



Monroe Central
Elementary
2017-18
Student Handbook

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.

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

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 four 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**

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 w/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.***

SECTION I - GENERAL INFORMATION

In Alphabetical Order

ATHLETICS

All 5th and 6th grade students involved in a school sponsored sport at MCE (MCHS for identified junior high sports) are required to have a yearly 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. IHSAA rules for eligibility are followed.

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.) **Reminder: 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 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.

BOX TOPS

Each year the students are asked to bring in General Mills Box Tops to the school. The General Mill “Box Tops for Education” are clearly marked on the packages of cereal, fruit snacks, etc. We are able to redeem those for cash to use for specific items or projects that we choose. Collection dates will be announced. Please remember to save and send in!

BUILDING USE

If you are interested in using our facility, you need to complete a “Building Use” form. This form is located on the corporation webpage; www.monroecentral.org, under Admin. Office. When your form is approved, you will receive a confirmation email from the building principal.

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 oncoming traffic and step-off the road when 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 crossing the road to enter the bus or leaving the bus always walk 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.**
- Chromebooks are not allowed to be out of their cases on the bus.

- 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 comes to a full stop & the driver opens 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.

CALLING SCHOOL

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

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 one of the sources listed below.

- ✓ Closings, delays and VL days will be communicated via the phone to families through Alert Solutions in the PowerSchool system. Be sure to keep your contact information updated in the PowerSchool system or by calling the elementary office.
- ✓ Closings, delays and VL days will also be posted on the corporation website.
- ✓ Please do not call the school. Telephone lines must be kept open for emergencies.

DELAYS AND EARLY DISMISSAL

If 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 run 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 two hours later than normal time.
- ✓ School will begin two hours later than normal time.
- ✓ Breakfast program will be running.

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 to provide at registration and will be urged to update it, as needed. 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 members 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. Then the student will be called from the classroom.

DROP-OFF AND PICK-UP PROCEDURES

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 (counterclockwise).
- No parking along the curbs during the school day – . 7:30 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 should use the front parking area, unless otherwise specified.
- Special event visitors should use the front parking lot. The back 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, except for detention.
- Students should not be delivered to school before 7:30 a.m. Prior to 7:55 a.m., students should go to the cafeteria or gym. (any time prior to 8:20 a.m. on Wednesdays)
- Due to safety issues, students being delivered or picked up from school by car between 7:30 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 7:55 a.m. (8:20 a.m. on Wednesdays)**
- 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 follow the pick-up line and park 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 and the bus driver. Otherwise they will be sent home in the usual way. We want to ensure your child's safety, so please assist us as we strive to guarantee that each of our students get to their designated locations each day. **If a change arises during the school day, please call the office as early in the day as possible to give us ample time to notify your child. It is difficult to notify everyone involved when calls are received after 2:00 p.m.**

- If your child is not riding home on the route that takes him or her home or to the location designated on their registration form, we need two notes each time this changes: one note for the classroom teacher and one for the bus driver.
- If your child goes to the babysitter's, grandparent's, friend's, etc...on a weekly basis, we need a note. If this is a consistent procedure, we only need two notes the first time it happens and we will keep those notes: one note for the classroom teacher and one for the bus driver. *Example: "My child will be riding to Sunshine Daycare every Monday at 1234 Sunshine Lane, Parker City, IN. This will start on August 13 and continue for the remainder of the school year. Your signature and phone number."*
- If your child is going to go to a different location every Tuesday/Thursday for one week only, we would need two notes: one note for the classroom teacher and one for the bus driver. *Example: "My child will be riding to their grandparent's home, Mr. and Mrs. _____, at 1234 South Main Street, Farmland, IN on September 1 and 3. Your signature and phone number."*
- If your child is taking the bus home with another student – two notes are required – one permission note from you and one from the family being visited so there are no surprises.
- If your child is being picked up or staying after school for practices, club meetings, etc., please follow this same procedure above by sending a note daily, weekly, or one for the entire season or year. *Example: "My child has basketball practice after school every day between August 15 and October 1. Please have him go the gymnasium after school each day. Your signature and phone number."*

FRONT DOORS

All doors will be locked during the school day. All visitors will be "buzzed in" the front doors by school personnel until 4:00 p.m. Students need to be picked up or dropped off at the school's back door for ball games or other school activities. *Students staying for detention should be picked up in the front.* The front doors will be open for school programs where the community is invited.

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, textbooks and school materials fees. We don't want our students 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/or 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. Please fill out the form as early as possible to avoid meal charges to your child's account.

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.

LUNCH

A Hot Lunch Program will be available to all students. The elementary students will have the choice of the main entree, a peanut butter sandwich, or a salad each day, unless otherwise specified on the monthly menu. Grades 2-6: After students have eaten their lunch, seconds will be sold as an a la carte item daily. Additional milk can also be purchased.

The cost at the elementary school for a lunch will be \$2.15 and breakfast will be \$1.25. Adult lunches are \$3.00. 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 price meals (\$.30 for breakfast and \$.40 for lunch). Apply at the Elementary School Office for these benefits.

Children are not allowed to share food for health code reasons. They also are not permitted to share money for seconds. 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.

