:

- Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or storage space, or the spreading of computer “viruses” through the inappropriate use of files or diskettes.
- Violating copyright, or otherwise using another person’s intellectual property without his or her prior approval or proper citation; using another person’s passwords; trespassing in another person’s folders, work or files.
- Violating local, state or federal statute.

Reasonable Usage

Among, but not limited to, users should refrain from overuse of connect time, information storage space, printing or processing capacity.

- Request permission before downloading any program or file; scan for potential “virus” before executing, running, decompressing, or unzipping.
- Regularly remove unneeded files and/or folders from MCCSC and/or building accounts; save information to your storage space or to individual diskette; and not use local hard drives for storage.
- Obtain permission before signing on to a mail list or list service, or accessing private accounts, such as e-mail.
- Install no software programs not owned by or licensed to the MCCSC or the school on any MCCSC resources. This includes “freeware” or “shareware” programs as well as regular commercial versions.

Rights and Privileges

The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional networked resources provided by the MCCSC. The student’s account provides for personal storage space on the MCCSC resources which may be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private. However, users should not expect that files will always be private. MCCSC network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

Disclaimers

The MCCSC makes no warranties of any kind, either expressed or implied, for the provided access. The staff, the school and the MCCSC are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on MCCSC resources, or for personal property used to access MCCSC resources; for the accuracy, nature, or quality of information stored on MCCSC resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through MCCSC-provided access. Further, even though the MCCSC may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statute.

Sanctions

Violations of school and MCCSC networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the building and/or classroom level in line with existing practice regarding language and behavior (Policy and Guidelines 5600). When appropriate, law enforcement agencies may be involved.

DIRECTORY INFORMATION

MCCSC designates as student "directory information" that may be disclosed without consent of a parent or eligible student: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; scholarships. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow MCCSC to disclose such "directory information" upon written notification to MCCSC within 20 days after receipt of this handbook.

PARENT'S RIGHT TO KNOW

Upon a parent's request, MCCSC will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

TESTING

Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by MCCSC. More information about Indiana's testing requirements is available at: <http://www.doe.in.gov/assessment>

PROMOTION, PLACEMENT, AND RETENTION

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the School Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this School Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level under any of the following conditions: A. completed the course requirements at the presently assigned grade;
B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade;

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

No student who has successfully completed a grade shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extracurricular athletic programs.

Following sound principles of child guidance, the School Board discourages the skipping of grades.

The School Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading for a period of time, will be officially reported as a third grader, and will fully participate in the grade three ISTEP+ assessment **will take the IREAD-3 assessment the following year unless the child qualifies for a good cause exemption.**

Good cause exemptions that may be considered are:

- A. a student who has been previously retained two times prior to the fourth grade;
- B. a student with disabilities whose case conference committee has determined that promotion is appropriate;
- C. an English learner student whose Individual Learning Plan (ILP) Committee has determined that promotion is inappropriate;

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the professional staff for any promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
- D. assign to the building principal the final responsibility for determining the promotion, placement, or retention of each student.

SECTION II

ACADEMICS

FIELD TRIPS

Educational field trips are seen as an integral part of the school's instructional program, supplementing and providing enrichment for the learning activities which take place in the regular classroom. Parents need to sign a special permission form for students to participate in educational field trips that occur during school hours within the county at the beginning of the year. This form is also included in the online registration information. The teacher or sponsor will notify parents of the details of the trip and provide the principal with a list of students and adults who will be participating. To participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization form for those students. This includes, but is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events. Parents will need to sign a separate form for out of county field trips. Parents who do not wish for their child to participate in one of these field trips should notify the building principal in writing in advance of the scheduled trip.

REPORT CARDS

Report cards are sent home with children the week following the end of the 9th, 18th, and 27th weeks of school. The final report card will be mailed home or sent home the last day of school. Please maintain close contact with your child's teacher throughout the school year.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and MCCSC policy.

Unless exempted, each student will be expected to pass the ILEARN test as well as IREAD 3 for third grade students. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group and individual tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

SECTION III

STUDENT ACTIVITIES

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

USE OF SCHOOL FACILITIES

Policy 7511

The School Board believes that the school facilities of this Corporation should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property, or interfere with the educational program of the schools, and is harmonious with the purposes of this Corporation.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the principal.

Corporation facilities shall be available for the below-listed uses. When there are competing interests for such uses, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses by not-for-profit or for-profit organizations providing childcare programs which meet the State requirements and additional conditions established by Board policies and the Superintendent's guidelines
- C. uses and groups indirectly related to the schools
- D. meetings of employee associations
- E. uses for voter registration and elections
- F. departments or agencies of the municipal government
- G. other governmental agencies
- H. community organizations formed for charitable, civic, social, educational, political, or religious purposes
- I. commercial or profit-making organizations but not for profit-making purposes

The use of school facilities shall not be granted for any purpose which is prohibited by law.

The Superintendent shall develop administrative guidelines for the granting of permission to use Corporation facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by the Board.
- B. Use of school equipment in conjunction with the use of Corporation facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where guidelines so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the appropriate local authority to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

No liability shall attach to this Corporation, any employee, officer, or members of this Corporation specifically as a consequence of permitting access to these facilities.

I.C. 20-26-5-1, 20-26-5-4, 20-26-8-1 et seq.

Approved 7/15/91

Revised 8/9/93

{Code citations updated 6/18/07}

SECTION IV

STUDENT CONDUCT

ATTENDANCE

Reporting Absences:

- Absences must be reported to the school office by **11:00 a.m.** on the day of the absence. Parents should call the school office **812-332-0175** to report the absence or send a note to the office.
- If you would like to report the absence when the office is closed, you may call the school and leave a message.
- If your child is going to be absent more than one day, you only need to call once if you inform the office of the dates of the absences.
- An attempt will be made to contact parents of children absent from school with no notification from the parent. This is to ensure the safety of all students.
- If your child will be absent or tardy due to a doctor/dentist appointment, it is very important to bring in a doctor's statement to the office.

