

# **University Elementary**

## **Student/Parent Handbook**



**MCCSC**  
**2020-2021 School Year**  
**Principal: Glen Hopkins**

Updated 9/26/20 GH

# Covid-19 Safety

**All CDC Guidance will be followed.**

## Supporting a Safe and Secure Environment:

- Students and staff must wear face coverings at all times, unless appropriately socially distanced, as determined by the teacher (and in compliance with corporation parameters for removal)
- Face coverings with exhalation valves or vents will not be worn

*Facial Coverings may only be removed under the following conditions:*

- 1 During breakfast/lunch, if students are social distanced of six (6) feet or more
2. During outdoor recess, if socially distanced of six (6) feet or more
3. During a maximum of 3-5-minute break, if socially distanced of six (6) or more feet, with all desks facing the same direction.

- Throughout the day, there will be scheduled breaks for handwashing
- Teachers will receive training on signs and symptoms of COVID-19 COVID-19 Information and Guidelines MCCSC Student Handbook changes 2020-2021
- Student sharing of school supplies will be limited
- Students will socially distance while entering building
- Upon arrival, students will wash hands
- MCCSC will continue to clean, sanitize, and disinfect using EPA approved chemicals- students will not be allowed to touch the chemicals provided to classrooms.
- Additional hand sanitizer will be available throughout buildings- Hand Sanitizer must be used appropriately by all students.
- Sanitizing mats at all entrances- Students must use approved entrances into the building to ensure they walk across the sanitizing mats.
- Portable sinks available for handwashing- Students must wash hands at the sinks designated by their teacher.
- Signage promoting safety and social distancing in all buildings- Students must follow all social distancing guidelines and signage throughout the building both inside and outside on school grounds.
- Non-essential guests will be restricted from buildings- Parents will not be permitted to walk their child to the classroom or come into the school to drop off items for their child. Parents and non-essential guests will be allowed to drop off items with the administrative assistant by using the intercom system at the front of each building.

## *Before leaving your home:*

- Every family must complete a daily self-screening of each child. \* Staff members will also self-screen.
  - Fever of 100.4 or greater
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle or body aches
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Fatigue
  - Congestion or Runny nose
  - Diarrhea
- Students must wash hands for 20 seconds
- Parents should inform the school principal if a student is
- experiencing symptoms related to COVID-19 and the student should not report to school.
- Then contact your medical provider to rule out COVID-19.

*If a student or employee has:*

- recently had contact with a person with a confirmed case of COVID-19
- has recently traveled to a “hot spot”

*The student or employee may be excluded for 14 days.*

#### Transportation:

- MCCSC encourages families to:
  - o Walk/bike students to school buildings
  - o Bring students to school by car
  - o Carpool students with other families
- Families may walk their child to the outer school building door
- MCCSC will provide transportation, but social distancing of 6-feet will not be possible
- Students must wear facial coverings
- Drop off/Pick up times may be staggered
- Buses will be cleaned and disinfected between routes and at the end of the day
- Smaller routes when possible
- Drivers and monitors will wear face coverings
- Face coverings must be worn by students
- Students will be assigned seats
- Students living in the same household will be assigned to sit together
- Attendance will be taken
- When possible, windows will be open
- If students do not follow the above protocol on the bus, they will be given a warning and then removed from the bus.

#### Before and After School- Extended Day/School Age Care:

- Before and After School Care will still be offered through the Office of School Age Care; however, due to social distancing, a limited number of openings (seats) will be available at each site.
- The hours of operation for extended day will be 7:00 a.m. to the start of school day and after school to 5:30 p.m.
- Fees will be based on weekly rates this school year regardless of the number of days you use. There will be a full-time morning fee and full-time afternoon fee.
- K-6 morning weekly rate = \$38.75 flat morning rate
- K-6 afternoon weekly rate=\$43.75 flat afternoon rate.
- Preschool spots will also be limited.
- Drop in care will not be available for the 2020-2021 school year.

#### At School:

- Students with COVID-19 symptoms must continue to wear facial covering to enter the Health Office
- Parent/Guardian will be contacted for pick-up
- Student will wait in a separate area until parents arrive
- Parents should contact medical provider
- Student desks will be arranged to social distance to the extent possible- Students are not allowed to move the desks
- Students will be grouped and remain with the same group to allow for social distancing to the extent possible
- When possible, adults will move between rooms, not students
- The number of students in common areas at the same time will be limited
- Schools will repurpose large spaces for possible classroom usage (e.g., gyms, lunch room, auditorium, etc.) • Outdoor spaces will be utilized, pending weather conditions

#### Recess

- Playground equipment will be cleaned and sanitized daily • Recess periods will be staggered throughout the day to accommodate all students
- Students will wash hands before recess-at the teacher designated area
- Students will participate in recess with their class to maintain social distancing (and to assist with possible contact tracing)
- Students will wash hands after recess- at the teacher designated area

### Meals:

- Students will wash hands for 20 seconds prior to and after meals
- Grab and go meals will be offered and students will eat in designated areas or classrooms with social distancing.
- Sharing of food will not be allowed
- Students will eat in designated areas or classrooms with social distancing
- Students with food allergies will receive special, individualized accommodations