Students bringing their lunch may purchase milk in the cafeteria line for \$.35. Students who qualified for free or reduced lunch must pay for milk if they choose to bring their lunch. Milk will cost \$.35. Only milk products, fruit juices, or water are to be consumed at lunch. **No carbonated beverages are permitted at school.** *We strongly encourage nutritional lunches for our students.*

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 PIN code if they eat breakfast or purchase extra items. Each student will key in his or her own number or scan their lunch card every time they go through the cafeteria line. This 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.

It is strongly encouraged that payments be made in advance. For your convenience we do accept Visa/MasterCard. You may also go online to www.mymealtime.com to set up an account for your student(s) to make deposits and monitor their meal account. There is no fee to make online deposits to your child's lunch account. Daily payments of cash or personal checks will also be accepted. Checks should be made payable to **Monroe Central Elementary**. Please write your child's name on the check. All payments of cash or checks should be placed in an envelope with the student and teacher name on the outside.

Please note that ALL students, including those on Free/Reduced MUST have cash or money in their accounts to purchase specialty/snack items (ice cream, smoothies, etc.).

All accounts with a negative balance that are not paid in full by the end of the school year will be turned over to a collection agency.

LUNCH & BREAKFAST CHARGING POLICY

Meal charges are discouraged at MCE. The Charging Policy is as follows:

- Students may NOT charge more than one meal a day.
- Students may NOT charge more than 3 meals TOTAL.
- Parents will be notified of charges and prompt payment will be expected.
- An alternate lunch consisting of a peanut butter sandwich and a carton of milk will be provided until charges are paid in full.
- No Ala Carte items may be charged.
- No extra or specialty items may be charged.

LOCKERS

- Lockers 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 (this includes electronics devices such as cell phones and iPods.)
- Students can only have magnetic items on the front of their lockers.
- Whiteboards must be hung on the inside of student lockers.

PARENT – TEACHER ORGANIZATION (PTO)

Specific information about the PTO will be available at registration. The PTO meets the 2nd Thursday of the month.

PARTIES

Each year, the following three parties are held in each classroom: Christmas, Halloween, and Valentine's Day. Planning 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 their 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. All additional parties should be cleared through the office due to scheduling conflicts and to make sure an adult is going to be in charge.

PICTURES

Individual and class pictures are taken of the student each fall. These pictures are used in the yearbook. Individual pictures are also taken each spring.

RECESS GUIDELINES

Students should plan to go outdoors for recess on days that the temperature is above 32 degrees Fahrenheit. Hats, coats, gloves, and other appropriate gear is suggested for cold weather days.

REGISTRATION

New students may register in the office between 8:00 a.m. and 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. The child will not be allowed to continue in school until the medical report is complete.
- New students entering must furnish a birth certificate as proof of age, social security number, immunization records, & two (2) pieces of proof of residency which show street address, (not a PO Box).

ROOM PARENT SELECTION

Room Parent selection is handled through the PTO. A 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:

- Plan and lead class parties: Halloween, Christmas, and Valentine’s Day.
- Help with Book Fair, Meet-the-Teacher Night, or other school activities.
- Assist teachers who may request help with various projects during the year.

SCHEDULES – MCE Daily Schedule (Monday, Tuesday, Thursday, Friday)

7:30 a.m.	Front doors open/Buses arrive	<u>Lunch Schedule</u>	
7:45 a.m.	Teachers report	K	10:30 – 11:00
7:55 a.m.	Students dismissed to classrooms	1	10:45 – 11:15
8:05 a.m.	Tardy Bell – students should be in homerooms	2	11:00 – 11:30
8:05 a.m.	Announcements and lunch count	3	11:15 – 11:45
2:55 p.m.	Student dismissal for car pick-ups and buses	4	11:30 – 12:00
3:05 p.m.	Buses leave MCE	5	11:50 – 12:20
3:15 p.m.	Teachers dismissed	6	12:20 – 12:50

MCE Wednesday Schedule – Teacher Collaboration Day Every Wednesday

7:30 a.m.	Students may enter the building
7:45 a.m.	Students may go to the cafeteria for breakfast, the gym for walking/sitting, or other activities that may be available.
7:45 a.m.	All certified staff are involved in collaboration. (Collaboration time: 7:45 -8:20 a.m.)
8:20 a.m.	Students are dismissed from the gym, cafeteria, and other activities to their homeroom.
8:30 a.m.	Tardy bell for students to be in their homeroom.

Lunch schedules are fifteen minutes later than the “normal” lunch schedules for all grade levels.

Pick-up and dismissal times remain the same.

- If school has a 1 or 2 hour delay, collaboration is canceled and the delay schedule is in effect.

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 plus shipping.**

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 start of the school year. (no later than the end of 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 (preschool on up) are discouraged.** This usually involves a friend or relative and tends to be a disruption to education.
- All visitors must have a background check in advance of their visit. This includes visitors for Grandparents Day, chaperones for field trips, classroom volunteers, and lunchroom visitors.
- If a background check comes back with an open case, that individual will not be allowed to volunteer or visit.
- Parents may come to school during the lunchtime and eat lunch in the cafeteria with their child. A yearly background check must be completed on all people, over 18, who plan on eating lunch with a student. Please complete the background check in advance.

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.

WATER BOTTLES

Students are allowed to bring water to school to keep in their classrooms or lockers. The container must be clear so the contents of the container can be seen. Only water is allowed, no colored drinks are permitted.

WITHDRAWAL OF 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. This includes returning Chromebooks, library books, textbooks, and other school-issued materials.

YEARBOOKS

MCE Yearbooks are available each fall at registration. They must be ordered and paid for in advance. Information will be sent home concerning the yearbook ordering and payment.