Tardy and Partial-Day Absences:

In an attempt to increase student instructional time, MCCSC schools record these losses using the following process throughout the district:

- Students who are 15 minutes late or less to school or to the classroom due to their own actions will continue to be marked tardy. (i.e.: stopping to chat with friends, in the restroom)
- Students who are late to class due to a school issue beyond their or their parents' control will not be marked as tardy. (i.e.: late bus)
- All other reasons students are not in school for a portion of the day will be marked as a "partial day absence" on student report cards. (i.e.: late arrival more than 15 minutes, mid-day absence, early dismissal)

Releasing Students During the School Day:

- In the morning, parents should send a note to the classroom teacher to inform her/him that the child will be leaving during the day. If your child is leaving and not returning, please indicate this in your note.
- Parents should check in at the office and office personnel will contact the child via the intercom. Parents should not go directly to the classroom in an effort to avoid disruptions to instruction.
- A child will not be released to anyone other than the parent unless the parent has made prior arrangements.
- Children should never leave the school without permission from the teacher and the main office.
- If a child is leaving for the purpose of a dentist or doctor appointment, please submit to the office a medical excuse from the physician or dentist.

- Please try to avoid taking your child from school during the school day if at all possible.

It is imperative parents taking students to lunch adhere to their child's lunch schedule. Please do not take children out of class early and be sure to return on time. If you have more than one child with two different lunch schedules, please do not take one child out of class in order to go to lunch with a sibling. It is important for children to be in class.

MCCSC Attendance Guidelines:

The complete MCCSC Attendance Guidelines are available upon request in the school office.

These guidelines apply to all Monroe County Community School Corporation schools. Provision is made herein for appropriate action by school officials. Participation in an out-of-class, school-sanctioned activity which has prior approval of the principal or designee counts as attendance.

- A. A student enrolled in this school corporation is bound by the requirements of state law and this policy to attend school until graduation, or withdrawal, whichever comes first. Acceptance of the terms of this guideline is a condition of enrollment for all students, including those not subject to the Compulsory Attendance Act of the State of Indiana. This applies to students who enroll or transfer into this school corporation at any time during a school year. Attendance and discipline records, including determinations made by the previous school, shall be honored and treated as though the conduct occurred within this school system.

Excused absences (This includes absences **up to ten [11] days** for which a parent phone call or note is received within twenty-four [24] hours of the absence):

- a. Required Court Attendance
- b. Observance of a bona fide religious holiday
- c. Service as a page in the General Assembly
- d. Active Duty in National Guard
- e. Service on a precinct election board or helper for a political candidate
- f. College visit
- g. Absences medically documented due to a physical or mental condition resulting in 504 classification.
- h. Illness
- i. Out of School Suspensions
- j. Recovery from accident
- k. Professional appointments
- l. Death in the immediate family
- m. Such other good cause as may be acceptable by to the principal or designee or permitted by law. Such determination shall be made on a case by case basis. Such absences will not be excused after ten (11) days or if a "One Day Legal Notice" has been filed.

Every effort will be made to notify parents in writing of absences that reach the five (5) day total, including excused absences.

Unexcused Absences: (*truancy or other excessive absences*)

Unexcused absences also include absences in "h-m" above which are over the ten day limit or for which a notice has been sent to the parents requiring a "physician's statement of incapacity" for the child. In-school suspensions are not considered absences, and out of school suspensions are counted as excused absences.

Actions taken by the principal or designee for unexcused absences may include but not be limited to:

For Truancy:

Identifies the truant as a student who willfully does not attend school.

- b. Identifies the "habitual truant", that is, "the student who has unexcused absences from school for

- more than ten (11) days of school in one (1) school year.
- c. Investigates the cause(s) of the truant behavior via:
 1. Parent contact by the designated staff member
 2. Parent contact by appropriate school administrator or designee
 3. Parent conference with appropriate school administrator or designee
- d. Considers, when appropriate, any modifications of the student's educational program that meet particular needs which may be causing the truancy.
- e. Ensures that every effort is made to notify parents that a child is truant, and that there may be corrective and/or disciplinary actions taken if the truancy continues. This minimal due process will include but not be limited to:
 1. Send an Attendance Notification Letters (These may be a "Five Day Letter", "Ten Day Letter" or "Partial Absence Letter". A "Ten Day Letter" may require a physician's statement of incapacity for future absences to be counted as excused.)
 2. Make documented phone calls to parents
 3. Refer to the School Social Worker for contact/conference
 4. File One Day Legal Notice

For other Excessive Absences:

- a. Identify instances where the parent(s) actions or lack of actions may "fail to ensure that the child attends school".
- b. Investigate the cause(s) of the excessive absences via:
 1. Parent contact by the designated staff member
 2. Parent contact by appropriate school administrator or designee
 3. Parent conference with appropriate school administrator or designee
- c. Make every effort to communicate the issues with the parent(s) in a timely manner. This may include but not be limited to:
 1. Send attendance notification letters (five day, ten day, partial day absence letters)
 2. Make documented phone calls
 3. Refer to the School Social Worker for contact/conference
 4. File One Day Legal Notice
 5. Demand a physician's statement of incapacity for all future absences (Verification of incapacity through a physician's statement, or other verification documented by the school that verifies a student is legitimately ill, will be counted as excused absences.)
- d. Consider what appropriate interventions might be helpful in alleviating excessive absences including what referrals might be made to outside agencies. (A list of possible agencies will be available in the MCCSC Social Services Department.)
- e. Ensure that students/families with continued excessive absences are referred to appropriate agencies for legal action including the Monroe County Prosecutor, the Monroe County Probation Department, and/or the Monroe County Child Protection Services.