### Technology and Instruction:

- Drive Through Wireless is available at the following schools:  
North, South, Jackson Creek, Tri-North, Batchelor, Summit, Highland Park, & University
- Equitable Device & Internet Access will be provided
  - o Buses with WiFi
  - o MiFi Hot Spots
  - o K-8 iPads
  - o 9-12 Laptops
- Ongoing parent & student training- on technology and Canvas will be provided
- Larger spaces and smaller class sizes to promote social distancing
- Traditional grading practices- Will take place during the 2020-2021 school year regardless of intermittent, online learning or face to face instruction.
- Classes may have an enrichment group that may meet throughout the week in a different space in order to meet the social distancing requirements of 6 feet apart.
- All students will receive daily and or weekly instruction on how to access the Learning Management System (e.g., Canvas)
- K-12 Students will take home MCCSC issued devices daily
- High Quality, Standards Based Instruction will take place each day
- Supports for Students with Disabilities, English Language Learners, & High Ability Learners will include:
  - o Review learning needs prior to the opening of school
  - o Identify learning gaps from spring closure
  - o Deliver specially designed instruction based upon their unique learning needs
  - o Design accelerated instruction for students who meet or exceed the standards
  - o We have a number of students that are medically fragile, have sensory needs, or have compromised immune systems that will require a heightened school community effort to maintain their safety. To this end, school personnel will work with parents and their family pediatricians to address individualized safety protocols.
- Daily and weekly Social Emotional/Equity Lessons & Support
- All students will have access to Social Workers/Counselors
- Proactive strategies and opportunities to decrease student anxiety will be taught
- Professional development on Trauma Informed Care and Race and Equity will be provided for all staff
- Instruction will be provided based on a review of essential learnings and priority/power standards from the previous school year to ensure that any gaps that occurred in student learning are addressed
- Personalized learning plans will be created that detail intervention strategies to support students both academically and social emotionally
- Common Formative Assessments (CFAs) have been reviewed and revised to align with Indiana Academic Standards

### Dismissal:

- Dismissal times may be staggered to allow for social distancing
- Face coverings must be worn by students
- Schools will have procedures for bus, parent pick-up, and car rider dismissal. Parents will not be able to enter the building.

Extracurricular and Co-curricular Activities:

- Students, coaches, sponsors and other personnel will self-screen for COVID-19 symptoms before reporting to events
- Coaches/sponsors will be trained and will ask students if they have any symptoms
- Attendance will be taken
- If a student, coach or sponsor has symptoms, they will not be allowed to attend and should contact their medical provider
- Facial coverings are strongly recommended for students, coaches, and sponsors when possible
- Students may participate in extracurricular activities, in alignment with the IHSAA & ISSMA

*Extra-curricular and Co-Curricular activities will follow the guidance provided by IN-CLASS, IHSAA, & ISSMA including voluntary summer activities and phasing in of activities*

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## **FOREWORD**

Welcome to University School! The staff at University School 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 University School.

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.

We welcome and encourage parental involvement. Please call or stop by with questions or concerns. We are looking forward to a great school year!

## **MISSION STATEMENT**

We at University Elementary School work together to encourage our students to become inquiring, reflective learners who value others in an inclusive community and around the world.

## **VISION STATEMENT**

Preparing students for positive action in a Global Community.

## **SOCIAL EMOTIONAL LEARNING STATEMENT**

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.

## **DESIRED EQUITY EXPERIENCE STATEMENT**

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.

## **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:

Dr. Andrea Mobley  
Assistant Superintendent  
315 E. North Drive, Bloomington, IN 47401  
812-330-7700



## SCHOOL DAY

Instructional Day/School Hours	9:00 a.m.-3:45 p.m.
When a delay is called because of circumstances beyond our control, school will start at 11:00 a.m.	

## 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.

The Monroe County Community School Corporation believes in the importance of Social and Emotional Learning (SEL). Through social and emotional lessons delivered within the classroom, all students will explore decision-making, multicultural awareness, healthy relationships, and working through conflict. Students also practice specific ways to understand, express, and manage their emotions; all within a safe and secure environment.

## **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**

## **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.

## **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. University 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 University Elementary, the parent must notify the Principal. Parents are encouraged to contact the school office for specific details. Per MCCSC Policy 5131

## **IMMUNIZATIONS**

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, and mumps. Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time to time other communicable diseases may be designated by the State Board of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains un-immunized at the close of the twenty (20) day period, the Superintendent shall commence exclusion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

The parent of each female student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infections is available. Within twenty (20)

days after the first day of school, the parent shall provide a written statement as prescribed by the State Department of Health regarding the HPV information.

I.C. 20-30-5-18; 20-34-4-2; 20-34-4-3

## **USE OF MEDICATIONS**

The Corporation Health Services Staff shall not be responsible for the diagnosis of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child requires medication to benefit from his/her educational program.

For purposes of this policy, “medication” shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies that are FDA approved. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or injections.

Before any medication or treatment may be administered by school personnel to any student during school hours or during school related activities, the MCCSC Corporation Health Services staff shall: require the written prescription form the child’s physician for all prescription drugs accompanied by the written authorization of the parent. In the case of FDA approved non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the school’s health office of the child’s school and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription. The labeled bottle must match the prescription. Both written authorization from the parent and written prescription from the child's physician shall be required to authorize any self-medication by the student. In addition physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication. All controlled substances should be stored within the health office and kept secure via locking mechanism.

