



**MONROE CENTRAL  
ELEMENTARY**

**GOLDEN BEARS**

**2009-2010**

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**Student's Name**

# PILLARS OF CHARACTER

**MCE Believes all students should exhibit these characteristics**

## **CARING**

**Showing understanding of others by treating them with kindness, compassion, generosity and a forgiving spirit.**

## **CITIZENSHIP**

**Being law abiding and involved in service to school, community and country.**

## **FAIRNESS**

**Practicing justice, equity and equality. Cooperating with one another. Recognizing the uniqueness and value of each individual within our diverse society.**

## **RESPECT**

**Showing high regard for an authority, other people, self and country. Treating others as you would want to be treated. Understanding that all people have value as human beings.**

## **RESPONSIBILITY**

**Being accountable in word and deed. Having a sense of duty to fulfill tasks with reliability, dependability and commitment.**

## **TRUSTWORTHINESS**

**To be honest and reliable. To have a good reputation and full of loyalty.**

## IMPORTANT PARENT AND VISITOR REMINDERS

### All visitors must sign in and out at the office

Visitors must also pick up an identification badge to wear in the building. Knowing who, when, and why a visitor is in our building helps build a sense of security for our children and staff. Also there are times when visitors have emergency phone calls or situations and the sign in book helps us locate them quickly and efficiently.

### Notes for Change in Transportation

A note must be sent in with your student to the teacher if your child has a change of transportation (example: someone else is picking them up, your child is riding the bus to someone else's house, or if your child is staying for an extracurricular activity). **Also**, if your student is going to another student's house, we will need a note from the receiving family as well to let us know they are expecting your child.

### Front Doors

All doors will be locked, except the front doors, during the school day. The front doors of the elementary school will be **locked at approximately 5:00 p.m.** Students need to be picked up or dropped off at the school's back door for ball games. Students staying for other after school functions need to be picked up at the front door. The front doors will be open for school programs where the community is invited.

### Snacks and Treats

Because we are constantly striving to keep our children safe and never want to hurt anyone's feelings we are requesting that all snacks and treats be purchased products and not home made.

### Building Use

If you are interested in using our facility, you need to fill out a "Building Use" form and turn it into the elementary office for approval. You will be given the guidelines at that time.

### Walkers

Those people in our community who wish to use our facility to walk may do so after school until 9:00 p.m. The hallways are gated during home ball games until 6:30 p.m. The building generally will not be open during vacation periods. Please complete a "Walkers, Joggers, and Exercisers" form (available in the office) before beginning.

### Bicycles, Rollerblades, Go Carts, Skateboards, Paintball Guns, Laser Pens, Handheld Electronic Devices, Cell Phones, etc.

Students should not bring items like these to school unless they have special permission from the building principal and/or superintendent.

### Calling School

Please contact the office first. The office staff can usually help your or refer you to the right person. We discourage phone calls to the classrooms during class time.

## **FERPA**

### **NOTIFICATION ON DIRECTORY INFORMATION (FERPA)**

The Corporation has established the following information about each student as “directory information” and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within thirty (30) days from the date of this notification that he will not permit distribution of any or all of such information:

name; address; telephone number; date and place of birth; photograph; major field of study; height and weight; participation in officially recognized activities and sports; if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the Corporation considers would not be harmful or an invasion of privacy, if disclosed.

## **PARENTS' RIGHT TO KNOW**

August 1, 2009

Dear Parents and Guardians,

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Monroe Central School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your students' classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught.
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications or licensing criteria are waived.
- The teacher's baccalaureate degree major, graduate certification, and field of discipline
- Whether the student is provided services by paraprofessional and if so, their qualifications.
- If at any time your student has been taught for or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have any questions or concerns, please feel free to contact the Principal at Monroe Central Elementary School.

Monroe Central School Corporation

*Monroe Central Elementary School  
Home-School Compact  
2009/2010*

*This year we will become partners in a most important job, helping students to become all they can be. It is an exciting, challenging, and rewarding task. As we form our partnership for this year, we share the following commitments:*

*Parents/Caregivers will agree to:*

- ✓ *See that their child is prepared for school each day: physically and emotionally.*
- ✓ *Have high expectations for their child's behavior and academic achievement.*
- ✓ *Assist their child in developing a positive attitude about school by ensuring he/she attends school regularly.*
- ✓ *Promise to regularly communicate the importance of education by encouraging their child's efforts in school.*
- ✓ *Keep the school staff informed of events that may interfere with their child's learning.*
- ✓ *Attend parent/teacher conferences and Title I events.*
- ✓ *Volunteer in their child's classroom.*

*The student will agree to:*

- *Come to school with all necessary books and materials needed to learn.*
- *Read at home each day.*
- *Complete the homework assigned each day.*
- *Ask questions when necessary.*
- *Contribute his/her talents to the class so that others will benefit.*
- *Follow the discipline rules of the school.*
- *Be thoughtful of others, so that all students have an opportunity to learn in a safe and caring environment.*

*The school staff will agree to:*

- ✓ *Provide individualized instruction for all students.*
- ✓ *Have high expectations for student behavior.*
- ✓ *Monitor student attendance and begin each morning with the anticipation that each day will be significant to the student's education.*
- ✓ *Communicate the student's progress regularly with his/her parent/caregiver. At this time, the Home-School Compact will be discussed as it relates to each individual child's academic achievement.*
- ✓ *Provide learning opportunities for the parent/caregiver.*
- ✓ *Provide a variety of opportunities for a student to learn the skills necessary to be successful in his/her grade.*

# ACADEMICS

## GRADE REPORTING

Students will receive a report card with a written evaluation four (4) times during the school year. Our elementary school is on a nine-week grading system. There are also mid-term reports available at approximately the end of the fourth week of each grading period.

- Report cards will be available to parents at the parent/teacher conferences to be held at the end of the first grading period.
- Reports cards will be sent home with the students on the Wednesday following the end of the second and third grading periods.
- Reports cards will be sent home through the mail at the end of the fourth grading period (end of year).

## LETTER GRADES

| <u>Grade</u> | <u>Percent Range</u> | <u>Grade Meaning</u>             |
|--------------|----------------------|----------------------------------|
| A            | 92 – 100             | Outstanding/Superior             |
| B            | 83 – 91              | Excellent/Very Good              |
| C            | 70 – 82              | Satisfactory/Average             |
| D            | 60 – 69              | Unsatisfactory/Below Grade Level |
| F            | 0 – 59               | Failing                          |

## NUMBER GRADES

| <u>Grade</u> | <u>Grade Meaning</u>                                                  |
|--------------|-----------------------------------------------------------------------|
| 1            | Minimal progress toward standard (closely resembles U-unsatisfactory) |
| 2            | Making progress toward standard (satisfactory but needs to improve)   |
| 3            | Meeting standard (independently) ( resembles S-satisfactory)          |

## CONDUCT GRADES

Conduct grades are given to all students in grades 3-6. These will be letter grades ranging from A-F. K-2 does not give an official conduct grade.

## SPECIAL CLASSES (Art, Computers, Library, Music, and Physical Education)

Denoted within each grade level as “Specials”.