SECTION II - 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. Mid-term reports are available at approximately the end of the fourth week of each grading period. Semester grades are given twice a year; semester one, at the end of quarter 2 and semester two, at the end of quarter four.

- 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
P		Participation
N		Non-Participation

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.

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

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

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

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
Related Arts – P/N

Grade 5

English – A,B,C,D,F
Math – A,B,C,D,F
Reading – 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
Related Arts – P/N

Grade 6

English – A,B,C,D,F
Math – A,B,C,D,F
Reading – 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
Related Arts – P/N

HIGH ABILITIES PROGRAM

The High Ability program is designed to serve MCE's high ability students. The High Ability program consists of clustering high-ability students in grades 1-6. Students are referred to the program for testing & evaluation. If a student qualifies, they are placed (with parent permission) into the program. The High Ability program concentrates on academic acceleration and enrichment. 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 the top 15-25 percent of the students in that grade level.

LIBRARY

The library is where students 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, genres, award winning authors, and online resources.

KINDERGARTEN & 1st GRADE - Each student will select one (1) book.

2nd GRADE - Each student will select two (2) books.

3rd GRADE THROUGH 6th GRADE - Each student will select three (3) books.

OVERDUE BOOKS

If a student has one (1) overdue book, the student **cannot** check any books out until all overdue materials are returned in good condition. A notice will be given to each student to take home as a reminder to return the book. If the book is not returned within two (2) weeks, a notice will be sent home to the parents or guardians asking them to pay for the book(s). These restrictions will not carry-over from year to year.

If a student forgets library materials ten (10) times during the school year, the student will be able to check out books, but the books must remain at school. Library books will not be allowed to be taken home for the remainder of the school year.

CHARGES FOR LOST OR DAMAGED BOOKS

- Retail price for a book newer than five (5) years old.
- Books more than five (5) years old - \$15.00
- Paperback books - \$5.00
- If the material has been paid for and is found later, the money will be refunded.

RELATED ARTS

Physical Education/Art/Music/Technology/Keyboarding/Library (Band and Choir for 5th and 6th grades only)

- Offered to students grades K-6. Grades K-4 will have one class per week throughout the school year. Grades 5-6 will spend approximately 25 successive days in each Related Arts class during the school year.
- Grades K-3 will not receive evaluation marks for Related Arts. Grades 4-6 will receive evaluation marks of P or N.

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.

RESPONSE TO INTERVENTION/INSTRUCTION (RTI)

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 deemed necessary.

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. Goal progress reports will be sent home quarterly.

TITLE I

The Title I program provides reading remediation to students who qualify from evaluation through the RTI process or through assessment data. Students are identified for the program and then scheduled to be pulled out of their classroom 2-5 times per week for intensive reading instruction. The Title I program focuses on students in grades K-3.

SECTION III – ATTENDANCE & DISCIPLINE

The faculty, staff, and administration believe the following about the importance of regular attendance at Monroe Central Elementary School:

1. Regular school attendance is a valuable characteristic to help develop responsibility in students.
2. Legitimate reasons do exist for students to miss school but should be rare.
3. When a student is not in attendance, school does go on and the student falls behind.
4. It is legitimate and proper for the school to set limits on absences from school. Teachers are encouraged to incorporate participation grades into their classes that include attendance. This helps hold students accountable for attending school.
5. Tardiness to school and/or missing part of a school day negatively affects student performance. This will be recorded and will accumulate toward a student's absence limits. Coming to school 10 minutes late or leaving 10 minutes early from class every day adds up to 60 hours of missed instruction, which is like missing almost 2 weeks of school.
6. Parents should keep in mind that we only have 1,260 hours of instruction in a school year. A child that misses 10 days of school is missing 70 of these critical hours. It is difficult to get back lost days of instruction. This can potentially cause a student to fall behind.

ATTENDANCE POLICY

ATTENDANCE PROCEDURES FOR PARENTS AND STUDENTS

Parents or guardians are required to call the school to account for their student's absences. This should be done by 10:00 am on the day the student is absent. Parents may request homework for the student at this time. Homework requests made after 10:00 a.m. will not be filled. Homework can be picked up after school between the hours of 3:05-4:00. For students in grades 5 and 6, a parent or responsible adult must come to the school to pick up the homework. Due to the students having lockers and many of the materials they need being in those, we will be unable to send homework home with younger siblings. The school phone number is 765-468-7725. A voice message system is available for calls that come outside of school hours.

ATTENDANCE POLICY

Student absences are classified into two categories: **Excused** and **Unexcused**.

EXCUSED ABSENCES

The following absences will be considered **excused**:

- Personal illness (**must be verified by a parent or doctor within 2 days of the student's return to school**).
- Illness that requires the school nurse or the school administration to send a student home for the day.
- Absences due to medical, dental, legal appointments or court hearings (**note from the doctor, attorney, or court must be provided within 2 days of the student's return**). Every effort should be made to schedule medical, dental, and other appointments outside of school hours.
- Absences due to bereavement (**when requested by the parent and approved by the administration**).
- Absences caused by an out-of-school suspension.
- Absences verified as necessary or approved by the administration.
- **Students will be allowed six (6) excused absences if a parent calls in or sends a note. Any call-ins over six (6) will be considered unexcused unless proper documentation is provided within 2 days of the student's return.**

UNEXCUSED ABSENCES

Unexcused absences are those that are not listed above. Students are permitted ten (10) **unexcused** absences per semester.