Before any non-prescribed medication or treatment may be administered, the Corporation Health Services staff shall require the prior written consent of the parent (see 5330 F1a and Form 5330 F1b). These documents shall be kept in the school health office.

Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines.

No student is allowed to provide or sell any type of prescribed or non-prescribed (over-the-counter) medication to another student.

Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Students who may require administration of an emergency medication may have such medication, stored in the school's health office and administered in accord with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication

The Corporation Health Services staff shall permit the administration by staff of any procedure and/or treatment after being properly trained by a school nurse. The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy. I.C. 20-33-8-12; I.C. 20-34-3-18; I.C. 20-34-5; I.C. 34-30-12; 511 IAC 7-36-9

## **SELF-ADMINISTERED MEDICATION**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. **A physician's written statement must be included with the parent's authorization.**

The physician's statement filed annually to include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as to how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of the medication.

The Corporation, School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

## **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.

## **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.

## **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 your school Principal.



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 University Elementary, 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 the building principal.

## **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 your school Principal.

### **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.

## 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 PRICES**

Breakfast	K-6	\$1.60 – Full Price	\$.30 – Reduced Price
Lunch	K -6	\$2.85 – Full Price	\$.40 – Reduced Price

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. Parents are notified by school messenger when meal account balances fall below \$10.00.

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. Applications must be submitted every year, even if a family was approved the year prior. There is no automatic roll-over.

## **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:

<b>Local Radio Stations</b>		
WTTS 92.3	WGCL 1370	WVNI-FM Spirit 95
WHCC 105.1	WCLS 97.7	WFIU 103.7
<b>Local Television Stations</b>		
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 <a href="http://www.mccsc.edu">www.mccsc.edu</a>		

## **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 schoolbuilding.
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. All outside doors will remain 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.

# 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.
  - c. 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.

Approved by the Superintendent 7/25/85

Revised: 11/8/07 (reviewed by the Board 11/20/07)

## **USE OF CELLULAR TELEPHONES AND WIRELESS COMMUNICATION DEVICES**

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Elementary and Middle School students may use wireless communication devices (WCDs) before and after school, during after school activities (e.g. extracurricular activities), at school-related functions, and any additional time approved by the building administrator. Use of WCDs, except those approved, at any other time is prohibited and they must be powered completely off and stored out of sight. WCD's may be used as an instructional device only when prior approval is given by the classroom teacher or building administrator.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Per MCCSC Policy 5136

## **STUDENT LEARNING DEVICES AND AGREEMENTS**

The Corporation is pleased to offer students the opportunity to access and utilize the vast range of applications available through the use of the Corporation-issued Learning device or Apple iPad, henceforth to be called learning device. To maintain the utmost responsible use of this equipment, all students must abide by the following guidelines set by the Corporation and must sign and return this 19

form to their school before being issued a learning device. The learning device and carrying case issued to you are the property of the Corporation. This learning device is on loan to the student, and must be used in accordance with the following Policies and Procedures, the Corporation's Responsible Use Policy and any applicable laws. Use of this learning device, as well as access to the learning device network, the Internet and email are a privilege and not a right. These learning devices are provided for educational purposes only, and are intended to support the learning objectives of the Corporation.

***Responsible use of the learning device at school:***

- Students should not deface the learning device in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the learning device. Students must use the provided sticker for identification of their learning device.
- Each learning device is assigned to an individual student. Students should never "swap" or "share" their learning device with another student.
- Always keep the learning device secure as you are walking in the building or at your home.
- The technology coordinator will assign your Internet password to you at the beginning of the year. Students may never share their password with another student. Passwords should always be kept confidential. Each student's classroom teacher will have access to a confidential record of student passwords if needed.
- Students who take their learning device home are responsible for bringing their learning device, fully charged, to school each day. If a student fails to bring their fully charged learning device to school each day, they may not be able to participate in certain curricular activities, similar to leaving their textbook at home.
- If a student forgets a learning device at home, and it is needed for curricular activities, a parent/guardian will be called to bring the learning device to school.
- Students are responsible for saving or backing up their documents.
- Learning devices are to be used in the classroom for school related activities only.
- Classroom teachers will establish standards for learning device use in their respective classrooms.
- Students are not allowed to download or install any unapproved software or other materials without permission.
- Learning devices may not be used to play music (audio CDs, online music sources, etc.) during the school day unless approved by a teacher and under a teacher's supervision.
- Interactive online games and iTunes radio reduce network bandwidth, and are not allowed unless approved by a teacher and under a teacher's supervision.
- Any malfunctions of the hardware or software should be reported to the technology staff or building coordinator.
- When a learning device has to be rebuilt, the learning device will be returned to the student with the operating system and the original software only.

***Using the learning device at home:***

Students must have the written permission of their parent or guardian before they will be allowed to take their learning device home.

- Parents/guardians will be given the child's login name and password, so that they can supervise the student's use of the learning device at home.
- When at home, the learning device should always be used under adult supervision in a common family



location (i.e., kitchen, living room, dining room).

- Do not leave learning device unattended in vehicles. Avoid leaving learning device in extreme hot or cold temperatures, such as in a car.
- Students are responsible for recharging the learning device at home on a daily basis.

***General learning device policies and procedures:***

Do protect the learning device LCD screen from damage from pointing, poking, or other abrasions. Do not touch the screen. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be smashed into the monitor screen when the top is closed. LCD screens can be cleaned with a static-free soft cloth. Do not spray window cleaner on the screen.