## GRADES AND SUBJECT AREAS PER GRADE LEVEL

### Kindergarten

All Subjects – 1,2,3

### Grade 1

English – A,B,C,D,F  
Math – A,B,C,D,F  
Reading – A,B,C,D,F  
Spelling – A,B,C,D,F  
Science/Health – 1,2,3  
Social Studies – 1,2,3  
Writing – 1,2,3  
Specials – 1,2,3

### Grade 2

English – A,B,C,D,F  
Math – A,B,C,D,F  
Reading – A,B,C,D,F  
Spelling – A,B,C,D,F  
Science/Health – 1,2,3  
Social Studies – 1,2,3  
Writing – 1,2,3  
Specials – 1,2,3

### Grade 3

English – A,B,C,D,F  
Math – A,B,C,D,F  
Reading – A,B,C,D,F  
Spelling – A,B,C,D,F  
Science/Health – A,B,C,D,F  
Social Studies – A,B,C,D,F  
Conduct – A,B,C,D,F  
Writing – 1,2,3  
Specials – 1,2,3

#### Grade 4

English – A,B,C,D,F  
Math – A,B,C,D,F  
Reading – A,B,C,D,F  
Spelling – A,B,C,D,F  
Science/Health – A,B,C,D,F  
Social Studies – A,B,C,D,F  
Conduct – A,B,C,D,F  
Specials – 1,2,3

#### Grade 5

English – A,B,C,D,F  
Math – A,B,C,D,F  
Reading – A,B,C,D,F  
Spelling – A,B,C,D,F  
Science/Health – A,B,C,D,F  
Social Studies – A,B,C,D,F  
Conduct – A,B,C,D,F  
Specials – 1,2,3

#### Grade 6

English – A,B,C,D,F  
Math – A,B,C,D,F  
Reading – A,B,C,D,F  
Spelling – A,B,C,D,F  
Science/Health – A,B,C,D,F  
Social Studies – A,B,C,D,F  
Conduct – A,B,C,D,F  
Specials – 1,2,3

### **GEAR UP – HIGH ABILITIES PROGRAM**

The Gear Up program is designed to serve MCE's high ability students. Gear Up includes fromal programming options at grades 1-6. Both individual and small group programming is available based on students' needs. Students are referred to the program for testing and evaluation. If a student qualifies according to our evaluation, they are placed (with parent permission) into the program. The Gear Up program concentrates on academic acceleration and enrichment.

Participation in a Gear Up “pull-out” program may alter the student's classroom learning activities, but should not penalize a student for missed class time.

In the spring of the sixth grade year, all students are screened as possible candidates for our seventh grade honors classes at MCHS. The honors classes represent approximately the top 20-25 percent of the students in that grade level.

### **LIBRARY**

The library is a place to select books, read, study, or do research. Library time is considered library class. Students are not to do homework when in library class. Students are taught library skills, such as parts of books, use of card catalog, kinds of books, award winning authors, Dewey Decimal System, etc. Students participate in a library reading program and receive certificates.

#### **KINDERGARTEN & 1<sup>st</sup> GRADE**

- Student selects on book. The student will keep the book one week.
- Overdue book – can't take a book out until overdue book is returned.

#### **2<sup>nd</sup> GRADE & 3<sup>rd</sup> GRADE**

- Student selects two books. The student will keep the books one week.
- Overdue books – If student forgets one book, student can only select one book. If student forgets both books, no books until all books are returned.

#### **4<sup>th</sup> GRADE, 5<sup>th</sup> GRADE, & 6<sup>th</sup> GRADE**

- Students select three books. The student will keep the books for one week.
- Overdue books – If student forgets one book, student may select two books. If student forgets two books, student may select one book. If student forgets three books, the student cannot check out any books until all books are returned.

### **OVERDUE BOOKS**

If a student has library materials overdue for two weeks in a row, the student cannot check any books out until all materials are returned. A notice will be given to the student to take home as a reminder to pay for the book. The student may be required to come to the library during recess time as a reminder to return overdue materials. This will continue until the student returns or pays for the materials.

If a student forgets library materials ten times during the school year, the student cannot check out books until further notice.

Students are responsible for their library books. If a student lends a book out to another student, the student that has the book checked out is responsible for the book.

### CHARGES FOR LOST OR DAMAGED BOOKS

- Retail price for a book newer than five years old.
- Books more than five years old - \$15.00
- Paperback books - \$5.00

If the material has been paid for and then found later, the money will be refunded in full if material is in good condition.

### LIBRARY RULES

Students are expected to be quiet in the library. Whispering is allowed while the students are browsing and selecting books. After checking out materials, students are to sit at the tables for quiet reading time. During quiet reading time students may take Accelerated Reader quizzes.

### RENEWING BOOKS

Students must bring materials to library class to renew, otherwise it will be considered overdue.

### STORY PIT RULES

Students are to enter the Story Pit and sit quietly. No running or jumping allowed in the Story Pit or any other area of the library.

### LEAVING THE LIBRARY

Students will not line up until permission is given. Students close books, push chairs to tables, line up quietly, and carry books in arms or down at side. Students return to classroom quietly in single file.

### MATERIALS NEEDED FOR LIBRARY CLASS

- Grades 2-4 need to bring a pencil to library class.
- Grades 5-6 will need a folder and pencil for class.

### SPECIAL CLASSES / RELATED ARTS

Physical Education / Art / Music

- Offered to students grades K-6. One class per week throughout the school year.
- Grades are issued at the end of the second and fourth grading periods.
- Grades K-5 receive evaluation marks of S or U for the achievement in each subject.
- Grade 6 receives letter grades of A, B, C, D, or F for evaluation of their efforts in each subject.

Gym, tennis, or running shoes are considered proper attire for Physical Education class and/or recess. This is a requirement on the gym floor. In order to participate in gym class students must have appropriate shoes and clothing.

### SPECIAL NEEDS (Special Education Program)

Special Services: An Individual Education Plan (IEP) is written for each student served through the Special Education Department. The IEP is determined at an annual case review usually held in the spring. This serves as a detailed explanation of progress achieved over the year by the student and

presents a plan for goals and areas of achievement to be accomplished the next school year. Evaluation procedures are determined on an individual basis and are a part of the IEP.

**RESPONSE TO INTERVENTION (RTI)**

This program used to be referred to as the Teacher Assistance Team (TAT). Meetings are held with parents, teachers, administrators and other staff who may be able to provide helpful information to discuss the strengths and concerns we have for a student who is struggling in one or more areas. The team addresses the needs of the student and discusses ways to help them become more successful.

The RTI process is used to help any student who is struggling and to guide the process towards evaluation for the Special Needs Program if necessary.

**TITLE I**

The Title I program provides reading remediation to students who qualify from evaluation through the RTI process or through socio-economic situations. Students are identified for the program and then scheduled to be pulled out of their classroom 1-3 times per week for reading improvement.