Unexcused absences occur when there is no communication from parents or when the absence is for an unacceptable reason.

- Any absence not verified by a phone call, doctor's note or other documentation within 2 school days of the student's return. (If contact is made after 2 school days the absence will remain unexcused.)
- Absences due to missing the school bus, oversleeping, alarm clock malfunctions, car trouble, etc. that cause the student to arrive at school after 8:30 a.m.
- Absences due to students leaving school early, such as after Grandparent's Day or after a field trip.
- Absences due to vacations.

CONSEQUENCES FOR UNEXCUSED ABSENCES

- Students are required to serve a lunch detention for their seventh (7th) unexcused absence.
- Students are required to serve a 1 hour after school detention for their eighth (8th) unexcused absence.
- Students are required to serve a 2 hour after school detention for their ninth (9th) unexcused absence.
- **Any student who accumulates 10 unexcused absences per semester will be referred to CPS, Child Protective Services, and/or the Prosecutor's Office for possible educational neglect.**
- **Every unexcused absence, after the tenth (10th), will result in another referral to CPS, Child Protective Services, and/or the Prosecutor's Office.**

TARDY TO SCHOOL

Arriving to school after 8:10 a.m. and up until 8:30 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.** Students who arrive at school between 8:30 and 11:30 will be considered to have a ½ day absence. Students who arrive to school after 11:30 will be considered to have a full day absence.

CONSEQUENCES FOR TARDIES

- Students are required to serve a lunch detention for their 6th tardy.
- Every subsequent 3 tardies will require a consequence. These may include lunch detention, recess detention and up to 2-hour after school detention.
- Child protective services may be contacted to investigate possible educational neglect if the student continues to be tardy to school.

EARLY RELEASE

Students who need to leave school between 2:30 and 2:55 p.m. will be granted an Early Release. A parent or guardian must sign the student out in the office. **Once a student has accumulated three Early Releases, it automatically becomes a ½ day unexcused absence.**

RELEASE TIME

During the school day, there is a 2 ½ hour block of time used for a medical appointment. Proof of an appointment must be provided upon the student's return to school.

MAKEUP WORK

Students may make up academic assignments missed in class due to an absence. It is the student's responsibility for making up the missed assignments. As a rule, the absent student will have the same number of days to make up assignments missed as the length of the absence. If the missing assignments are not completed in the appropriate number of days, it can be marked as a zero. **During out of school suspensions, students are still expected to complete any homework assignments missed during their suspension. In order to receive credit, homework assignments must be turned in within a reasonable amount of time communicated by the teacher. Suspended students will also be permitted to make up tests, quizzes, and major projects. The student will initiate the need to make up the homework, test, quiz, and/or major project. In most cases, the test, quiz, and/or major project will be made up the day the student returns.**

UNIQUE EDUCATIONAL EXPERIENCES

Unique educational experiences (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 give it to their classroom teacher.

VACATION ABSENCES

Absences due to vacations will be considered unexcused. Exceptions must be approved by the administration. It is the administration's decision about how the make-up work will be scheduled. In most cases, the make-up work will be available upon the student's return to school.

ABSENCES AND EXTRACURRICULAR ACTIVITY

When students are absent, the school expects them to remain home except when visiting a doctor. This means that they **will not be in attendance at an extracurricular activity** during the evening when they have not been in school during the day. To be eligible for extracurricular activities, including athletics, students must be present by 11:30 a.m. through the rest of the school day (exceptions by administration only). Should the absence be pre-arranged for reasons other than illness, special permission must be obtained from the administration for extracurricular attendance. **Suspension:** 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.

KINDERGARTEN ATTENDANCE - 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 statutes, including attendance guidelines.**

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

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 Suspension (ISS):** Students report to the office during the assigned time to serve isolation during school hours. ***Students in sixth grade, who have ISS, will serve their ISS days in the in-school restriction room at Monroe Central Jr./Sr. High School.*** Their school work will be provided and a strict atmosphere is enforced. (Although this is a preferred option, this option is very limited on its availability. We do not have the facilities or the personnel to maintain this option on regular basis.)
- **After School Detention:** The student will report to a designated area after school (usually on a Tuesday or Thursday) promptly at 3:15. Students may be assigned to 1 hour (3:15-4:15) or 2 hours (3:15-5:15). After-school detention will be operated like an ISS. Failure to attend may result in more severe disciplinary action. ***Students in sixth grade may be assigned to Monday Night School at Monroe Central Jr./Sr. High School.***
- **Out of School Suspension (OSS):** Students are removed from the building from one to ten days. **Suspended students are expected to complete any homework assignments missed during their suspension. Suspended students will be permitted to make up tests and quizzes missed during their suspension. 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.

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 sub-paragraph 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 | (9) Destruction of property | (14) Verbal aggression or profanity |
| Rifles or shotguns | (10) Legal settlement | (15) Defiance of authority |
| (16) Other | | |

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.**

BULLYING

MCE is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. Monroe Central 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. Monroe Central School Corporation will not tolerate bullying in any form. Any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation are not acceptable. This policy applies when a student is on school grounds immediately before or during school hours, 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, function, or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

Definition of Bullying: Bullying, as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, 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. It is intentional and repetitive.