- If the learning device is lost or stolen, parents/guardians should immediately report the loss or theft to the Monroe County Community School Corporation.
- If the learning device is damaged or not working properly, it must be turned in to the classroom teacher who will contact the Information Services Department for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the learning device.

***Using the learning device for internet and e-mail:***

- Students and parents/guardians understand that the Monroe County Community School Corporation does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material the best protection is parental/guardian supervision the information that a student is accessing from the Internet while at home.
- Students should never share personal information about themselves or others while using the Internet or learning device. This includes a student's name, age, address, phone number or schoolname.
- Parents/guardians and students are required to read and agree to the Corporation's Responsible Use Policy prior to receiving Internet and email access.
- Students should be aware that Internet access and email, and other media that are accessed, created or stored on their learning devices are the sole property of the Monroe County Community School Corporation. The Monroe County Community School Corporation has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, for any reason.

***General use and care of the learning device:***

When transporting their learning device to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed. Learning device bags can then be placed inside the student's book bag or backpack.

- Students are expected to treat their learning device with care and respect. The learning device and case are the property of the Monroe County Community School Corporation, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the learning device or carrying case are not allowed and will result in loss of privileges.
- Students are encouraged to help each other in learning to operate their learning device. However, such help should be provided with voices and not hands. Students should operate their own learning device at all times.
- Any inappropriate or careless use of a learning device should be reported to a teacher or other staff member immediately.

- Students should not use their learning device while walking, on the bus, or otherwise being transported. Learning devices should only be used while they are on a flat, stable surface such as a table. Learning devices can be fragile, and if they are dropped they may break.
- Students should protect their learning device from extreme heat or cold. Learning devices should never be left in a car, even if the car is locked.
- Learning devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their learning device, or use their learning device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your learning device. This includes books, musical instruments, sports equipment, etc.

***Consequences of inappropriate use:***

The use of any Corporation technology is a privilege and not a right. Students are expected to use their learning device in accordance with these Policies and Procedures, and Corporation Responsible Use Policy and any applicable laws. Failure to use this learning device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Monroe County Community School Corporation. Consequences include, but are not limited to:

- Limitation or cancellation of student use or access privileges, including the privilege of taking the learning device home.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

**MONROE COUNTY COMMUNITY SCHOOL CORPORATION STUDENT LEARNING  
DEVICE LOAN AGREEMENT (POLICY 2521.02A)**

Providing learning devices for instructional use by students is an exciting venture. Certain guidelines are necessary to protect the learning device and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all Corporation regulations and policies governing the use of the learning device as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. The learning device is the property of Corporation. If a student withdraws from the school prior to the end of the loan period, the learning device is to be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any Corporation identification labels attached to or displayed on the learning device, nor shall the student change identification within the learning device, such as the learning device name.
4. The student agrees to handle the learning device carefully and protect it from potential sources of damage.

5. The student agrees to take care to keep the learning device secure and safe. The student will assume the risk of loss by theft, destruction, or damage.
6. The student must report theft (or suspected theft) of the learning device, loss of the learning device, damage to the learning device, or malfunctioning of the learning device to school personnel immediately.
7. Upon request, the student agrees to deliver the learning device to Corporation staff for technical inspection or to verify inventory or other information; this may include random screening.
8. Learning devices may be checked out for the school year. Learning devices will be collected from students at the end of the school year. After a learning device has been initially assigned to a student, it will remain designated to that student for the remainder of the student's school education for a period not exceeding four years. Learning devices must be checked out at the beginning of each school year; the student, at the end of the school year, will return the learning device.
9. Monroe County Community School Corporation is not liable for lost data or time spent on data.

# **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**

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 and **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 III**

# **STUDENT ACTIVITIES**

## NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

### USE OF SCHOOL FACILITIES

Policy 7510

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 10:00 a.m. on the day of the absence. Parents should call the school attendance line, (812) 330-7753 option 2, 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 meeting their students for lunch at school adhere to their child's lunch schedule. 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.

## **ATTENDANCE**

### **(Per MCCSC Policy 5200)**

The School Board, as an agency of the State, is required to enforce regular attendance of students. The School Board recognizes that presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all Corporation students, except those exempted under policy 5223, items A to O listed under excused absences, or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

A student may not be required to attend school and/or may not be allowed to attend school if it is shown to the satisfaction of the Principal that the mental condition of the student is such that s/he cannot benefit from instruction, or that the physical condition of the student is such as to prevent attendance at school or that s/he is receiving instruction equivalent to that provided in public schools.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. Ensure a school session which is in conformance with the requirements of the law;

B. Ensure that students with any number of excused absences (excluding out of school suspensions), or other absences up to the equivalent of ten (10) days per 180 school days, regardless of the school year, have the opportunity to make up work they missed.

C. Ensure that appropriate steps are taken to promote good attendance

D. Govern the keeping of attendance records in accordance with the rules of the State Board;

E. Ensure that, when appropriate, any student who has excessive absences due to a medically documented physical or mental impairment may be referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

The Principal or designee shall require, from the parent of each student or from an adult student who has been absent for any reason, notification of the cause for such absence. The Principal or designee reserves the right to verify such statements and to investigate the cause of each single absence. Repeated infractions of the School Board's policy on attendance may result in disciplinary action, including suspension or expulsion of a student.