STUDENT BEHAVIOR STANDARDS

Unionville Elementary students have the right to a safe, positive learning environment. These rights must not be violated by anyone, including other students. Bullying by a student or group of students against another student is prohibited. Lewd, vulgar, offensive or abusive conduct, speech, and/or dress are not acceptable. Students must not disrupt the order of the school. In order to create and maintain a positive learning environment, we expect children to observe school-wide expectations and classroom expectations.

Generally, most students follow school-wide expectations. However, two general grounds for suspension and/or expulsion are student misconduct and substantial disobedience. Examples of student misconduct and substantial disobedience include, but are not limited to behavior that disrupts the school environment,

bullying, aggressive behavior, attempting to cause physical injury or behaving in a manner that could result in physical harm. This applies on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity; or traveling to or from school or a school activity. Please see MCCSC Policy 5200 for specific grounds for suspension and expulsion.

DISCIPLINE

STUDENT DISCIPLINE

Policy 5600

STUDENT DISCIPLINE

I. Student Conduct

The Board believes that students should have certain expectations regarding their rights, and learn to assume responsibility for their own behavior and the consequences of their actions. To that end, students have certain rights relative to their education and treatment, and they have certain responsibilities along those same lines. Such rights and responsibilities would include:

- A. The right to an education, but also the responsibility to take advantage of that opportunity and the responsibility to not interfere with the rights of other students to get an education;
- B. The right to expect to be treated with reasonable standards of socially-acceptable behavior, but also the responsibility to conform to reasonable standards of socially-acceptable behavior;
- C. The right to have your person and property treated with respect, but also the responsibility to treat others and their property with respect;
- D. The right to have your personal rights respected, but also the responsibility to respect the rights of others;
- E. The right to expect that those faculty and staff who have authority over you will exercise that authority appropriately, but also the responsibility to obey the constituted authority and to respond appropriately to those who hold that authority.

It is also acknowledged that an essential element of appropriate student behavior involves communication and cooperation between the school and the home environment. To that end, school administrators and staff are encouraged to contact parents/guardians as quickly as possible when discipline issues arise. Likewise, parents/guardians are encouraged to contact their child's school whenever issues arise that could impact the behavior and/or discipline related to their child.

Specifics related to student expectations are included in the following Code of Conduct.

II. Student Code of Conduct

- A. The Monroe County Community School Corporation shall hold the students of this corporation to the following *Code of Conduct*. Failure to comply with said codes may be considered student misconduct and/or substantial disobedience which are grounds for suspension and/or expulsion. This Code of Conduct will include, but is not limited to the following examples and/or rules related to the responsibilities and behavior of its students;
 - 1. No student shall possess, handle or transmit any firearm or destructive device on school property.
 - 2. No student shall possess, handle or transmit any deadly weapon on school property. The following

devices are considered to be deadly weapons defined in I.C. 35-31.5-2-86:

- a. A weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. No student shall engage in the unlawful selling or transmission of a controlled substance, illegal drug, alcohol, prescription drugs, or any thing purported to be or that is represented as a look-a-like, or engaging in a criminal law violation that constitutes a danger to other students or constituents an interference with school purposes or an educational function.
 4. No student shall knowingly possess, use, or be under the influence of alcohol or any alcoholic beverage.
 5. No student shall knowingly possess, use, or be under the influence of any narcotic drug, illegally obtained/used prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, caffeine-based **stimulants**, substances containing *phenylpropanolamine (PPA), stimulants or intoxicants of any kind, or any paraphernalia used in connection with the listed substances.
 6. No student shall knowingly possess or use any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 7. No student shall threaten (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
 8. No student shall threaten or intimidate any student for the purpose of, or with the intent of obtaining money or anything of value from the student.
 9. No student shall engage in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
 10. No student shall use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urge other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.
 - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.

11. No student or group of students shall engage in the bullying of another student(s) or any behavior with the intent to harass, ridicule, humiliate, intimidate, harm, or engage in repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior.
 12. No student shall engage in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
 13. No student shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.
 14. No student shall knowingly possess, handle, or transmit a knife or any object that can reasonably be considered a weapon.
 15. No student shall be willfully absent from school or tardy to school
 16. No student shall engage in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 17. No student shall fail to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions.
 18. No student shall violate or repeatedly violate any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority.
 19. No student shall cause or attempt to cause damage to school property, or steal or attempt to steal school property.
 20. No student shall cause or attempt to cause damage to private property, or steal or attempt to steal private property.
 21. No student shall fail in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- B. In addition to the behaviors listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

III. Consequences for Violations of the Student Code of Conduct

School officials will implement practices of progressive discipline when students do not adhere to the Code of Conduct in order to maintain an appropriate safe and orderly school environment. Progressive

discipline means beginning with the least severe or restrictive discipline appropriate to the offense, and utilizing more severe sanctions when a student's behavior warrants. Actions may include, but are not limited to, office referral, conferencing, mediation, detention, removal from class or activity, in-school suspension, alternative to suspension program, suspension, alternative to expulsion, and expulsion. Actions may not include the use of physical activity or the withholding of food as a form of discipline.

The School Board recognizes that removal from the educational program of the Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a non-disabled student of the right to an education. In all cases, except when legally defined, alternatives to suspension will be considered as a first option to suspension, and alternatives to expulsion will be considered as a first option to expulsion.