Complaint/Investigative Procedure

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to a teacher, counselor, or the building principal or assistant principal. Every student is encouraged, and every staff member is required, to report any situation that is believed to be bullying behavior directed toward a student. Reports may be made by completing forms. Forms for parents and students are available in the elementary office and also on the school website. Once a form is submitted to a school administrator, the required investigation for bullying will begin. There is also a Report a Bully online form on the high school and elementary websites under Resources.

All complaints about bullying behavior that may violate this policy will be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. 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. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentional false reports may result in disciplinary action.

CELL PHONES AND ELECTRONIC DEVICES

Students are encouraged to leave these items at home. Cell phones are not permitted to be used during school hours. If such devices are seen or heard, they will be confiscated and a parent will be called to pick them up. 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, and 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 our younger students.

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.
- Shorts that are too tight or too short are not permitted. If the length of shorts are in question, fingertip length will be used as a general guideline.
- 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. They are acceptable if they have an appropriate shirt underneath or over them.
- Mesh, net, or see through shirts 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.
- Head wear is not permitted during school or formal school functions. This includes hats, visors, hoods, bandanas, sunglasses, etc.
- 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 distracting 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.

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 accumulate throughout the school year. The number of times a student is referred to the office determines 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.

Referral

Action

# 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) Discipline action to be determined at the administrator’s 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 w/a recommendation of expulsion for the remainder of the current semester or school year.
	✓ Alternative Discipline may be used at any level if administration deems it appropriate.
	✓ 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.

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. Examples of 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.

SECTION IV - MONROE CENTRAL SCHOOL CORPORATION STUDENT HEALTH GUIDELINES

*It is our goal to encourage students to have the most **in class** learning time without compromising the care given to those children who need health related assistance.*

IMMUNIZATIONS

Indiana law requires that students in all grades are required to meet the minimum immunization requirements before the start of each of the respective grade levels. The immunization record must be on file with the school and include the student's name, date of birth, the vaccine given, date (month/day/year) of each immunization, and a healthcare professional's signature.

The table below indicates the number of doses the student must have received PRIOR to attending each grade level. Students who do not meet the requirements will be excluded from school.

2017-2018 ISDH School Immunization Requirements (minimum)

	3-5yrs	Kdg	1 st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
DTaP/DTP/DT/Td	4	5	5	5	5	5	5	5	5	5	5	5	5	5
Polio	3	4	4	4	4	4	4	4	4	4	4	4	4	4
Hepatitis B	3	3	3	3	3	3	3	3	3	3	3	3	3	3
MMR	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Varicella	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis A		2	2	2	2	-	-	-	-	-	-	-	-	-
TDaP	-	-	-	-	-	-	-	1	1	1	1	1	1	1
Meningitis(MCV4)	-	-	-	-	-	-	-	1	1	1	1	1	1	2

*If needed, please contact the Randolph County Health Department, or your physician, to administer these for you.

MEDICAL/RELIGIOUS OBJECTIONS

Indiana School Immunization Law (IC 20-8.1-7) 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 annually. All objections to immunizations must be provided to the school nurse at the beginning of each school year in writing. Medical/Religious objection forms are available in the office and online.

EMERGENCY INFORMATION

Please be sure to update your child's health history and demographics prior to the start of each school year. Included with this, please make note of any current medications that your child is taking, chronic or acute illnesses, allergies, dietary or physical restrictions, or anything important to your child's health that the nurse should know. (Dietary and physical restrictions require a new physician's order annually.)

In order to facilitate reaching the parents of ill or injured children, please remember to update emergency information with the school secretary. Please report any change in your home, work, and/or cell phone numbers. Please also supply names and phone numbers of friends and/or relatives who can be called if parents are not available. Most often, ill or injured children will immediately ask for their parent/guardian and are very sad and upset when we cannot reach them.

Parents who are going to be out of town should send a note to the school with information regarding who will be responsible for their children in the parents' absence.

INJURIES/ILLNESS

Out of school injuries should be taken care of *before* the child returns to school.

No student should be sent to the Health Office before 9:00am, with the exception of vomiting and brand new injuries that have occurred while at school. Please do not send your child to school knowing they have been ill while at home.

When a child is sent to the health office during the school day, if warranted, a parent will be notified. It then becomes the parent's responsibility to pick up the child or make arrangements for the child to be picked up as soon as possible. Example: a student who has vomited or who has a temperature ≥ 100.0 will automatically be sent home from school per policy. However, a student may also be sent home when his/her temperature is below 100.0 F, should other symptoms warrant it.

To prevent disease transmission to other children, please do not send a child with a contagious illness, vomiting, diarrhea, or fever to school. Students may return to school when:

- **fever** - may return after the student has been fever-free for at least 24 hours without medication (i.e. temperature below 100.0 F *before* giving products containing Tylenol(acetaminophen) or Advil (Ibuprofen)).
- **vomiting and/or diarrhea** – may return when vomiting/diarrhea hasn't occurred for at least 24 hrs
- **strep infections** – may return 24 hrs after first dose of antibiotic & temperature below 100.0 degrees for at least 24 hrs
- **pink eye** – may return after using prescribed medication for at least 24 hours and improved condition
- **skin lesions** – it is mandatory that any student that has an open wound keep it covered during the school day and during athletic events
 - * **MRSA** –may return when the wound can be covered and the drainage contained with a dry bandage at all times during the school day and during athletic events
 - * **impetigo**- may return 24 hrs after antibiotic therapy has been initiated and it is mandatory that the wound be covered and contained with a dry bandage at all times during the school day and during athletic events while the wound is draining
 - * **ringworm** – may return only if the lesion is covered and verification of anti-fungal treatment is given
- **scabies** – may return the next day after using prescribed treatment
- **fifth disease** – may return once rash appears; please notify the school of occurrences

MEDICATION

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, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

In the best interest of the student, most medications can and should be adjusted around school hours. Special authorization is required for medications to be given at school that could otherwise be given at home.