**MONROE CENTRAL ELEMENTARY  
ATTENDANCE POLICY**

2009-2010

**ACCOUNTABILITY FOR MISSED DAYS**

**\*\*\*Keep the office updated on extended illnesses\*\*\***

|                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 Days per Nine Week Period Excused with: <b><i>Parent Call or Note</i></b> | Four days will be allowed for excused <i>illness</i> without presenting a doctor's excuse. All following absences will be counted as unexcused without proof of a medical appointment.                                                                                                                                                                                                                                                                                                                                                                         |
| 3 or More Unexcused Absences per Semester                                   | Parents will be notified by letter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6 or More Unexcused Absences per Semester                                   | Parents will be notified and student will be placed on an <u>Attendance Contract</u> for that semester.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Excessive Unexcused Absences                                                | Student's attendance will be reviewed and monitored by the Administration.<br><i>Possibilities of consequences:</i> <ul style="list-style-type: none"> <li>• Meeting scheduled with parents and administration.</li> <li>• Truant and Educational Neglect Papers may be filed with the Randolph County Prosecutor's Office or with The Division of Family and Children Services, as deemed necessary by the Administration.</li> <li>• <b><i>Once a report is made, the agency, not Monroe Central Elementary, will determine consequences.</i></b></li> </ul> |
| <b>TARDY</b>                                                                | 3 tardies will equal an unexcused ½ day absence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                             | If a child receives 3 unexcused absences, due to tardies, they will be placed on an <u>Attendance Contract for that semester.</u>                                                                                                                                                                                                                                                                                                                                                                                                                              |

**Attention Kindergarten Parents**  
**I.C.20-8.1-3-17 Kindergarten Entrance Law**

Even though it is not mandatory that parents enroll their child in kindergarten, once a child is enrolled in kindergarten, **the child is required to adhere to all state statues, including attendance guidelines.**

**No Child Left Behind (NCLB)**  
**requires an attendance rate of at least 95%**

- Absences should be called in to the office (468-7725) as soon as possible or you must send a note to school with the student the day he/she returns. Include the date of absence, teacher's name, and student's first and last name on the note.
- Requests for homework can made to the office by noon. It will be available in the office between 3:15 p.m. And 3:45 p.m.
- If you arrive after 11:30 a.m. without proof of an appointment, you will not be permitted to participate in any extra curricular activities for that day (athletic or academic).
- If you leave school because of an illness, you will not be permitted to participate in any extra curricular activities for that day (athletic or academic).
- Unique Educational Opportunities (ex: participation in Civil War Days) must be approved by administration two weeks prior to the event. The administrator will determine if the absence is excused or unexcused. Students must write a one-page summary of their experience and turn it in to their classroom teacher.

**MAKE UP WORK**

All students will have the same number of days to make up the work missed as the length of the absence. If the homework is not completed in the appropriate number of days, it can be marked as a zero. **During an out of school suspension students will only get make up credit for tests and quizzes not for daily homework or classroom work.**

**TARDY**

Arriving to school after 8:00 a.m. and up until 9:00 a.m. is considered tardy to school. The parent or guardian must sign the student in at the office.

- Once a student has accumulated three tardies it automatically becomes a ½ day unexcused absence.

**ARRIVING AFTER 9:00 A.M.**

Arriving to school after 9:00 a.m. without proof of a doctor's appointment is considered ½ day unexcused absence.

**RELEASE TIME**

During the school day there is a 2 ½ hour block of time used for a medical appointment. You must show proof of the appointment when returning or it will be counted as an unexcused absence.

**VACATION ABSENCES**

- Automatically considered unexcused. (exceptions by administration only)
- It is the teacher's decision as to how the make up work will be scheduled. In most cases, the student will request their make up work upon returning to school.

### EARLY RELEASE

Early release is counted when a student is picked up early from school between the times of 2:10 p.m. and 3:05 p.m.

- Leaving before 2:10 p.m. is counted as ½ day unexcused absence unless verified by a doctor's note.
- The accumulation of three early releases will equal a ½ day unexcused absence.

### EXCUSED ABSENCES

- Sickness of student. (Parent note or call required)
- Death in the family.
- Quarantine.
- Doctor or dental appointment – must show proof of appointment.
- Approved job shadowing - 6<sup>th</sup> grade only. (See the Counselor for information)
- Approved religious event – proof of attendance required.

### UN-EXCUSED ABSENCES

- Any time after 9:00 a.m. without proof of a medical appointment.
- Vacations. (See administration for exceptions)
- Special programs not approved by administration.
- Any absence without documentation proof of a medical appointment after the 4 excused absences allowed each nine week grading period. (Parents can excuse their child up to 4 times per nine week grading period. More than 4 absences must have a doctor's note to be excused)
- Halloween Day – when an alternative party is offered.

## **DISCIPLINE-STUDENT BEHAVIOR - CODE OF CONDUCT**

**\* Respect is Key in Everything You Do and Say \***

It is impossible for learning to take place in a school unless order is maintained. Students should conduct themselves in a manner which is not disruptive, destructive, or threatening to themselves, classmates, visitors, and/or school personnel. All staff members have the authority to enforce discipline. One of the responsibilities of school personnel is to maintain discipline. Discipline situations will be treated as learning experiences. One purpose of a discipline assignment is to correct unacceptable behavior. Discipline, by definition, is inconvenient and unpleasant for both the disciplinarian and the student. Disciplinarians are free to offer the choices they feel will be most effective. Some choices are:

- **In School Restriction (ISR):** Students report to the ISR room during the assigned time to serve isolation during school hours. Their school work is provided and a strict atmosphere is enforced. Comparable to an In School Suspension. **(Although this is a preferred option, this option is very limited on its availability. We do not have the facilities nor the personnel to maintain this option on regular basis.)**
- **After School Detention (ASD):** The student will report to a designated area after school on (usually on a Tuesday or Thursday) promptly at 3:15. Students may be assigned to 1 hour (3:15-4:15) or 2 hours (3:15-4:15 on two separate days). ASD will be operated like an ISR with a strict atmosphere and students are required to bring school related work to occupy their time. Failure to attend may result in more severe disciplinary action.
- **Out of School Suspension (OSS):** Students are removed from the building from one to ten days. When suspended, students will not receive credit for daily assignments/work done while

on their suspension. Suspended students will be permitted to make up tests and quizzes missed during their suspension. The test and/or quiz must be made up in a reasonable amount of time communicated by the teacher. In most cases, the test and/or quiz will be made up the day the student returns. Students are not permitted to be on school property or attend any school related activities during the days that they are serving an out of school suspension. OSS also indicates concern that the student could be expelled (see expulsion) if discipline concerns continue.

- **Expulsion:** The student will be expelled (removed) from school for one semester or up to a year following state due process guidelines. Students are banned from school, school property, and school related activities during the length of the expulsion. Students will receive no credit for classes during the semester(s) of the expulsion.
- **Alternative Discipline:** Any of various options of disciplinary actions not mentioned previously may be implemented if the administration feels it will inhibit the undesirable behavior and benefit the student and school.
- **Corporal Punishment (paddling):** Paddling is legal in the state of Indiana and may be used as alternative discipline.

### SUSPENSION OR EXPULSION

The following types of student conduct shall constitute grounds for long term suspension or expulsion for one semester, up to one calendar year, subject to procedural provisions:

Use of 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 prohibited by this subparagraph taken from Indiana Code:

- |                                    |                             |                                     |
|------------------------------------|-----------------------------|-------------------------------------|
| (1) Alcohol                        | (6) Other firearms          | (11) Fighting                       |
| (2) Drugs                          | (7) Tobacco                 | (12) Battery                        |
| (3) Deadly weapons                 | (8) Attendance              | (13) Intimidation                   |
| (4) Handguns<br>Rifles or shotguns | (9) Destruction of property | (14) Verbal aggression or profanity |
|                                    | (10) Legal settlement       | (15) Defiance of authority          |
|                                    |                             | (16) Other                          |

### SCHOOL WORK DURING SUSPENSIONS

When suspended, students will not receive credit for daily assignments/work done while on their suspension. Suspended students will be permitted to make up tests and quizzes missed during their suspension. The test and/or quiz must be made up in a reasonable amount of time communicated by the teacher. In most cases, the test and/or quiz will be made up the day the student returns.