IV. DEFINITIONS

- A. PREVENTION- Agreed upon school wide norms and expectations for behavior taught to all students. Effective classroom management strategies for which staff are held accountable and emphasis on building positive student-teacher connections.
- B. PROGRESSIVE DISCIPLINE- A means of using the least restrictive response that is appropriate to the violation committed. This could include:
- Loss of recess, lunch detention, after school detention, and restriction from after school activities.
 - Counseling with the principal or designee regarding the behavior in question.
 - Conferences with the parent.
 - Mediation
 - Removal from class or activity
 - Assignment of additional school-work or community service work.
 - Alternative to suspension
 - Suspension
 - Alternative to Expulsion
 - Expulsion
- C. MEDIATION- a voluntary and confidential process in which a neutral third-party facilitator helps people discuss difficult issues and negotiate an agreement. Peer Mediation refers to a process in which young people act as mediators to help resolve disputes among their peers. The student mediators are trained and supervised by a teacher or other adult.
- D. REMOVAL FROM CLASS OR ACTIVITY- An elementary, middle school or high school teacher will have the right to remove a student from his/her class or activity for disciplinary reasons for a period of up to one (1) school day, or up to five (5) school days with approval of the principal. This includes sending a student to the office. Students sent to administration for disciplinary issues will be considered on administrative time while they wait for a disposition. An action taken by a principal or designee that removes the student from the instructional process for an extended period of time will be defined as in-school suspension. In-school or out-of-school suspensions are reported to the State as full day suspensions no matter the actual length of the suspension. During the period of removal, the student may be assigned regular or additional work to be completed in another school setting. If removal from class extends beyond the immediate period of instruction or constitutes a progressive pattern of behavioral consequences, the parent(s) will be notified and afforded an opportunity for a conference with the teacher and/or the principal.
- E. ALTERNATIVE TO OUT OF SCHOOL SUSPENSION (ATS) – This includes any activity that does not remove the student from school grounds or alternative school sites. This may include, but is not limited to mediations, after school detentions, lunch detentions, in-school suspension or the ATS program.

F. **SUSPENSION FROM SCHOOL** – This includes removal from school grounds or any school function for up to 10 days. A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

G. **ALTERNATIVES TO EXPULSION (ATE)** – This includes any endeavor to continue the student’s education rather than the removal of the student from any school grounds and any instructional activities for the remainder of a semester or any period exceeding 10 school days. This may include but is not limited to mediations, the Youth Outreach Program, Teen Learning Center, retention at school under a contract that may include additional expectations or restrictions or any other activity approved by the Superintendent **or his/her designee**.

H. **EXPULSION** – This includes the removal of a student from the school grounds or any other function or activity. In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation number one listed under the grounds for Suspension and Expulsion in this guideline.

I. **DESIGNEE** – For the purposes of this policy and the attending guidelines, the principal’s designee refers to an assistant principal or chief building administrator.

V. GROUND FOR DISCIPLINARY ACTIONS INCLUDING SUSPENSION OR EXPULSION

A. Grounds for suspension or expulsion are student misconduct or substantial disobedience. The grounds for suspension or expulsion listed above apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity or event.
3. Traveling to or from school or a school activity, function, or event.

B. Examples of student misconduct or substantial disobedience are listed in the Student Code of Conduct beginning on page 1 of this document.

C. Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the School Corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board authorizes administrators and staff members to take the following actions, with the stipulation that out of school suspensions, alternatives to out of school suspensions, expulsions, and alternative to expulsions will be initiated by the school principal, assistant principal, or chief building administrator.

VI. PROCEDURES

A. **REMOVAL FROM CLASS OR ACTIVITY** – Specific procedures shall be determined at the school level.

B. **ALTERNATIVE TO SUSPENSION (ATS)** – Mediations, school detentions, lunch detentions, and in-school suspension shall be determined at the school unless placement is recommended at a different facility such as the ATS program. The procedures for ATS placement are:

1. Complete suspension paperwork for ATS only;
2. Have student sign Rules of ATS and form letter to Prosecuting Attorney;
3. Notify parents of ATS and have parents sign forms if possible;
4. Notify ATS program.

C. **SUSPENSION FROM SCHOOL** – When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to procedural due process which includes:
 - a. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Parents/guardians will be notified of a possible suspension as soon as possible, but in all cases the parents or guardians of suspended students will be notified in writing. The written notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal (Notice of Suspension Form 5600-1).
4. Students under suspension will not be eligible for enrollment at other schools of the district.
5. The names of suspended students will be reported immediately to the superintendent's office.

D. **ALTERNATIVES TO EXPULSION** – Students who have violated the Student Code of Conduct (5600 guidelines) for which suspension and recommendation for expulsion are made, may be offered an Alternative to Expulsion (ATE); unless otherwise prohibited by law. The school may offer an ATE more than once during a student's school career, but is under no obligation. Should the student not satisfactorily complete the program, he/she will face expulsion.

Requirements for Participation:

1. Parents or legal guardian and the student must agree to the concept and terms of the Alternative to Expulsion agreement. This may include additional expectations or restrictions.
2. The student and parents must comply with all recommendations of Alternative to Expulsion agreement or face expulsion.
3. In the event that a referral to an outside agency is involved, the parents or legal guardians will be responsible for the cost for the entire program regardless of attendance or successful completion. No person will be excluded from the ATE program for inability to pay. A sliding scale or no cost services will be pursued.
4. Students who are apprehended transmitting or selling drugs are not eligible.

ATE Process for non alcohol or drug offenses:

1. File expulsion paperwork (Form 5600-2) with the Office of the Superintendent indicating that an ATE will be offered. Under certain circumstances students may be placed at Youth Outreach without filing for expulsion.
2. Hold a conference with the student and parent(s)/guardian(s) informing them that expulsion has been filed but offering an ATE instead. The terms of the ATE must be clearly stated at this conference.