Medications brought to school are kept locked in the clinic and will not be available to your child or your child's supervisor after the student's regularly scheduled in-school hours.

When it is necessary for your child to take medication at school, the following are in effect for your child's protection:

- **Transportation and Storage of Medication:** ALL medication, both prescription and non-prescription, must be transported to and from the school nurse's office by a parent or guardian, do not send medication on the bus. *Students are not permitted to have any medication or drug in their possession without a doctor's order.*
- **Original Container:** ALL medication, prescription or non-prescription, must be in its original container. A prescription medication will already have the pharmacy label with the name of the student, name of medication, and the time when medication is to be administered. Please write your child's name on unopened non-prescription containers. *All unused medication should be picked up at the end of the year, if not picked up, it will be discarded.*
- **School Permission to give Medication:** Medication must have both (1) a written doctor's statement indicating that the medication is to be taken during school hours including time of administration and (2) a completed parent permission form, in order for the school to give the medication. Physician orders may be faxed to the school. Medication Permission Forms are available in the office or online. It shall be the student's responsibility to come to the nurse's office to receive the medication at the designated time.
- **Medication not kept at school:** If it becomes necessary to give a student medication that is not kept at school, a parent may come to the school and administer the medication to the student during school hours. The medication cannot be dropped off. (Our staff cannot administer any form of medication without the required paperwork.)
- **Student possession and self-administration** of emergency medication is permitted for students with acute or chronic medical conditions. Written authorization must be received each year from both the parent and physician stating the disease and that the student has been instructed on and understands how to self-administer the medication including the proper care/handling of the medication.
- **Analgesics:** The school nurse or principal designee will administer analgesics (generic Tylenol or Advil) if the OTC parent consent form is current for the school year. Parents will be notified prior to administration each time analgesics are considered. Analgesics will not be the first line of treatment, and will not be given for head injuries or fever. (limited quantity)
- **Antacid:** The school nurse or principal designee will administer an antacid (generic Tums or equivalent) if the OTC parent consent form is current for the school year.. Parents will be notified prior to administration each time antacids are considered. Antacids will not be the first line of treatment and will not be given for vomiting. (limited quantity)
- **If a scheduled medication is to be terminated:** the parent should notify the school by phone or provide a written, and dated, withdrawal of consent.

- **Cough drops:** Please discuss the use of cough drops in the classroom with your child’s teacher. If warranted, the school nurse or principal designee will administer a cough drop.

HEAD LICE

Parents have the prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their own children’s hair and starting immediate treatment when head lice are detected.

While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school’s attention, the school nurse will maintain confidentiality at school, verify presence of an active infestation, and bring it to the child’s parent’s attention. Parents, students, and school staff will receive education about head lice identification, treatment, and prevention at the elementary level.

Students found with active lice will be sent home and may return to school as soon as appropriate treatment has been completed. The school nurse will provide the student with information regarding treatment and control of pediculosis when nits or lice are found. Parents are encouraged to periodically check their student for nits, which would indicate the presence of an adult, egg-laying louse. The school nurse will only conduct single student “head checks” on an as needed basis, when symptoms warrant inspection.

NURSES DAILY SCHEDULE

There is one Registered Nurse for the school corporation, therefore, time is split between the Jr Sr High building and the Elementary building. The schedule adjusts according to student needs. If you cannot reach the nurse at one building, please try to contact her at the other or leave a message. Each building principal will designate personnel who will be available for students who visit the health office when the nurse is unavailable or not in the building.

03/2017

QUICK FACTS ABOUT MENINGOCOCCAL DISEASE FROM THE ISDH

What is meningococcal disease?

Neisseria meningitidis bacteria are normally found in the nose and throat of 10 – 15% of healthy adults. There are 5 strains of *Neisseria meningitidis* responsible for most disease. Rarely, the bacteria can enter areas of the body where bacteria are normally not found and cause a severe, life-threatening infection (“invasive disease”) known as meningococcal disease. Examples of meningococcal disease include meningitis (infection of the lining of the brain and spinal cord) and septicemia (bloodstream infection). This is a very rare disease; around 30 cases are reported each year in the state of Indiana.

How is meningococcal disease spread?

The disease is not spread by casual contact or by attending the same work or school setting. *Neisseria meningitidis* bacteria are spread from person to person *only through* contact with droplets from an infected person’s nose or throat, including saliva. Some common ways the bacteria can be spread from an infected person are:

- Living in the same household or dormitory room
- Kissing on the lips
- Sharing drinks from the same container (glasses, cups, water bottles)
- Sharing eating with utensils (forks and spoons)
- Sharing a toothbrush, cigarettes, or lipstick

Preventive antibiotic therapy is recommended for individuals who are close contacts of or provide medical care to someone who has meningococcal disease.

Who is at risk for meningococcal disease?