### INDIANA STATE LAW: I.C. 20-8.1-5.1

Sec. 8.

- (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:
  - (1) Student misconduct.
  - (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
  - (1) On school grounds immediately before or during school hours, or immediately after school hours, or at any time when the school is being used by a school group;
  - (2) Off school grounds at a school activity, function, or event; or
  - (3) Traveling to or from school or a school activity, function, or event.

Sec. 9. In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Sec. 10. Suspension/Expulsion continued

- (1) Identified as bringing a firearm or bomb on school property.
- (2) Identified as bringing a deadly weapon on school property.

CELL PHONES (or similar devices)

Cell phones and similar devices are not permitted to be used during school hours. If such devices are seen or heard, they will be confiscated. If the problem persists, the student will be written up for disciplinary action.

CLASSROOM EXPECTATIONS

Classroom teachers develop discipline plans which meet their needs to run an effective classroom. Classroom discipline plans include specific rules, consequences for misbehavior, and positive reinforcement for students behaving appropriately. Classroom consequences may include (not all inclusive) some of the following:

- Warning with correction
- Private conference with the student
- Isolation/Time Out in the classroom area
- Parent contact
- Isolation/Time Out in an area outside the classroom area
- Removal of privileges and activities
- Referral to the office for administrative attention

This is only a sample of possible consequences. Reasonable alternative consequences may also be used. This is not a standard order. Consequences appropriate for the misbehavior will be used.

DISCIPLINE REFERRED TO THE OFFICE

Once a teacher has used several options to deter misbehavior (or in single incidents of serious misbehavior) the student may be referred to the office. When a student is referred to the office for misbehavior, the administration will, in most cases, use one of the disciplinary actions listed at the beginning of the discipline section of this handbook (ISR, ASD, OSS, Expulsion, Alternative Discipline, Corporal Punishment).

- **K-3: Decisions for disciplinary action will be made on a case by case basis for grades K-3. Movement towards severe penalties will be at a slower pace as we teach the little ones.**

CATEGORIES OF BEHAVIOR

- Category I: Includes actions which are disruptive to the school the school environment and do not follow the established standards of school or classroom behavior.
- Category II: Include actions which are severe violations of the school or classroom rules and/or are illegal. These offenses will result in a referral to the office for administrative attention.

# DISCIPLINE VIOLATIONS AND PENALTIES

## DISCIPLINE (category I behavior)

Once the teacher has:

- exhausted their options in the classroom
- has communicated concerns with the parent
- has encouraged the parent to help with the concerns
- has informed the parent that the student is nearing an office referral stage (habitual and serious)

NOTE: Category I behavior becomes Category 2 behavior once it is referred at the office level.

## REFERRAL TO OFFICE (category 2 behavior)

- Discipline referrals to the office do accumulate throughout the school year. The number of times a student is referred to the office is used to determine the level/severity of the discipline action. Students who have demonstrated substantial improvement may be rewarded with a lesser consequence.
- Discipline will progressively get tougher as the student accumulates multiple referrals throughout the school year. The example below uses minor discipline referrals. More severe misbehavior would escalate the action at any given step.
- Repeated violations of “minor” offenses may result in suspension and ultimately expulsion.
- Major violations that require suspension with their first incident, such as fighting and tobacco, will also accumulate with minor offenses to determine future consequences.
- This is only an example. It is intended to give an idea of what students and parents can expect.

| <u>Referral</u> | <u>Action</u>                                                                                                                                                                                                                                                                                                                                     |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| # 1             | Lunch Detention                                                                                                                                                                                                                                                                                                                                   |
| # 2             | Lunch Detention                                                                                                                                                                                                                                                                                                                                   |
| # 3             | Lunch Detention                                                                                                                                                                                                                                                                                                                                   |
| # 4             | After School Detention 1 hour                                                                                                                                                                                                                                                                                                                     |
| # 5             | After School Detention 1 hour                                                                                                                                                                                                                                                                                                                     |
| # 6             | After School Detention 1 hour                                                                                                                                                                                                                                                                                                                     |
| # 7             | After School Detention 2 hours                                                                                                                                                                                                                                                                                                                    |
| # 8             | After School Detention 2 hours                                                                                                                                                                                                                                                                                                                    |
| # 9             | After School Detention 2 hours                                                                                                                                                                                                                                                                                                                    |
| # 10            | Parent Conference with Administrator and Student, Out of School Suspension will be discussed (if parent will not meet, a referral will be made for educational neglect)<br>Discipline action to be determined at administrators discretion.                                                                                                       |
| # 11            | Out of School Suspension 3 days with a referral to Probation and/or CPS                                                                                                                                                                                                                                                                           |
| # 12            | Out of School Suspension 5 days with a referral to Probation and/or CPS                                                                                                                                                                                                                                                                           |
| # 13            | Out of School Suspension 10 days with a recommendation of expulsion for the remainder of the current semester or school year.                                                                                                                                                                                                                     |
|                 | <ul style="list-style-type: none"> <li>• Alternative Discipline may be used at any level if administration deems it appropriate.</li> <li>• <b>K-3: Decisions for disciplinary action will be made on a case by case basis for grades K-3. Movement towards severe penalties will be at a slower pace as we teach the little ones.</b></li> </ul> |

## **ACTIONS FOR SERIOUS SINGLE INFRACTIONS (Major Infractions)**

More serious infractions require more serious consequences. These infractions will commonly require a student to be suspended from school and may include a referral to probation.

Some examples of more serious infractions are: fighting; use or possession of drugs, alcohol, or tobacco; profanity and/or threats directed toward a staff member; possession or use of a weapon at school; etc.

## **HEALTH INFORMATION**

### ADMINISTRATION OF MEDICATION

The purpose of administering medication in school is to help each student maintain optimal health to enhance his/her education. Medications should be given at home whenever possible.

Medications given during school hours should be only those necessary to provide the student access to his/her educational program.

Indiana law mandates prescription and over-the-counter medication to be administered by school personnel to students from the original container with written permission from both the parent and health care provider:

- ✓ A permission record signed by health care provider;
- ✓ A permission record signed by the parent.
- ✓ The medicine brought in the original container by an adult.

No medicine is to be brought in by the student on the bus. No medicines will be allowed on the bus. An exception to this policy allows children to carry an inhaler while at school and on the bus with specific written instructions and permission from both the parent and health care provider.

Prescription medication for emergency type situations, such as, asthmatic episodes, allergies to bee stings, diabetic insulin reactions and others, will be kept in the original container with the student and/or in a designated area in the Clinic. The medication may be kept at school the entire school year between August to June, but needs to be taken home for summer vacation.

Each year, newly signed permission records are required for medicines, blood glucose testing, and other procedures for children with chronic illnesses.

### \*\*\* MENINGOCOCCAL DISEASE \*\*\*

Dear Parent/Guardian:

A new Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Please talk with your child's health care provider about meningococcal disease and vaccination.

Please see next page for questions and answers regarding Meningococcal Disease.

### MENINGOCOCCAL DISEASE INFORMATION

Q. What is meningococcal disease?

A. Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria pass to the blood, causing either a serious infection of the blood or meningitis.