The School Board and Indiana Statute consider certain factors to be reasonable excuses for time missed from school. Any student absences from school will be categorized as follows:

1. Exempt absences for the student, which do not count against the Corporation's attendance rates include:

A. serving as a page or honoree of the General Assembly (IC 20-33-2-14);

B. serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);

C. when subpoenaed to testify in court (IC 20-33-2-16);

D. serving with the National Guard for no more than 10 days (IC 20-33-2-17);

E. serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);

F. any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the Corporation;

G. facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day and is approved in writing by the school principal.

In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

Excused Absences which do count against the school's attendance rates include:

- A. Illness
- B. Recovery from accident
- C. Death in the immediate family
- D. Professional appointments
- E. College visit for a junior or senior
- F. Participation in or observance of a bona fide religious holiday
- G. Out of school suspensions
- H. Related to Article 7 or Section 504
- I. Military-connected students whose parents or legal guardian are experiencing a deployment
- J. Such other good cause acceptable to the Principal and permitted by law

2. Unexcused absences.

An unexcused absence is an absence from school not authorized by state law or Corporation policy.

The Superintendent will develop administrative guidelines which define and address each category.

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.
- F. provides for corrective action, such as by juvenile probation or the Department of Child Services, as appropriate.

I.C. 9-24-2-1, 9-24-2-4, 20-33-2-8 et seq,  
511 IAC 1-3-1

## **BEHAVIOR STANDARDS**

University 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.

### **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 anything 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. GROUNDS 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 schoolboard.
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.

LEGAL REFERENCE: 20 U.S.C. 8001; 20 U.S.C. 8002; I.C. 20-33-8-0.2—34; I.C. 35-47.5-2-4; I.C.35-31.5-2-86;

I.C. 35-47-1-5

Revised 03/28/2017

## 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 FOR 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:
  - a. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - c. The student has been instructed in how to self-administer the prescribed medication.
  - d. 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 constitutes 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 of 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 many readily be converted to expel a projectile by mean 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.



## **CONSEQUENCES FOR VIOLATIONS OF 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.

## **ANTI-HARASSMENT**

### *General Policy Statement*

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. For purposes of this policy, "Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

### *Other Violations of the Anti-Harassment Policy*

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

**Definitions Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms.

Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a Corporation employee or other adult member of the Corporation community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive educational environment.

NOTE: Sexual conduct/relationships with students by Corporation employee or any other adult member of the Corporation community is prohibited, and any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave with pay until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Members of the Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the Corporation community or third parties who believe they have been unlawfully harassed by another member of the Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks and on the School Corporation's web site.

The Superintendent shall establish administrative guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This policy and the administrative guidelines will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if age eighteen (18) or older or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **Privacy/Confidentiality**

The Corporation will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or

disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the Corporation community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a Corporation employee or any other adult member of the Corporation community against a student will be formally investigated.

### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the

circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the Corporation community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct. The decision of the Superintendent shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

#### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

## **STUDENT HAZING**

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an



individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this to all students and Corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

## **BULLYING**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The School Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein.

Bullying as defined by Indiana law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile student environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. has the effect of substantially interfering with the target student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment and would include, but is not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Bullying does not include:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;

- participating in an activity undertaken at the prior written direction of the student’s parent; or

This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

1. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
2. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system or computer network.

Monroe County Community Schools shall provide training to the school corporation’s employees and volunteers who have direct, ongoing contact with students concerning bullying behavior.

Monroe County Community Schools will provide training and/or instruction on anti-bullying prevention and policy to students in grades 1 through 12, as well as staff, in accordance with Indiana law. The Superintendent designee will be responsible for administrative guidelines to enforce this policy.

### **Bullying Guidelines (policy 5517.01)**

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

1. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student’s person or property;
  - has a substantially detrimental effect on the targeted student’s physical or mental health;
  - has the effect of substantially interfering with the targeted student’s academic performance; or
  - has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.
2. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
3. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct

including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator]. This report may be made anonymously.

4. The [school administrator] shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
5. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.
6. The [school administrator] will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

## WEAPONS

The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle.

The possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by School Board policy. Possession includes storing the firearm in a personal vehicle while on school property. This prohibition applies to all students including those who have a personal protection permit to carry a handgun.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and or safety of persons. Weapons include, but are not limited to, firearms, Tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and explosives, destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

This policy shall also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish administrative guidelines on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

The Superintendent will report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

Items pre-approved by the building principal as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy. (Working firearms and any ammunition will never be approved as part of a presentation.)

I.C. 20-33-8-16  
I.C. 20-33-9-1 et seq.  
I.C. 35-41-1-8 I.C.  
35-47-5-2.5 I.C. 35-  
47-9 I.C. 35-41-1-4.3  
20 U.S.C. 7151  
MCCSC Policy 5772

## **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](mailto: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.

**1st Offense:** Students in possession of or using tobacco, including e-cigarettes/vapes, will serve a one day in-school suspension for their first offense. Students will be required to participate in the "Teens Beat Tobacco" class provided by IU Health or an MCCSC School Social Worker or Counselor, either at school or at the IU Health Community Health location.

**2nd Offense:** Students will serve a two day in-school suspension for their second offense. Students will be required to participate in additional tobacco/vape prevention and intervention education as determined by the administrative and student services team. Students will be referred to community tobacco/vape cessation resources.