Young infants, students attending high school or college, and military recruits are more likely to get the disease. Individuals with a weakened immune system are also at higher risk for the disease, as well as those who live in crowded dwellings or have household exposure to cigarette smoke.

What are the symptoms of meningococcal disease?

Symptoms of meningococcal disease include:

- Fever (sudden onset)
- Severe headache
- Stiff neck
- Drowsiness or confusion
- Skin rash that appears as bruising or bleeding under the skin
- Nausea and vomiting
- Eyes that are sensitive to light

In babies, the symptoms are more difficult to identify but may include:

- Fever
- Fretfulness or irritability
- Poor appetite

- Difficulty in waking the baby

How is meningococcal disease diagnosed?

If you have any of the above symptoms, it is important to seek medical attention immediately. An infected person may become sick within a few hours of developing symptoms, and early diagnosis is important. Your health care provider may collect blood or spinal fluid to see if meningococcal bacteria are present.

How can meningococcal disease be treated?

Meningococcal disease is treated with several different types of antibiotics, and early treatment may reduce the risk of complications or death from the disease. A 24-hour course of antibiotic therapy reduces a person’s likelihood of spreading the bacteria. Supportive care in an intensive care unit may be necessary for those with severe infection, and surgery may be needed to remove damaged tissue and stop the spread of infection.

How is meningococcal disease prevented?

Meningococcal disease can be prevented by good hygiene. Cover the nose and mouth when sneezing or coughing, throw away used tissues, and wash hands often. Do not share eating or drinking utensils with anyone.

Is there a vaccine that can prevent this disease?

There are two types of vaccine that protect against 4 of the 5 common strains of this disease. One type, MCV4, is available for use in people ages 9 months to 55 years old. The second type, MPSV4, is recommended for adults 56 years and older who are at elevated risk. Ask your healthcare provider which one is right for you. A dose of MCV4 vaccine is recommended for adolescents at age 11 or 12 years old, with a booster dose at age 16. Indiana requires that all 6th-12th grade students receive 1 dose of MC4 meningococcal vaccine and all 12th grade students receive 2 doses. Meningococcal vaccine is also recommended for other people at increased risk for meningococcal disease, such as:

- College freshmen living in dormitories
- U. S. military recruits
- Travelers to countries where meningococcal disease is common, such as parts of Africa or the Hajj in Saudi Arabia
- Anyone with a damaged spleen, or whose spleen has been removed
- Persons with certain medical conditions that affect their immune system (check with your health care provider)
- Microbiologists who are routinely exposed to meningococcal bacteria

Revaccination is recommended for children and adults with ongoing risk factors for meningococcal disease. For information on the availability of meningococcal vaccine, contact your health care provider or local health department.

There is no vaccine available for infants under 9 months of age, or for 1 of the common strains, meningococcal B disease. All information presented is intended for public use. For more information, please refer to the Centers for Diseases and Control and Prevention (CDC) meningitis website at: <http://www.cdc.gov/meningitis/about/index.html>

QUICK FACTS ABOUT HUMAN PAPILOMAVIRUS(HPV) FROM THE ISDH

What is HPV?

Genital human papillomavirus (also called HPV) is the most common sexually transmitted infection (STI) in the United States. There are more than 40 HPV types that can infect the mouth, throat, and genital areas of males and females. A handful of these types can cause cancer. Most people who become infected with HPV do not even know they have it.

What are the symptoms of HPV?

Most people with HPV do not develop symptoms or health problems from it. In 90% of cases, the body’s immune system clears HPV naturally within two years. But sometimes, certain types of HPV can cause genital warts in males and females. Other HPV types can cause cervical cancer. These types can also cause other, less common but serious cancers, including cancers of the vulva, vagina, penis, anus, and head and neck (tongue, tonsils and throat).

How is HPV spread?

HPV can be spread through genital contact, oral sex, vaginal sex or anal sex, even when the infected partner has no signs or symptoms. A person can have HPV even if years have passed since he or she had sexual contact with an infected person. Most infected persons do not realize they are infected or that they are passing the virus on to a sex partner. Very rarely, a pregnant woman with genital HPV can pass HPV to her baby during delivery.

Who is at risk for HPV?

Genital HPV is a common virus that is passed from one person to another through direct skin-to-skin contact during sexual activity. Most sexually active people will get HPV at some time in their lives, though most will never even know it. HPV infection is most common in people in their late teens and early 20s.

How do I know if I have HPV?

Most people with HPV have no symptoms, but if symptoms are present, see your doctor. Getting regular pap smears for women is important as abnormal results might prompt your doctor to do an HPV test. Last reviewed: October 14, 2014

How is HPV treated?

There is no treatment for the virus itself, but there are treatments for the diseases that HPV can cause, like genital warts and cervical cancer.

How can HPV be prevented?

There are several ways that people can lower their chances of getting HPV:

- Vaccines can protect males and females against some of the most common types of HPV. These vaccines are given in three shots. It is important to get all three doses to get the best protection. The vaccines are most effective when given before a person's first sexual contact, when he or she could be exposed to HPV. The vaccines are recommended for 11 and 12 year-old boys and girls. They can also be given to males and females 13 through 26 years of age who did not get any or all of the shots when they were younger. These vaccines can also be given to children as young as 9 years of age.
- People can also lower their chances of getting HPV by being in a faithful relationship with one partner; limiting their number of sex partners; and choosing a partner who has had no or few prior sex partners. But even people with only one lifetime sex partner can get HPV.
- For those who choose to be sexually active, condoms may lower the risk of HPV. But HPV can infect areas that are not covered by a condom - so condoms may not fully protect against HPV.