Q. How is this germ spread?

A. The bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions.

Q. What are the signs of being sick with this germ?

A. Illness often starts with a sudden fever, headache, stiff neck, a rash, and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately.

Q. Who is at highest risk for getting the disease?

A. Babies, children and young adults are most likely to get the disease. People living in crowded places are at a higher risk for infection. Outbreaks usually do not occur in school or workplace settings.

Q. Can meningococcal disease be prevented?

A. Yes, the disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away and wash hands often.

Q. What vaccines may prevent a child from getting this germ?

A. Two vaccines are available to prevent this infection:

Meningococcal Conjugate Vaccine (MCV4), which is *Menactra*

This vaccine is licensed in the U.S. for persons 11-55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended for:

- Young adolescents at the pre-adolescent visit (11-12 years old)
- Adolescents at high school entry (about 15 years old)
- Groups that have a higher risk of meningococcal disease, such as students that will be college freshmen living in dormitories.

Meningococcal Polysaccharide Vaccine (MPSV4), which is *Menomune*

This vaccine is recommended for people who have an increased risk of disease due to certain medical conditions who are age 2-10 years and over 55 years. People at high risk need revaccinated every 3-5 years.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department. Additional information may be found at the following websites:

<http://www.in.gov/isdh/healthinfo/meningococcal%20disease.htm>

[http://www.cdc.gov/nip/vaccine/mening/mening\\_fs.htm](http://www.cdc.gov/nip/vaccine/mening/mening_fs.htm)

### MEDICAL/RELIGIOUS OBJECTIONS

Indiana School Immunization Law (IC 20-8.1-7) became effective July 1, 1999. This law provides that students who do not present proof of immunization on or before the first day of school may not attend school without a religious or medical objection on file. All Objections to immunizations must be written annually and given to the school nurse.

## **GENERAL INFORMATION**

In Alphabetical Order

### **ATHLETICS**

All 5<sup>th</sup> and 6<sup>th</sup> grade students involved in a school sponsored sport at MCE (or at MCHS for a few of the junior high sports) are required to have a physical signed by a physician on file in our office before they can try out or participate in any practices or games. IHSAA physical forms are available in the office.

### **BIRTHDAYS**

Many students and parents like to do something for the class to celebrate the student's birthday. Each teacher treats this situation in a different manner. Before you plan to do anything to celebrate a birthday, please contact the teacher to make correct arrangements. (A note to the teacher through the office will suffice.) **Reminders:** \*All snacks and edible treats are to be purchased products, not homemade. \*\*Balloon bouquets need to be picked up at the school – they can't go home on the bus.

### **BOOK CLUBS AND BOOK FAIR**

Throughout the school year, order forms from various school book club companies such as Troll, Trumpet, Scholastic, etc. will be sent home with your child to purchase a variety of books. This is totally optional. It is the responsibility of the parents to assist in the selection of titles to be purchased by their children. If you do not want your child to receive these order forms, please inform their classroom teacher. Thank you.

### **BOX TOPS AND SOUP LABELS**

Each year the students are asked to bring in Campbell Soup Labels and General Mills Box Tops to the school. We collect these from the classrooms several times per year and the winning class in each grade receives a treat. We redeem the Campbell's labels for audiovisual equipment and many other types of equipment useful to the school. The General Mill "Box Tops for Education" are clearly marked on the packages of cereal, fruit snack, etc. We are able to redeem those for cash to use on whatever project we choose. Collection dates will be announced. Remember to save and send in!

## **BUS INFORMATION**

### **LOADING AND UNLOADING**

- Your bus driver is in charge while you are on the bus.
- Be at your assigned loading zone on time.
- Exercise extreme caution in getting to and from your assigned bus stop.
- Look in both directions before stepping from behind parked cars.
- Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
- Do not play on or near the road while waiting for the bus to arrive.
- Look in both directions before crossing any roadway.
- Never walk on the road when there is a sidewalk or pathway.
- Always walk on the left side of the road facing on-coming traffic and step off the road when a motor vehicle approaches.
- Wait until the bus comes to a complete stop before trying to load or unload.
- Use the handrail while getting on and off the bus.
- If possible, wear white or light colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
- When you must cross the road to enter the bus, or after leaving the bus always cross in front of the bus.

### **BUS CONDUCT – RULES FOR STUDENTS**

- Do not destroy property.
- Each student shall locate a seat immediately upon entering the bus. The bus drivers have the authority to assign students to specific seats. Students **must** remain in the selected or assigned seats for the entire trip.
- No students shall stand or move from place to place during the trip.
- Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
- Do not eat or drink on the bus: **KEEP THE BUS CLEAN.**
- Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner.
- No windows or doors will be opened or closed except by permission of the driver.
- The students should keep their hands and head inside the bus.
- No student shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
- The child should be waiting at his or her boarding station when the bus driver arrives.

**Riding a school bus is a privilege extended to students and can be taken away anytime for disruptive or unsatisfactory conduct.** All pupils being transported are under the authority of the school bus driver and must obey his/her requests. Specific regulations are posted in the buses.

Food and drinks are **not** to be consumed nor gum chewed on the regular bus routes . . . Food, etc. received at school parties is to be eaten here or put away in containers.

### **CLOSING SCHOOL**

With respect to delays or closing due to fog or other adverse weather conditions, we will make every effort to make a decision and have it announced as soon as possible on the morning of school. There

will not be anyone at the schools to take calls at that time of the morning – you will need to get the information from one or more of the media sources listed below. If you have reason the night before to suspect this might be the case, you are strongly urged to tune to on of the sources listed below.

|                             |                               |                           |
|-----------------------------|-------------------------------|---------------------------|
| <u>Radio Stations:</u>      | WHON 930 AM                   | MAX 96.7 FM or 93.5 FM    |
| WZZY 98.3 FM                | WMDH 102.5 FM                 | WTGR 97.5 FM              |
| WURK 101.7 FM               | WHBU 1240 AM                  | KICKS 96 FM               |
| WLBC 104.1 FM               | WFMG 1490 AM                  | WERK 104.9 FM             |
| <u>Television Stations:</u> | WISH TV – Indy Channel 8      | WTHR TV – Indy Channel 13 |
|                             | WXIN FOX TV – Indy Channel 59 | WRTV TV – Indy Channel 6  |

- Closings and delays will also be posted on the corporation website.
- Please do not call the school. Telephone lines must be kept open for emergencies.

**DELAYS**

In case school is delayed due to bad weather or other reasons, the following procedures shall be observed.

One Hour Delays

- School bus driver shall start student pick up one hour later than normal time.
- Special education bus will leave one hour later than normal time.
- School will begin one hour later than normal time.
- Breakfast program will be running.

Two Hour Delays

- School bus drivers will start student pick up two hours later than normal time.
- Special education bus will run on same schedule as the school where the students attend classes.
- School will begin two hours later than normal time.
- No breakfast will be served when there is a 2-hr. Delay.

**EARLY DISMISSAL – CLOSING SCHOOL**

Situations sometimes arise when school must be dismissed early to provide for the health and safety of our children and staff. Emergency Plan: Every child will be expected to have an accurate, current emergency plan in place for early dismissal. This information will be part of the “Student Information Sheet” parents will be required at registration to provide and will be urged to update it, if necessary.