3. If the student and parent(s)/guardian(s) are in agreement to accept the proposed ATE then the ATE Agreement (Form **5600-18**) will be signed by all parties and the student and parent(s)/guardian(s) will be provided with any further information necessary.
4. If the student or the parent(s)/guardian(s) are not in agreement with the ATE and the terms therein, then the request for expulsion will proceed.
5. In either event (**3 or 4 above**) the school administrator must inform the expulsion examiner that the expulsion will proceed or that an ATE has been agreed upon.
6. The expulsion examiner will notify the student and parent(s)/guardian(s) in writing that expulsion is proceeding and they have a right to a hearing, or that an ATE has been agreed to in lieu of an expulsion, but should the student not comply with the terms of the ATE Agreement in any manner, that expulsion will automatically ensue for the duration of the original expulsion request.
7. The ATE Agreement will officially be deemed ended at the end of the time when the requested expulsion would have ended.

ATE Additional Processes for Drug/Alcohol Related Offenses:

The MCCSC procedures are based on trust and reasonable suspicion, rather than presumed guilt. Further the detection of use is through the health office to rule out other health issues as well as to collect physiological evidence. The consequences are combined with a referral for help, rather than solely punishment. When the violation of Student Code of Conduct pertains to illegal drug or alcohol possession or use, the above procedures apply, as well as the following. (Form **5600-18**). Students who are apprehended transmitting or selling drugs are not eligible.

1. To confirm reasonable suspicion of drug or alcohol possession or usage:
 - a. Normal investigative procedures and questioning of anyone knowledgeable of the incident should be pursued.
 - b. The student is to be sent (or escorted) to the nurse's office. The nurse will conduct a health check, which includes, but is not limited to blood pressure, pulse rate, and pupil dilation.
 - c. Should personal, vehicle or locker search be necessary, the provisions of MCCSC Policies and Guidelines 5513 and 5771 will be followed. Witnesses should be present in any form of personal search.
 - d. If drugs are involved and the vitals are unusual, an administrator refers the parent to a drug test lab that conducts a minimum 7 panel test that measures THC (marijuana) levels down to a detection of 20 nanograms. (see list of available labs on intranet)
 - e. If alcohol is involved and the vitals are unusual an administrator will have the nurse or police conduct a portable breath test.
2. Failure to comply with steps in "1" when there is reasonable suspicion may result in expulsion for failure to comply with directions and disobedience of administrative authority.
3. Upon confirmation of alcohol or drugs, the following actions are taken:
 - a. The student's parents will be notified immediately or as soon as practically possible. Such notification will be documented.
 - b. Possession of controlled substances or alcohol is to be reported to local law enforcement officials (using form **5600-20**).

- c. Confirm that the incident is a first time offense and that the offense did not include transmitting or selling drugs/alcohol. The school is under no obligation to offer ATE to a student more than one time during the student's school career.
 4. The terms of an ATE for drug or alcohol offenses must include:
 - b. A referral to an outside entity for an assessment by a certified/licensed addictions counselor or counseling agency recognized by the State of Indiana Division of Mental Health and Addictions. (see attached list of updated local resources on MCCSC Intranet). The recommendations from the assessment agency must be jointly accepted by the school, student and parents.
 - c. The MCCSC retains sole authority establishing the conditions for the student's return to school.
 - d. The MCCSC will:
 - Inform parents of available resources for evaluation of student substance abuse.
 - Provide information to the parents regarding relevant procedures, timelines, and the School Referral Evaluation form, etc., of the Alternative to Expulsion Program.
 - Hold a re-entry consultation with the student/ family, school personnel, and other appropriate personnel as designated prior to the student's return to school.
 - Provide appropriate follow-up data to the referral agency upon request.
 5. In order to be accepted as an appropriate referral agency, that agency must:
 - a. Schedule an assessment interview with the student and parents/guardians as soon as possible **(must be done within 5 days)**.
 - b. Provide appropriate educational/psychological treatment or therapy (or refer to an appropriate agency) for each student
 - c. Provide an assessment recommendation to school personnel.
 - d. Reserve the right to terminate service to students who refuse to participate appropriately.
 - e. Work with the school corporation in assessing the program and implementing modifications when necessary and feasible.
 6. In order to fulfill the requirements of law enforcement agency notification for drug offenses which occur on school property, the following procedures will be utilized:
 - a. School personnel have a duty to report to school administrators all drug violations that occur on school property or within 1,000 feet of school property. Drug violations include dealing in, possessing or manufacturing controlled substances, marijuana, hashish, counterfeit controlled substances, or drug paraphernalia. School administrators must report, in writing, all drug violations, of which they have personal knowledge or for which they have received a report, to a law enforcement official. Form 5600-20 will be filed with appropriate law enforcement agencies and the Administration Center.
 - b. Advise the parents that the appropriate law enforcement agencies are currently being notified—(Bloomington Police Department/Indiana State Police/Monroe County Sheriff.)
 7. When behavior warrants, suspension and expulsion procedures shall be followed.
- F. EXPULSION – When a principal (or designee) recommends to the superintendent (or designee) that

a student is expelled from school, the following procedures will be followed:

1. Insure that procedural due process has been offered as cited under procedures for suspension.
2. Filing procedures which must be followed include:
 - a. Accurate completion of the student information on the Request for Expulsion Form.
 - b. Signature of the appropriate administrator.
 - c. Causal Hearing date and/or pre-expulsion date when applicable, otherwise not applicable.
 - d. The code of conduct citation that the student is charged with violating. This includes every violation that will be discussed at any necessary expulsion hearing.
 - e. All appropriate suspension information, if the student has been suspended, including the dates for the beginning and ending of the suspension.
 - f. The date the expulsion would end if upheld.
 - g. The request for continued suspension should be checked **only** if a principal (or designee) is requesting that the suspension be continued. This should only be requested when there is a risk to others or to the educational process, and should **not** be checked for a student who is special education. (Note: requesting a continued suspension can result in an additional hearing just to determine the continued suspension.)
 - h. In all cases, the Request for Expulsion form **must** be on the superintendent's desk no later than two (2) school days after the decision to request expulsion has been made. This timeline must be adhered to because of the great risk of violating due process.
3. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel;
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
4. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
5. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
6. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion hearing, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
7. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

EXPULSION FOR FIREARMS POSSESSION

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition he/she shall be subject to expulsion for a period on one (1) year.