See your doctor to decide if you need a vaccine against HPV.

All information presented is intended for public use. More information on HPV can be found at:

<http://www.cdc.gov/std/HPV/STDFact-HPV.htm>

<http://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/hpv.html>

SECTION V TECHNOLOGY INFORMATION

ELECTRONIC MEDIA ACCEPTABLE USE/ INTERNET SAFETY 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, the 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 or device. Students/Staff Internet traffic will be monitored by a 3rd party Internet Filtering System. At minimum this system will filter out content determined to be obscene, child pornography, and/or harmful to minors. Requests to unblock content will be filtered through the Building Principals. Right of privacy in regard to student data files, Internet activity, 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.

Pursuant to Federal law, students shall receive education about the following:

- A) Safety and security while using the school Internet access
- B) The dangers inherent with the online disclosure of personally identifiable information
- C) The consequences of unauthorized access (i.e. "hacking", "cyber bullying" and other unlawful or inappropriate activities by students online and
- D) Unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security. Furthermore, staff members will monitor the online activities of students while in school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs.

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

- 1) The student must be responsible for appropriate behavior while on the Internet, just as in any other classroom setting while at school.

- 2) 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 computer or other electronic devices;
 - l) downloading of any programs like Weather Bug that requires constant updating which reduces network bandwidth for other Internet users.

- 3) Personal computers or any other electronic devices that are brought to school by students or staff members are the responsibility of the owner. The school and/or school corporation bears no responsibility in case of damage or theft of the device

- 4) The following guidelines shall be used for school provided e-mail access by students or staff:
 - a) No subscribing to list server e-mails that are not related to school business.
 - b) No distribution of chain letters, inappropriate humor or pornography.
 - c) Legal restrictions on uploading or downloading of copyrighted, obscene, objectionable materials as they apply to e-mail messages or attachments.
 - d) E-mail is a business communication tool that is owned by the school corporation.
 - e) E-mail comes with no guarantee of privacy so users should apply sound judgment in its use at school.
 - f) Each user of e-mail has a responsibility for information being transmitted and shall equate e-mail communications to a public meeting
 - g) Personal email accounts are not to be accessed by students using the Monroe Central network unless otherwise approved for curricular needs by the administration.

- 5) The following guidelines shall be used for school provided network computer use and data storage by students / staff:
 - a) The networked computers are no longer solely personal, but have a higher function as a computing resource.
 - b) 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-alone computer software can conflict with a network setup.
 - c) Personal hardware shall not be attached to networked computers without authorization from the technology department. The only exception at this time would be flash drives.
 - d) Personal school data, if not stored in Google Drive for students and Google Drive for staff, is the sole responsibility of the user for backup purposes.

- 6) 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.

7) Student Use of Social Media

Students shall not access social media for personal use from the Monroe Central network, but shall be permitted to access social media for educational use in accordance with their teacher's pre-approved plan for such use by the principal.

8) 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.

CHROMEBOOK INFORMATION

MCE CHROMEBOOK EXPECTATIONS

1) Daily Expectations

- Bring your Chromebook to school fully charged.
- Keep your Chromebook in the case when not using it in a classroom.

2) Before School Expectations

- Students will keep their Chromebooks with them in the gym, cafeteria, library and/or computer lab.
- Chromebooks should not be set on the floor to eliminate the possibility that they may be stepped on or damaged.

3) Bus Expectations

- Chromebooks must stay in their cases when students are on the school bus. **NO EXCEPTIONS**

4) After-School Activities

a. Away from school activities:

- Chromebooks will be locked in a designated classroom before leaving the school.
- Students will pick up their Chromebooks when they return to school with assistance from the supervisor or coach.
- Students who will not be riding home on the bus after the activity should take their Chromebooks with them when leaving the bus and give them to their parent before the event begins. Chromebooks should not be left on the bus. Bus drivers and coaches are not responsible for Chromebooks.

b. At school activities:

- Practices in the gym: Chromebooks will be kept in their cases and placed in the lockers located in the locker rooms.

- Activities not located in the gym: Chromebooks will be kept in their cases in the room where the activity occurs. Chromebooks should not be left on the floor.

CHROMEBOOK LOANERS/MISUSE/NEGLECT:

1) Students are permitted to check out three loaners during each semester. Loaners are available to allow the educational process to continue even if a student forgets his Chromebook at home, or forgets to bring it to school. There is no penalty for the first three loaners, however, beginning with the fourth incident the following disciplinary actions will occur:

- 4th loaner - Recess Detention
- 5th loaner - Lunch Detention
- 6th loaner - 1 hour after school detention
- 7th and subsequent loaners - 2 hour after school detention

2) Students with damaged Chromebooks will be required to pay for damages or make arrangements with administration to pay within 10 school days. All outstanding repair bills may be sent to small claims court or a collection agency.

3) Students are responsible for keeping track of their Chromebooks. Repeated issues of students leaving them in the gym, in a classroom, in the hallway, or on a bus, etc. will result in disciplinary action.

4) Neglect or intentional damage of a Chromebook will result in financial restitution (if necessary) and the assignment of an after-school detention.

5) Students who insist on visiting inappropriate web sites using their school-issued Chromebook will result in disciplinary action. This includes inappropriate web site searches after school hours.