**3rd Offense:** Students will service a one day out-of-school suspension for their third offense. Students will be required to participate in additional tobacco/vape prevention and intervention education as determined by the administrative and student services team. Students will be referred to community tobacco/vape cessation resources.

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](mailto:nbrowne@co.monroe.in.us)

## **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

## **USE OF SECLUSION AND RESTRAINT WITH STUDENTS**

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. MCCSC Policy 5630.01

## SEARCH AND SEIZURE

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the School Board directs the Superintendent to utilize the following principles.

### **School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device. The School Board directs the school principals to conduct a regular inspection of all such storage places.

### **Student Person and Possession**

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the School Board as defined by I.C. 20-33-8-14

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.



### **Non-Invasive Test Instruments**

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the School Board has established a zero tolerance for alcohol use.

### **Use of Dogs**

The School Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student.

## **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.

# **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](http://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.

# **SECTION VI**

## **UNIVERSITY SCHOOL INFORMATION**

## **UNIVERSITY ELEMENTARY SCHOOL**

1111 North Russell Road  
Office Phone: (812)330-7753  
Bloomington, IN 47408

### **A BRIEF OVERVIEW OF UNIVERSITY SCHOOL**

University Elementary is located on the corner of East Tenth Street and Russell Road on the east side of Bloomington. This building was opened in August, 1993, having moved from a facility on the Indiana University (IU) campus. The attendance area includes Indiana University housing and the housing additions of Park Ridge, Grandview Hills, Eastern Heights, Rachel's Glen, Devonshire, Browncliff and rural areas that extend to the north and east of the school. Several apartment complexes and other homes are included in the school's attendance area. Enrollment is typically 500-600 students from pre-school through grade six. Typically, 25% to 30% of this enrollment is comprised of international students. Some children receive support through the English Language Program. A Monroe County Community School Corporation (MCCSC) Preschool for special needs students and the Accelerated Learning Program (ALPS) self-contained classes for academically gifted students in grades 4-6) are also located here.

University School was started as a laboratory school for the IU School of Education in 1938 but has been a part of the MCCSC since July 1970. Close connections with IU remain, but there is no formal relationship. In June 1992, University School was selected as one of fifteen international schools to pilot the Global Education Framework developed by the International Association for Supervision and Curriculum Development. This participation helped expand the curriculum, technological capabilities, and global connections of the school. In 1993 we became an Indiana 2000 school which recognized strong curriculum and academic achievement. During the past number of years, University School has been recognized as a Four Star School, has made the Federal designation of Annual Yearly Progress (AYP), and was designated by the Indiana Department of Education in 2011, 2012, 2013, 2014, 2015, 2017, and 2018 as a Grade A School based upon overall performance and student growth. University School is also proud to be an International Baccalaureate Candidate School during the 2014-15, 2015-16, 2016-2017, 2017-2018, & 2018-19 school years.

University School celebrates our excellent media center, planned technology and excellent faculty. This, along with hard work and professional development in areas of curriculum, instruction, assessment, and social skills development make University School a terrific place for students to learn!

## FOOD AT SCHOOL

Individual classrooms have varying policies about snacks and treats during the school day. Please check with your child's teacher about the rules for the classroom. Students are not to chew gum at school or to eat in non-designated areas. Any food or drinks brought to school should be in non-breakable containers. Clear drinks only are allowed at school. Food brought in for birthdays and/or snacks must be store bought and they should be healthy. Students may have a healthy snack in their classroom, as designated by the teacher or principal, at scheduled times.

## FAMILY ACCESS

The Monroe County Community School Corporation offers an online service, Family Access. This service allows parents to view their child's or children's attendance, grades (where available), food service balance, schedule (where available), immunization record, address, phone number, and other demographic information. It is totally secure and easy to use. To sign up you can stop by the school office and fill out a Password Authorization Form, show your photo I.D., and then you will receive your user ID and password. You can then log onto [www.mccsc.edu](http://www.mccsc.edu) and scroll over the FAMILY heading at the top right side of the page and you will click on Family Access at the top, then enter your ID and Password to view your students information.

## PERSONAL BELONGINGS AT SCHOOL

The following items are not to be brought to school. These include toys, games, personal music players, electronic games, etc. Such items can be disruptive to the educational process or cause problems among students. Also, the school cannot guarantee the safekeeping of these possessions. **Such items may not be routinely brought to school.** Contact your child's teacher for special circumstances to obtain **advance** special permission to bring something related to curriculum projects.

## LOST AND FOUND

Please clearly label your child's belongings with a permanent marker so they can be returned. Lost and Found is located in the cafeteria. Each year a multitude of student lunch boxes, book bags, sweatshirts, and coats are delivered to the Lost and Found. If not claimed, lost and found items will be donated to social service agencies at the end of each semester and during Spring Break. Valuable items and money are turned in at the office. If, after one week, the found item is not claimed, the finder may request to have it returned to her/him.

## TELEPHONE USAGE

Students are allowed to use the school telephones for instructional or emergency purposes only. **Social plans must be made from home where parents can be involved.**

## CELL PHONES AT SCHOOL

Some circumstances arise in which parents request their child have a cell phone for various home situations such as before and after school routines. It is the expectation that students keep the cell phone turned off and in their backpack during school hours. This includes walking to and from the bus/car line each day. Students that have their phones out during school hours will have their phone collected for a guardian to pick up in the main office. Please also see pages 20&21 for more information regarding the MCCSC policy & guidelines.