DUE PROCESS RIGHTS

The School Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures.

The Superintendent shall establish administrative guidelines to ensure that all members of the staff follow due process procedures when dealing with students, In addition, a statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Adopted by the Board 7/15/91

OFFICE OF THE SUPERINTENDENT
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

STUDENTS
5610

SUSPENSION and/or EXPULSION OF NONDISABLED STUDENTS

DEFINITIONS

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC20-33-8, the Board authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** An elementary, middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day, or up to five (5) school days with approval of the principal. During the period of removal, the student will be assigned regular or additional work to be completed in another school setting.

If removal from class extends beyond the immediate period of instruction or constitutes a progressive pattern of behavioral consequences, the parent(s) will be notified and afforded an opportunity for conference with the teacher and/or the principal.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this guideline.

GROUND FORS SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. Violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
7. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons, or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon or looks like a weapon.
11. Possessing, using, transmitting, or being under the influence of any narcotic drug, prescription drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, , , stimulants or intoxicants of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
 - a. Exception to rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 - (1) That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - (2) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - (3) The student has been instructed in how to self-administer the prescribed medication.
 - (4) The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substance other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.
15. Possessing, using, distributing, purchasing, or selling e-cigarettes or other related products.
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

17. Failing to comply with directions of teachers or other school personnel during any period of times when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to question from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal laws.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or state or federal law.
20. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constituents an interference with school purposes or an educational function.
21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rule or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Possessing sexually related materials, which include images displaying uncovered breasts, genitals or buttocks.
25. “Sexting” or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
26. Engaging in pranks or other similar activity that could result in harm to another person.
27. Using or possessing gunpowder, ammunition, or an inflammable substance.
28. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of school corporation’s acceptable use of technology policy or rules;
 - g. violation of school corporation’s administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device

29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. POSSESSION OF A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above, a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or destructive device: suspension up to 10 days and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

C. POSSESSION OF A DEADLY WEAPON

- a. No student shall possess, handle or transmit any deadly weapon on school property.
- b. The following devices are considered to be deadly weapons for purposes of this rule:
 - a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - a biological disease, virus, or organism that is capable of serious bodily injury.
- c. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
- d. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

D. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES: I.C. 20-33-8-1 et seq. I.C. 35-31.5-2-86
 I.C. 35-47.5-2-4 I.C. 35-47-1-5

Revised Guidelines Reviewed by the Board: 3/28/2017

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the MCCSC and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. MCCSC reserves the right not to return items which have been confiscated.

STUDENT RIGHTS OF EXPRESSION

MCCSC recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet school guidelines.

- A. A material cannot be displayed or distributed if it:
- is obscene to minors, libelous, indecent, or vulgar,
 - advertises any product or service not permitted to minors by law,
 - intends to be insulting or harassing,
 - intends to incite fighting,
 - or presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

- B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS

The Board of School Trustees of the Monroe County Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity.

(Above excerpted from Board Policy 5840)

LEGAL REFERENCE: IC 20-26-18
 IC 20-33-9-10.5
 IC 35-45-9-1

SECTION V

TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The Monroe County Schools provides students the privilege of bus transportation for students who live within school attendance area. Children are expected to follow these rules while riding the bus.

- Be on time at the bus stop.
- Be careful to protect the private property at the bus stop. Do not trespass.
- Bus drivers have the same disciplinary authority as a classroom teacher. Follow the driver's instructions the first time given.
- Stay in your seat. The driver may assign seats.
- Keep head, hands, arms, and feet inside the bus.
- Profanity, smoking, eating, and/or drinking is not allowed on the bus.
- Always cross in front of the bus when boarding or after exiting.

Safety checklist:

Getting to the bus stop:

1. Always get to the bus stop at least five minutes before the bus is due to arrive.
2. Running across the road to catch the bus isn't smart.
3. If you have to walk on roads where there are no sidewalks, always walk against traffic. Try to stay off the road as much as possible.
4. When crossing the street to get to the bus, always look left, then look right, then look left again. If there are parked cars blocking your view, go to the nearest corner cross walk.

While you're riding the bus:

1. When the bus is moving, always stay in your seat. Let the bus driver concentrate on the road. Remember, the bus driver's job is to get you to and from school safely.

Getting off the bus

1. When you leave the bus, use the handrail.
2. Make sure there is nothing sticking out on you (your clothes, the hood of your coat, key chains, backpack, etc.) that could get caught in the handrail on the bus or the bus door.

Riding a school bus is a privilege, which can be denied at any time for disruptive or unsafe behavior. If students remain seated, talk quietly, keep hands and feet and objects to themselves, and cooperate with the driver, the ride will be more pleasant and safer for all.

Children must have a change of transportation form signed by their parent if they are to ride a bus other than their regularly assigned bus, or get off at a different stop.

Bus Transportation Questions:

Please go to the MCCSC website (www.mccsc.edu) with questions regarding:

- which bus your child will ride.
- where the bus stop is located.
- what are the pick-up/drop-off times.
- or call the transportation department at 330-7719.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the school bus shall be disciplined in accordance with the Student discipline code and may be deprived of the privilege of riding the school bus.

HOMEWORK REQUESTS FOR ILL CHILDREN

We encourage parents to call the school by **9:30 a.m.** to request homework especially if a child is going to be absent for more than one day. Parents should inform the school office at that time if the homework is to be sent home with another student or will be picked up at school. Homework will be ready for pick-up in the school office by **3:00 p.m.**

SCHOOL ARRIVAL/DISMISSAL

Students are to go directly to the gymnasium upon getting off the bus in the morning, unless they are having breakfast at school. Teachers will be on duty at that time. The students walk together until 8:55 a.m., when they are dismissed to their classrooms. At dismissal time 3:45 students are dismissed to their assigned bus lanes. Students who are picked up by parents are walked to the back of the school where they are escorted to the parent vehicles.