- Please make arrangements for your child in case of an early dismissal. Make sure they know what to do and where to go.

**EARLY DISMISSAL – STUDENT LEAVING SCHOOL EARLY**

Children cannot be released to non-family member or friends without a written authorization from the parent in advance that has been confirmed by the office. If a parent intends to pick up a child before regular dismissal time, a note should be sent to the office indicating the approximate time the child will be leaving. The parents must sign their student out in the office at which time the student will be called from the classroom.

## **DRESS CODE**

Appropriate dress and personal grooming for school are conducive to creating the proper atmosphere for the learning experience. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. When in the judgment of the building principal or appointed representative, student dress is dangerous, offensive, and/or objectionable, the student shall be asked to call his/her parents to bring an appropriate change of clothes, or to be removed from the educational setting. The following are guidelines for dress at MCE:

- No clothing or insignias will be worn that promote alcohol, sexual conduct, tobacco, drugs, or have obscene or suggestive pictures or profanity.
- Students must wear clothes that appropriately cover the body and underwear.
- Shirts and/or tops with bare midriffs are not permitted. Students should be able to raise their arms straight out, parallel to the floor, without any skin showing.
- Pants with holes above the knees will not be permitted. This includes holes above the knees with something worn underneath. No holes above the knees, period.
- Pants should be worn at the waistline (no sagging) and should not drag on the floor.
- Tank tops are permitted as long as they are not low cut around the armpits. Acceptable if they have an appropriate shirt underneath or over them.
- Shirts that are mesh, net, or see through are not permitted unless they have an appropriate shirt underneath or over them.
- Spaghetti strap shirts or dresses are not permitted unless they have an appropriate shirt underneath or over them.
- Headwear is not permitted during school or formal school functions. This includes hats, visors, hoods, bandanas, sunglasses, etc.
- Hair dye or hair spray in non-natural (distractive) colors are not permitted.
- Shoes must be worn at school. Sandals are permitted as long as they have an ankle strap.
- Flip-flops, clogs or shoes with wheels are not permitted for safety reasons.
- Piercing that is excessive or unnatural is not permitted.
- Tattoos that are inappropriate or distracting will be covered.
- Any other dress that is considered inappropriate by administration is not permitted.
- Exceptions may be made for special occasions.

## **DROPPING OFF OR PICKING UP STUDENTS**

For delivery and/or pick up of students during the school day, please follow these procedures:

- Use the NORTH school entrance off of State Highway 32 to the front parking lot.
- Pull along curb next to school sidewalk – let students out on side directly to sidewalk.
- Please!!! Make sure all your children and those exiting from other vehicles are clear before pulling away.
- Exit – Please circle left along the east end of the front parking lot and exit the same way you entered – to State Highway 32 (counter clockwise).
- No parking along the curbs during the school day – 8:00 a.m. To 3:30 p.m.
- Please do not use the road(Bear Lane)between the elementary and high school during school hours.
- School visitors (other than for special events) should use the front parking area.
- Special events visitors should use the back parking lot. The front parking lot will be for overflow.

- Pick up and/or delivery of students for special events (athletic, etc.) after the school day should use the back parking lot.
- Students should not be delivered to school before 7:30 a.m. Prior to 8:00 a.m., students should go to the cafeteria or gym. Thank you.
- Due to safety issues, students being delivered or picked up from school by car between 8:00 a.m. And 4:00 p.m. must use the front entrance. Buses will deliver and drop off the students at the back entrance. Students are not to be in the classrooms before 8:00 a.m.
- In order to increase visibility and reduce blind spots, double parking is not permitted.
- Students to be picked up in front of the school at the end of the school day will be instructed to wait in a designated area and will not be allowed to cross the traffic area (Danger Zone). Parents who do not park next to the curb must come over and escort their child across traffic.
- All parking lot traffic is one-way during morning drop off and afternoon pick up.

### **\*\*\*REQUIRED NOTES FOR TRANSPORTATION CHANGES**

Parents: If your child/children are to go home a different way/time, etc. than their usual means, way or pattern . . . please send a note to the teacher. Otherwise they will be sent home in the usual way. We want to know exactly where our students are to go. We feel responsible and don't want to misplace anybody or cause any difficult situations for our parents or students.

- If your child is taking the bus home with another student – two notes are required – one permission not from you and one from the family being visited . . . so there are no surprises.

### **FREE AND REDUCED LUNCH and/or FREE TEXTBOOKS**

If financial difficulties develop in your household, we would suggest you take advantage of your right to request assistance with lunch payment and textbooks and school materials fees. We don't want our kids at M.C. Elementary School to be cold, hungry, or not have the advantages they should have – assistance is available – we'll be glad to help. Please contact the school office.

At the beginning of each year, a form is available to each family explaining the free and reduced lunch program and a form is also available to each family explaining the free textbook program.

If you meet the requirements and feel you need the financial assistance, please fill out the form and return it to the school office. Please be sure to fill out all areas.

### **GUM AND CANDY**

Chewing gum is not to be brought to school or chewed at school. Candy, etc. is not to be brought to school or eaten during the school day. The exception to this will be with the teacher's permission for a special occasion. A staff member, as a reward or incentive, may give candy to a student.

### **INSURANCE PROGRAM**

School insurance coverage is provided to any student who wishes the coverage. Enrollment in the program is optional at parent discretion.

- Details of the coverage are given in the pamphlet available at registration or in the school office.
- Proof of adequate insurance coverage (this or another program) is required for students participating in athletic activities.

## **LUNCHES AT MCE**

A Hot Lunch Program will be available to all students. Our plan is to offer a food choice for students each day. The elementary students will have the choice of the main entree each day, or a cold sandwich (usually peanut butter) instead of being forced to take the main entree item.

Grades 2-6: After students have eaten their lunch, frozen treats will be sold as an a la carte item daily. Additional milk can be purchased.

We require that students eat at least half of their regular lunch before treats (ice cream bars, Popsicles, suckers, etc.) can be purchased or eaten. All treats and beverages must be eaten in the lunchroom. Suckers may be saved to be eaten at home.

The cost at the elementary school for a lunch will be \$1.50. Adult lunches are \$2.50. If your household income is at or below the level shown on the income scale provided in the office, your child is eligible for either free or reduced (\$.40) price meals. Apply at the Elementary School Office for these benefits. We invite you to come once in a while to have lunch with your children. Check in at the office, please.

Children are not allowed to share food for health code reasons. They also are not permitted to share money for extra treats, etc. This eliminates a lot of hard feelings between children. We continue to strive to help our children be responsible, considerate, and independent. We appreciate your help in this effort.

Extra Food & Treats will be available to all students (grades 2-6) to purchase if more than enough has been prepared. Seconds on items such as spaghetti, ravioli, stew, etc. are only made available to the fifth and sixth grades. All students (grades 2-6) may purchase treats in the cafeteria that include: ice cream bars, granola bars, fruit roll ups for approximately \$.50. These items must be consumed during their lunchtime. Students who owe for lunch charges will not be allowed to purchase treats.

Students bringing their lunch may purchase milk in the cafeteria line for approximately \$.25. Only milk products, fruit juices, or water are to be consumed at lunch. No carbonated beverages. We strongly encourage nutritional lunches for our students to function to the best of their ability. Thank you for your cooperation.

\*Parents see that your child bring his/her lunch money. If a child has to charge they will pick up a charge slip at the register to take home as a reminder. The charge is to be paid the next day.