## STUDENT DRESS

University 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, hoods, 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.

EXPECTATIONS FOR STUDENT DRESS APPLY TO ALL SCHOOL RELATED FUNCTIONS.

Consequences: When rules are broken, the teacher will be the first person to intervene and will send the student to the office for appropriate apparel if none is available in the classroom. Phone calls to parent/guardians to bring appropriate apparel to school may be made as well.

## SAFE SCHOOLS

**Practicing Procedures:** University School is committed to following State law and MCCSC guidelines for emergency situations that can occur in a school setting. Emergencies can include natural disasters; such as, fires, tornadoes, and earthquakes, or person-initiated emergencies; such as bomb threats, student unrest, hostage situations, etc. The school recognizes the importance of having emergency procedures in place should a crisis occur. University School faculty, staff, and students set aside time to practice all emergency drills and procedures connected to Safe Schools by the month and semester as required by law and/or policy.

**Building Security:** The north entrance is unlocked only during arrival time 8:45-9:00am. All arrival doors are supervised by staff members while unlocked. Tardy students must use the front entrance after 9:00am and sign-in at the office. All visitors must use the buzzer to request entry and state the reason for the visit. Administrative Assistants supervising the front entry have the right to deny access to unexpected and unfamiliar visitors. Visitors can be asked to show a driver's license at the point of entry/buzzer.



## ARRIVAL & DISMISSAL

Student arrival begins fifteen minutes prior to the instructional day starting. Students are expected to be on time, in their seats, and ready to learn at the first bell 9:00 a.m.

Tardy students must obtain a tardy pass from the office before proceeding to the classroom. Dismissal begins at 3:45 PM. Specified groups are dismissed via school intercom system. (Car-riders, walkers, and those attending Extended Day are dismissed first, followed by buses.) Students are to walk in an orderly fashion at all times during arrival and dismissal.

It is in the best interest of your child to have a regular routine for both arrival and dismissal. Frequent change in plans causes confusion and possible anxiety. We encourage students to ride the bus or families to carpool as much as possible. Students who ride their bikes to school must have the bike locked on the bike racks. Skateboards and scooters are not allowed at school.

**Car-Riders:** Car-rider drop-off and pick-up is at the north entrance to University School. This is the entrance with the long, red canopy that says "University School." The car-rider north side can become very congested, and we want to ensure safety for all. Your child's safety is our number one concern. Slowing down and remaining patient will help in operating a smooth dismissal. Please note the following:

- a. The front entrance is for buses and tardy students ONLY. Parents are not allowed to park in the front and walk around to the north entrance to enter during arrival or at dismissal to retrieve their child. Parents must find a space in the north lot or wait in line in the designated pick-up single lane closest to the building.

Students are not allowed to cross the cross walk without a parent, guardian, or other adult.

- b. Parents have the option of parking their vehicle and walking across the crosswalk to pick up a child from the waiting area outside, or they can use the designated pick-up single lane closest to the building.
- c. Only school personnel on duty are allowed to assist students to the next waiting car. Parents are not allowed to get out of the car while in the single designated pick-up single lane.
- d. For student safety, parents are encouraged to not park across the street in the church lot off Russell Road for the purposes of arrival or dismissal.
- e. Parking is only permitted in designated parking spots.
- f. The entire parking lot is ONE WAY traffic and is clearly marked.

**Bus Riders:** Busses drop-off and pick-up on the south side of the building, and are called depending on the order in which they arrive. Please refer to page 47 for more information regarding bus safety, general information, and rules. Students must obtain a bus pass from the office in order to ride a bus home other than their regularly assigned bus, or to get off at a different stop. Student must present a signed note from a parent in order to receive the bus pass.

**Walkers:** Students are encouraged to walk to school if they are in walking distance of the school (within one mile, with sidewalks). Walkers from Tamarron must use the sidewalk the entire distance to the building and may not cross into the bus turn-around. Students may not use the crosswalk at 10<sup>th</sup> Street/State Road 45/46 unattended.

## SCHOOL SOCIAL WORK SERVICES

*“Educating the Mind without Educating the Heart is no Education at all” -Aristotle*

School social workers are employed by the school system and are an integral part of the policy and procedures that guide the school. School Social Workers have a Masters of Social Work degree and are both credentialed by the State of Indiana as a social worker and hold a license in School Social Work through the Indiana Department of Education.

School social workers build trusting relationships with students, families, teachers, administrators, and other school personnel to work toward the academic success of the student. The extent of involvement by a school social worker can vary from one consultation, a few sessions, to ongoing services.

Students can be referred to a school social worker by teachers, administrators, parents, and community agencies. Students may also request to see one on their own.

School social workers can offer academic, emotional and social support. They can provide important resources such as referrals to outside agencies, and economic assistance. They can assist with personal problems that can affect a child’s attitude and performance at school, school issues such as how to deal with peer pressure and friendships. They provide classroom prevention programs such as personal safety, problem solving, positive social skills and good hygiene. Small groups can help children explore their challenges together such as divorce in the family, death of a loved one, friendship problems, school struggles, stress, and feelings of anger.

Some children feel more comfortable talking about personal problems on a one-to-one basis. Some students may need a little more support and encouragement than they are able to receive in the classroom with 20+ other children. Working with a social worker allows them the space and personal attention to learn new social skills.