LATE ARRIVALS/EARLY DISMISSALS

Students arriving at school after **9:00 a.m.**, leaving and returning during the same school day, or leaving and not returning before **3:45 p.m.** must always check in/out at the office. Parents who need to take their children out of school during the day must sign them out in the main office. Students who are 15 minutes late or less will be marked tardy. Students who are late due to a school issue (ex. late bus) will not be marked tardy. Students, who arrive more than 15 minutes late, leave and return in the same day, or who are picked up prior to the end of the school day will be marked as having a partial day absence. However, when a physician's statement is provided to the office by the next school day

for any of these times, the attendance record will be updated and the “tardy” or “partial day absence” will not be reflected on their report card. We will not release your child to someone other than those listed as authorized. I would appreciate it if you would caution your child never to leave the school grounds without first receiving permission from his/her teacher and the main office.

SCHOOL SECURITY

In an effort to maintain a safe school environment we ask all visitors to the school to adhere to the following procedures:

- ♦ all visitors to the building must sign in the office and obtain a Guest Tag.
- ♦ Parents who are picking up their child for a doctor or dentist’s appointment or other early dismissal should come to the office where the student will be paged.
- ♦ The doors leading to the playground will be locked during recess;
- ♦ All doors will be locked during the school day. The main entrance will be monitored with a camera and entrance will be granted via main office staff.

THESE POLICIES ARE NOT INTENDED TO DISCOURAGE PARENTS, RELATIVES OR FRIENDS FROM VISITING OUR SCHOOL AT ANY TIME FOR ANY REASON. WE ALSO HOPE THIS DOES NOT, TO ANY DEGREE, DIMINISH THE WELCOMING ATMOSPHERE WE FEEL PERVADES OUR SCHOOL.

SCHOOL VISITORS AND PARKING

West Parking Lot - This is the designated school bus parking lot and is restricted for use during arrival and departure times: **8:25-8:45 a.m.** and **3:30-4:15 p.m.** Parents are welcome to park in this lot in car lanes. Please refrain from parking in our bus lanes from 3:30-4:15.

East Parking Lot - This parking lot is available for use at all times during the school day. Students should be dropped off and picked up in this lot during regular arrival and departure times.

Fire Lanes - Cars are prohibited from parking alongside the red painted curbs on either side of the building. These fire lanes have been created by the fire department and are to remain clear of all vehicles twenty-four hours a day.

NOTES TO SCHOOL

Parents are requested to send notes with their children to notify school personnel when:

1. Your child is to take a different bus home on a particular day;
2. Your child is being picked up by someone other than an authorized person;
3. your child needs to be dismissed early or will arrive late the next day;
(Please state reason)
4. Your child cannot participate in physical education class. A doctor's statement is required for an extended time.

CONTACTING TEACHERS

When the need to contact teachers arises, please make an effort to reach them at school. Individual teachers may make other arrangements. A teacher is often better able to discuss any problems or concerns regarding your child at school since records are usually kept at school.

COMMUNICATION

School newsletters are sent home and posted on our school website. Additional newsletters are sent home whenever necessary. A calendar of the subsequent month is included with each school newsletter to keep parents informed of upcoming events. Class newsletters from individual teachers are sent home to keep parents informed on specific activities in the classroom.

STUDENT DRESS

Unionville Elementary has expectations of how students should come dressed for school. Students are expected to manage their appearance in a proper, modest, and responsible manner. The dress code is monitored by all staff members and final decisions regarding appropriateness will be made by a school administrator. During the school day, the wearing of hats or their equivalents (i.e. bandanas) and sunglasses is prohibited. Any clothing items or accessories that refer to drugs, alcohol, tobacco, sexual innuendo, hate, racism, violence, profanity, gangs, or obscenity are forbidden. Also, clothing and/or accessories, that present a clear and present likelihood to cause a material and substantial disruption of school or school activities is prohibited. Our goal with enforcing dress code is never to humiliate or upset a student, and it will be handled in private, with care.

BOOK FEES

You will receive a book bill in the mail from the MCCSC business office approximately six weeks after school begins. Do not send book fees to school. Financial assistance for book fees can be requested on the free\reduced lunch

SCHOOL LUNCHES AND BREAKFAST

Unionville Elementary offers students the opportunity to eat breakfast and lunch at school during regular school hours. We have a computerized lunch accounting system. This is a prepaid system which sets up an account for your child to deposit money for

lunches, extra milk, or ala carte items. Therefore, please make sure that your child has sufficient funds deposited in the account to take care of these items. To use the account, you may pay by the week, month or semester. You may pay ahead for as many days as you would like. The account is used by all children in the family. Each child will have a bar-coded envelope in his/her classroom to make sure money is deposited into the correct account. You may also make a payment on-line by visiting our website, www.mccsc.edu. Payments must be made by 7:00 a.m. to be available to your child that day.

All students (free, reduced and full pay) will be assigned a PIN (Personal Identification Number) number that they will key in daily as they go through the lunch line.

You may request a printout of your family's account from the cafeteria. You may also view your account on line if you have signed up for the Family Access service. Details are on the following page. If you have any questions regarding your lunch account, please call Food Service at 349-4762.

WRITING CHECKS

Separate checks should be written for each area; i.e., you should not combine lunch money with school pictures, etc. If you have more than one child in Unionville School, you may write one check for all lunches. Checks should be written for the correct amount only.

MONEY

All money brought to school by students must be in an envelope in the correct amount. The school is unable to make change for large bills. The envelope should have the money's purpose (i.e. lunch, Weekly Reader, etc.), student's name, teacher and amount written on it.

PAPER, PENCILS, AND POSTER BOARD

Paper, pencils, erasers, poster board, and black dry erase markers are available in the office for purchase by students.