## **LUNCH AND BREAKFAST ACCOUNT PROGRAM**

Money may be banked in your child's personal cafeteria account. This computerized system keeps track of checks and money sent in. You may pay daily or for multiple weeks at a time. You may also specify how much money you want to go into each specific food account (prepaid lunch, prepaid breakfast, or prepaid snacks), or just put it into their general food account.

Your child will need to remember a four digit PIN code. Each student will key in their own number every time they go through the cafeteria line, which brings up their photograph on the computer screen at the end of the line. This will verify their student PIN code. Notices will be sent home when funds need to be added to your child's account.

Checks should be made payable to *Monroe Central Elementary*. Please write your child's PIN code

on the check. All payments of cash or checks should be in an envelope with student name, teacher name, and PIN code on the outside. VISA or MASTERCARD may be used for purchasing meals, and may be taken care of in the elementary office.

### **LUNCH & BREAKFAST CHARGING POLICY**

Students will be allowed to accumulate 3 charges:

- Parents will be notified **after the 3<sup>rd</sup> charge**, by PHONE (only one phone reminder each school year). The child can only accumulate a total of **6 charges** and the **7<sup>th</sup> attempted charge** the student will be given a peanut butter sandwich and milk.
- If the student, for example, owes for 6 charged meals and pays off 3 of those charges, they would be allowed 3 more charges. By **setting a total accumulated limit** it will be much easier and more consistent for record keeping efficiency.
- By setting a limit of 6 charges, the approximate amount that should ever accumulate is \$10.
- The total of 6 charges can be a combination of breakfast or lunches.
- Extra money brought in (snacks, etc.) will be applied toward any current cafeteria charges.
- **Snacks or extra food items are considered a privilege**

### **LOCKERS**

Locker are assigned to each student in grades 4, 5, and 6. No locks are assigned nor will they be permitted. Students should not store valuables in their lockers since they cannot be secured.

### **PARENT – TEACHER ORGANIZATION (PTO)**

Specific information about the PTO organization will be available at registration.

### **PARENTS – ROOM PARENT SELECTION**

Room Parent selection is handled through the PTO. Our PTO representative makes the contacts and sets up the program for the year. Parents who wish to become a room parent may make this desire known by checking the appropriate blank on the party slip which is sent home at the beginning of the school year.

#### **Room Parent Responsibilities:**

- Help with Halloween parade and activities.
- Help plan and present the three parties for the year – Halloween, Christmas, and Valentine’s Day.
- Help with the Book Fair and Open House.
- Teachers may request help with various projects during the year.

### **PARTIES**

There are three parties held in the homerooms during the school year. They take place at Christmas, Halloween, and Valentine’s Day. Plans and organization of these parties are the responsibility of the room parents assigned to each homeroom. The person in charge of a particular party is responsible for contacting the teacher about a week before the party is to take place in order to let that teacher know that a party is being planned.

Party slips are sent home at the beginning of the year to each parent requesting your help with one of the three parties. Parents are asked to respond by sending the completed slip back to school as soon as possible. These slips are later given to the room parents to assist them in planning the parties.

Each homeroom is allowed one other party. This party is usually handled by the room parents and has

been used as a baby shower for the teacher, to celebrate a teacher's birthday, or whatever is appropriate. All additional parties should be cleared through the office (because of scheduling, etc. and to make sure an adult is going to be in charge).

**PICTURES**

Individual pictures are taken of the student each fall. These pictures are used in the yearbook. The packets are available around Thanksgiving, in plenty of time for Christmas. Individual and class pictures are also taken each spring. Individual pictures and class pictures are available around the middle of March. YEARBOOKS: MCE Yearbooks are available each spring. They must be ordered and paid for in advance of the spring delivery date. Information will be sent home concerning the yearbook ordering and payment.

**REGISTRATION**

New students may register in the office between 8:00 a.m. To 3:00 p.m. New students should be registered before the first day of school. Guardianship papers, if applicable, should be presented at that time. Any other pertinent court documentation should also be given at this time.

- Kindergarten must be five years of age on or before August 1 of the school year they enter.
- First graders must be six years of age on or before August 1 of the school year they enter.
- Students entering Kindergarten or first grade for the first time must have on file before the first day of school, a medical report signed by a doctor or the child will not be allowed to continue in school until the matter is taken care of.
- New students entering must furnish birth certificate as proof of age, social security number, shot records, and two (2) pieces of proof of residency which show street address, NOT a PO Box.

**SCHEDULES – MCE Daily Schedule**

|           |                                               |  |                       |
|-----------|-----------------------------------------------|--|-----------------------|
| 8:00 a.m. | Teachers Report                               |  | <u>Lunch Schedule</u> |
| 8:00 a.m. | Students arrive                               |  | K 10:45 – 11:15       |
| 8:10 a.m. | Tardy Bell – students should be in home rooms |  | 1 11:00 – 11:30       |
| 8:10 a.m. | Announcements and Lunch Count                 |  | 2 11:15 – 11:45       |
| 3:00 p.m. | Announcements (if necessary)                  |  | 3 11:30 – 12:00       |
| 3:05 p.m. | Student Dismissal                             |  | 4 11:45 – 12:15       |
| 3:10 p.m. | Buses leave MCE                               |  | 5 12:00 – 12:30       |
| 3:30 p.m. | Teachers Dismissal                            |  | 6 12:15 – 12:45       |

Nurse's Daily Schedule

|             |              |
|-------------|--------------|
| High School | 8:00 – 11:30 |
| Elementary  | 11:30 – 3:30 |

**TELEPHONES**

The telephones at MCE are business phones and should not be used by students without permission. Students must have permission and be supervised by an authorized school staff member when making a phone call.

**TEXTBOOKS**

Textbooks are loaned to students for their use during the school year. The student pays for notebooks and other supplies. Textbooks should be handled carefully. Please be sure your name, grade, and school are written in ink in the books in case they are misplaced. Fines will be charged for misuse or

abuse. You will be expected to pay for lost books at their replacement cost.

### **TEXTBOOK RENTAL**

Fees include all textbook and workbook charges for the school year. Checks should be made payable to **Monroe Central School Corporation**. We accept VISA/MASTERCARD charge cards. Please note that charge cards may **not** be used for field trip or classroom party fees.

\* Book Rent fees are due prior to the beginning of the school year, and no later than the end first semester.

1. Any student entering the first grading period shall be charged the full amount.
2. Any student entering the second grading period shall be charged 75%.
3. Any student enrolling during the third grading period shall be charged 50%.
4. Any student enrolling during the fourth grading period shall be charged 25%.

Withdrawal:

1. Any student withdrawing during the first grading period will receive 75% of the yearly fee.
2. Any student withdrawing during the second grading period will receive 50% of the yearly fee.
3. Any student withdrawing during the third grading period will receive 25% of the yearly fee.
4. Any student withdrawing during the fourth grading period will receive no refund.

### **VISITORS**

You must come into the office to sign in and pick up an identification badge to wear in the building. Staff members and administrators appreciate knowing in advance of visitations. Every effort will be made by the office to answer your questions, make any needed appointments and/or facilitate contacts with staff members.