Services take place during the school day and are at no cost to the family. If you wish to take advantage of these services, please contact University School at 330-7753, ext. 51319.

## UNIVERSITY SCHOOL LIBRARY

**Welcome to the University School Library.** We have resources designed to satisfy one's curiosity, and others that will further stimulate inquiring minds! Our goal is to help develop enthusiastic readers and inquiring learners who have the tools and knowledge to inform themselves throughout their lives.

**Library curriculum.** All classes visit the library. Students are provided with checkout, readers' advisement, research, and lessons. Lessons begin with the pleasure of story and advance with developing a critical eye to literature, considering the choices made by authors and illustrators, and the messages found within.

Frequently, library lessons add new meaning to grade level units of inquiry that are being taught in the classroom. The library is integral to our school's IB program by providing materials, online resources, instruction, and collaborative support.

Research skills and inquiry are common instruction. We consider how to gather information, how to evaluate and interpret it, and how to construct new meaning from it, thus generating our own new ideas. We examine how libraries are organized and how to find materials using the online catalog.

**Expectations.** Behavioral expectations in the library stem from two simple premises: we share this library space, and we share all the things in it. In sharing the space, we keep our voices low so others may work and we move through the library with consideration of others. We care for books in the way we hope that others will. We return books on time because other people might be waiting for them. If a book is lost or damaged, it must be paid for so we can purchase a new copy.

### **What parents can do:**

- Please reinforce the care of books at home. We keep books in a safe place, take care when turning the pages, etc.
- Mark your child's library day on the calendar so that books will be returned, and your child may borrow new ones.
- Read together at home. Reading aloud with adults or alongside adults who are reading to themselves has a profound impact on making a child a reader for life.
- Consider volunteering at our library! We need help checking in and out as well as returning books to the shelves. Even a weekly commitment of one hour can make a huge difference. Many volunteers enjoy working with the students and seeing what books are recommended.

If you have questions, or if you'd be willing to volunteer for the library, please contact librarian Mary D'Eliso at [mdeliso@mccsc.edu](mailto:mdeliso@mccsc.edu) or 330-7753 x 51310

## Homework Guidelines

Homework helps children develop habits of mind that will serve them well as they proceed through school and, indeed, through life. Specifically, homework helps children learn how to plan and organize tasks, manage time, make choices, and problem solve; all skills that contribute to effective functioning in the adult world of work and families. Teachers will provide written copies and will review homework guidelines during the parent meeting at the beginning of the year, and throughout the year as needed.

### Parents:

- Check the homework folder and/or assignment book daily. Review all the assignments with your child and talk about how long they will take to complete. Build in breaks if needed.
- Provide a quiet place to study and help your child have study resources needed, such as writing utensils and references (thesaurus, technology, dictionary, etc.)
- Establish a daily homework routine that will work according to your child's weekly schedules (taking into consideration after school activities and family time). Some children may need a break right after school to get some exercise and have a snack. Others need to start homework while they are still in a school mode. Avoid doing homework too late. The later it gets, the more tired the child becomes.
- Inquire about what your child is learning. Communicate with the teacher.
- Encourage and support. Be available for questions, but remember that homework is the child's, not the parent's, responsibility.

### Students:

- Be prepared for class with completed assignments and materials.
- Ask your teacher questions when you don't understand.
- Manage your time wisely. When time is provided during the school day, take advantage of it to complete the work.
- Plan for a regular after school routine to complete homework.

## **School Attendance**

Good school attendance is important and we expect your child to be in school when they are physically able to attend. However, we do not have the sickroom facilities or the personnel to care for children who are sick and who should not be in attendance. Therefore, we ask your cooperation to please keep your child at home when they do not feel well.

Listed below are some guidelines to use when deciding if your child should stay home. Please follow these general guidelines throughout the school year. If you have any questions, please call your child's school health office.

### CHILDREN SHOULD NOT COME TO SCHOOL WITH ANY OF THE PROBLEMS LISTED BELOW:

1. Fever: higher than 100 orally. Child may return to school when temperature has been normal for 24 hours without the use of medication.
2. Any inflammatory eye condition with a mucous discharge – especially redness of eyes associated with any mucous discharge, swelling, or eyes that are matted shut in the morning.
3. Any rash with open sores or blisters – unless child has note from the doctor stating rash is not contagious.
4. Coughs associated with fever (or profuse runny nose).
5. Sore throat in presence of elevated temperature.
6. Vomiting. Student should be vomit free for 24 hours.
7. Diarrhea. Student should be diarrhea free for 24 hours.
8. Open sores that have a crusty appearance.
9. If your student has chickenpox, student may return to school when all lesions are crusted over and dry.
10. If your child has head lice, contact your school's health office. After shampooing your child's hair with medicated shampoo and removing eggs from the hair, students need to be seen by the health aide, health aide plus (LPN), or travel school nurse (RN) before returning to school. Your child may return to school after treatment if he/she has been checked by the health aide, health aide plus (LPN), or travel school nurse (RN). Your child may not ride the bus or return to school until cleared by the health aide, health aide plus (LPN), or travel school nurse (RN). MCCSC Lice guidelines may be found on the MCCSC website: <http://www.mccsc.edu/Page/3233>

For other diseases and conditions, please visit: <http://www.cdc.gov/>, <http://www.in.gov/isdh/>

Renee Stikeleather, BSN, RN

Director of Health Services