LOST AND FOUND

Lost and found articles are placed in the cafeteria. Parents are welcome to look through them anytime during the school day. Items of value such as watches, necklaces, and keys should be inquired about in the office. We advise parents to write their child's name on coats and lunchboxes.

PTO - PARENT-TEACHER ORGANIZATION

PTO holds monthly meetings and sponsors special events during the school year. Parents are encouraged to join and support the organization. Volunteering to help coordinate activities and offering input aids our overall educational program.

TELEPHONE CALLS AND MESSAGES

Students will not be excused from class to accept or make telephone calls except in an emergency. The office will take messages of importance and relay these to students when possible. Because school phones are for staff use only, students may not use these phones except in special cases.

ELECTRONIC DEVICES

Students are encouraged to leave electronic devices at home. This eliminates the chance for them to be lost or stolen. The school is not responsible for the protection of these or any other type of valuables.

CELL PHONES

Students are not allowed to use their cell phones at school. If your child brings a cell phone to school, it must be turned off and stored in his/her backpack during the school day. Cell phones found in the possession of a student during school hours will be held in the office for a parent to retrieve.

FAMILY ACCESS

Family Access allows parents/guardians to view their child's or children's attendance, report card grades (middle school and high school only), food service balance, schedule, immunization record and standard address, phone number and other demographic information. It is totally secure and easy to use. In order to begin using this service you will need to obtain a User ID and password. Please stop by the school office and show a photo ID to receive them.

TOBACCO FREE ENVIRONMENT

The MCCSC School Board has a policy which states that all MCCSC buildings are to be tobacco free. We ask that you help us comply by not using tobacco in or around Unionville Elementary.

Monroe County Community School Corp. Tobacco Prevention & Intervention Procedures

If a teacher or staff member suspects that a student uses tobacco (cigarettes, vaping, or chew), he/she should inform the school counselor or social worker of the student's name. These are **not** students who have been caught in possession of tobacco, but those whom we believe to be users. IU Health provides a one-day voluntary program "Teens Beat Tobacco" that we can offer tobacco users. It is an educational program to inform students about the dangers of tobacco use and strategies to quit tobacco before they suffer from health or legal consequences. The teachers do not have to confront the student or confirm that he or she is a user. The counselor or social worker will make that determination. Students can be referred by

school personnel or parents. Classes are provided on the 3rd Tuesday of each month from 4:00-5:30 pm at the Community Health Clinic, 333 E. Miller Dr. Students must be registered to attend. Call Cara Wickens at (812) 353-5437 or email CWickens@iuhealth.org.

If a student is caught in possession of any tobacco, vape, or nicotine product, he/she is to be referred (or escorted) to the administrator who handles school discipline.

First Offense: Disciplinary action and refer student's name to "Teens Beat Tobacco" using the form below. The class is taught by IU Health and occurs on the 3rd Tuesday of each month from 4:00-5:30 pm at the Community Health Clinic, 333 E. Miller Dr. Students must be registered to attend. Call Cara Wickens at (812) 353-5437 or email CWickens@iuhealth.org.

They will give the student a "certificate of completion" to return to you. If you have questions regarding the student's attendance, you may contact Cara Wickens directly.

If the student is under 18 years of age and has a **Second Offense** or does not comply with the tobacco education program, then the administrator will refer the student to the Monroe County Clerk's Office who will then fine the student (\$142.50) using the same form below.

**Monroe County Community School Corporation
Minor Possession of Tobacco
Tobacco Intervention**

Name of Student _____ DOB _____

Name of Parent(s)/Guardian(s) _____

Address _____

Telephone Number _____

Parent/Custodian/Guardian/s Address (if different) _____

Were they contacted? YES or NO

Date of occurrence _____

Location of occurrence (as specific as possible) _____

Form of tobacco (smoking, vaping, chewing, etc.) _____

What if any action the school took (cigarettes confiscated, suspension, reprimand, etc.) _____

Referred by _____ School _____

Phone _____ E-mail _____

First Offense:

Send to: Cara Wickens

Tobacco Educator

Phone: 812-353-5437 FAX 812-353-5787

CWickens@iuhealth.org

Second Offense or Failure to Complete the Tobacco Education Group:

Send Form to: Nicole Browne, Monroe County Clerk

301 North College Avenue, Room 201, Bloomington, IN 47404

Telephone: 812-349-2614 FAX: 812-349-2610

nbrowne@co.monroe.in.us

MCCSC Schools Progressive Discipline Approach to Tobacco, Smoking, & Vaping

1st Offense: Students in possession of or using tobacco, including e-cigarettes, will serve a one-day out-of-school suspension for their first offense. In accordance with the corporation tobacco policy, they will also be required to attend the “Teens Beat Tobacco” class provided by IU Health.

2nd Offense: For a second offense, offending students will serve a three-day out-of-school suspension. In addition, the school will submit a referral to the Monroe County Clerk’s Office, per the corporation tobacco policy. The Monroe County Clerk’s Office will issue a fine to the family of the offending student for the amount of \$142.50 that is to be paid to the County Clerk’s office. The corporation assumes no responsibility for overseeing the payment of this fine.

3rd Offense: The third offense will result in a five-day out-of-school suspension.

MCCSC Board of School Trustees

Dr. Lois Sabo-Skelton, President
lsaboskelton@mccsc.edu

Mr. Keith Klein, Vice President
kklein@mccsc.edu

Ms. Susan P. Wanzer, Secretary
swanzer@mccsc.edu

Ms. Elizabeth Ruh, Assistant Secretary
eruh@mccsc.edu

Ms. Cathy Fuentes-Rohwer,
cfr@mccsc.edu

Mr. Brandon Shurr
bshurr@mccsc.edu

Mrs. Martha Street
mstreet@mccsc.edu