- **School age visitors (pre-school on up) are discouraged** . This usually involves a friend or relative and tends to be a disruption to education.
- Parents may come to school during the lunch time and eat lunch in the cafeteria with their child. Please make arrangements in advance. It becomes a problem if several other students want to join you and your child at your table. Please limit the number of other students changing tables to eat with you to 3 or less.

### **WITHDRAWAL STUDENTS**

Please notify the office a week before withdrawing a student. This will give us time to prepare records. All financial obligations must be taken care of before the student's permanent records are sent to their future school.

## **Monroe Central School Corporation Electronic Media Acceptable Use Policy**

Being a public school in the state of Indiana, it is our belief that having access to information regardless of format or technology is a privilege of citizenship given to each of us by our country's democratic liberties. These liberties extend to all citizens of our school district.

It is the intent of Monroe Central School District to keep its mission statement and educational goals in mind when making decisions concerning access to the Internet by students. Access to the vast libraries, databases, bulletin boards and other electronic media that the Internet provides, gives our

students essential skills that they may need as future employees in our technological society. Before student access at school can be initiated, evaluation of Internet resources by competent school staff must be completed. If students navigate into areas not yet previewed, then guidelines and lists of resources related to our school district's learning objectives should be provided by our staff.

For Internet use outside of school, it is our belief that parents, guardians, friends and relatives have the responsibility to help students learn about other information systems that might be available to them and how to use them.

At Monroe Central access to the Internet is a privilege, not a right. Students must be responsible users to remain eligible to use the Monroe Central School District's Internet access point. This means students need to follow guidelines set forth by this policy while using any district computer. Right of privacy in regard to student data files and other electronic media may not always be considered. Staff members or school administration may need to review these files to insure user responsibility on our school network.

Any student using Monroe Central School District's Internet access must abide by the following:

- The student must have permission from members of the Monroe Central Internet staff. The Internet staff consists of certified teachers and administrators of Monroe Central School Corporation.
- A Monroe Central Internet staff member must supervise the student(s).
- The student must be responsible for appropriate behavior while on the Internet, just as in any other classroom setting in the school.
- The following uses of school provided Internet access are not permitted by any students or staff:
  - a) to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
  - b)to transmit obscene, abusive, or sexually explicit language;
  - c)to violate any local, state, or federal statute;
  - d)to vandalize, damage, or disable the property of another individual or organization;
  - e)to access another individual's materials, information, or files without permission;
  - f)to violate copyright or otherwise use of intellectual property of another individual or organization without permission;
  - g)to visit objectionable Web sites such as pornography or hate/crime sites;
  - h)gambling, electronic day trading, publicly expressing personal opinions as in online chat rooms, instant messaging, or in conducting illegal activities;
  - i)playing of online games that are not within the scope of curriculum objectives;
  - j)viewing of online streaming videos that are not part of school curriculum or Indiana state standards for education.
  - k)downloading of files or programs to network computers that cause damage or file corruption to any Monroe Central computers or other electronic devices;
  - l)downloading of any program like Weather Bug that requires constant updating which reduces network bandwidth for other internet users;
  - m)attaching of any personal laptop, notebook or any other computing device to the Monroe Central computer network without written permission from the technology director. The personal technology equipment responsibility waiver form must be submitted if permission is to be granted;
  - n)attaching of any personal electronic device to any Monroe Central computer without written permission from the technology director;

o)utilization of any social networking type system (i.e. message boards, instant messaging, blogs, text messaging systems, etc.)

- Laptops, electronics, etc.---Any laptop computer, electronics, etc. that is not school property shall not be connected in any way to the school's network without written permission from the technology director. Personal property of the student, any staff member and / or family is not the responsibility of any school or the school corporation. The school and / or school corporation is not responsible for any loss or damage to any students' or staff's personal property.
- Wireless electronics, etc.---Any personal wireless equipment shall not be attached to any part of the school network or be used to set up an individual wireless environment on school property without written authorization from the corporation technology director.
- The following guidelines shall be used for school provided e-mail access by students or staff:
  - No subscribing to list server e-mails that are not related to school business.
  - No distribution of chain letters, inappropriate humor or pornography via e-mail.
  - Legal restrictions on uploading or downloading of copyrighted, obscene, objectionable materials as they apply to e-mail messages or attachments.
  - E-mail is a business communication tool that is owned by the school corporation.
  - E-mail comes with no guarantee of privacy so users should apply sound judgment in its use at school.
  - Each user of e-mail has a responsibility for information being transmitted and should equate e-mail communications to a public meeting.
  - Large e-mail attachments are allowed by staff only after prior authorization from the technology director. These allowances will only be for a limited period of time and not permanent unless otherwise stated.
  - Web mail accounts are not to be accessed by anyone using the Monroe Central Network.
- The following guidelines shall be used for school provided network computer use and data storage by students / staff:
  - The networked computers are no longer solely personal, but have a higher function as a computing resource.
  - Downloading or installing of software to a networked computer must not be done without authorization from the technology director or principal. The computers are set up with a standard set of software to function on the network. Certain stand-a-lone computer software will conflict with a network setup.
  - Personal hardware shall not be attached to the networked computers such as zip drives, digital cameras, additional drives or devices, etc. without written authorization from the technology director. The personal

technology equipment responsibility waiver form must be submitted if authorization is granted. However, flash/media drives may be used by students in high school lab 142, lab 408, designated locations in lab 141 and designated locations in library. These drives may also be used in designated areas of the elementary. Monroe Central teachers and staff may use flash/media drives on their classroom/office computers.

- Personal school data, if not placed in the network users folder on the file server, is the sole responsibility of the user for backup purposes.

9) Student Use of Corporation Computers

All computers in the school corporation are the property of Monroe Central School Corporation. The corporation technology director must first approve installation of any software by staff members on computers. Students are not permitted to install software onto any corporation computer. The technology director or his/her designated staff will complete all installations. Damage to any computer or related technology equipment by students or staff may result in disciplinary action consistent with what might be administered in the case of damage to any other kind of school property.

10) Web Publishing and Right to Privacy

As part of the Monroe Central educational program students and staff will have the opportunity to publish documents and / or projects on our school web page. Those documents / projects may include honor roll, team rosters, club member lists, web pages, research projects, group photographs.

**IMPORTANT NOTICE:**

Unless you do not want your child's name, picture, or any other information published it will be assumed that we have permission to do so. If you do not want information about your child to be published contact your building principal.

UNDERSTAND THAT IF YOU OPT NOT TO HAVE INFORMATION ABOUT YOUR CHILD PUBLISHED – THAT WILL INCLUDE NOT ONLY THE INTERNET, BUT ALL PUBLICATIONS – INCLUDING COMMUNITY AND / OR SCHOOL NEWSPAPERS, ATHLETIC PROGRAMS, PUBLIC HONOR ROLL PUBLICATIONS, PLAY OR MUSICAL PROGRAMS, ETC.

Violations of any district policy / guideline may result in loss of Internet / e-mail privileges or confiscation of item or items. For extreme violations appropriate school and / or law enforcement authorities may be involved. Monroe Central School District makes no warranties or guarantees regarding the Internet access it is providing to users. The school district is not responsible in the following cases:

- 1) Any damages to user's data loss resulting from delays or interruptions while the user is on the Internet;
- 2) The accuracy, nature, or quality of information the user gathers through the Internet access;
- 3) Damage to personal property used to access school district's computers, networks, or Internet access;
- 4) Any unauthorized financial obligations resulting from access to the internet.