

# *McCordsville Elementary School*

*7177 North 600 West*

*McCordsville, IN 46055*

*(317) 336-7760 (317) 336-7765 (FAX)*

## **2011-2012 Handbook**

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## WELCOME

This handbook contains information for students of McCordsville Elementary. In this handbook are answers to many questions students and parents ask. Also, many items of information which will help students and parents develop a better understanding of the operation of the school are included in this handbook.

The benefits of public education are available to all students, but in order to acquire those benefits, the individual must accept individual responsibilities. It is our hope that each of you learns to accept your responsibilities to our community, your family, your classmates, your school, and most of all, to yourself.

Principal ..... Dan Denbo

School Colors.....Black & Gold

School Nickname.....Pirates

School Hours – Office Hours are 7:00 a.m. to 3:00 p.m. Monday through Friday.

Student Hours Grades 1-5 and full day kindergarten are 7:45 to 2:00 p.m. Monday through Friday.

Kindergarten Hours for the half day programs are 7:45 – 10:30 a.m. and 11:15 – 2:00 p.m. Monday through Friday.

School Phone.....(317) 336-7760

FAX.....(317) 336-7765

Web Page Address..... [www.mvcsc.k12.in.us/mccs](http://www.mvcsc.k12.in.us/mccs)

## BELIEF STATEMENTS

We believe that all students can learn and achieve in a variety of ways.

We believe that a clean, safe, respectful, equitable, and caring school environment promotes student learning.

We believe that teachers, families, and the community share the responsibility for the education of the child.

We believe that high academic and behavioral expectations increase individual student performance.

We believe that our primary academic focus is to provide every student with a strong foundation in language arts and mathematics.

We believe that all students need to be prepared for our highly technological & global society.

We believe adults modeling good citizenship and life skills promote positive social and emotional growth.

We believe learning is a lifelong process.

We believe living healthful lifestyles is important for all students.

### MISSION STATEMENT

*It is the mission of McCordsville Elementary School to maximize each student's potential through a meaningful education in a safe and caring environment. It is our goal to work with the family and community to provide a strong academic foundation, to foster good citizenship, and to promote a healthy lifestyle in order to prepare all students for a highly technological and global society.*

### ADMISSION

Pupils entering school for the first time must present proof of residency, immunization records, and the birth certificate. Parents are asked to fill out an enrollment card. Please notify the school office when there is a change of address or phone number in the enrollment card information.

#### Kindergarten

To enter kindergarten a child must be five (5) years of age on/or before August 1. Parents must present certificate of birth, immunization records, and proof of residency. Immunization records must be up-to-date according to State guidelines.

## **ASBESTOS**

The Mt. Vernon Community School Corporation has complied with the AHERA regulations 40 CFR Part 763 with the completion of the management plan, tri-annual and periodic inspections for asbestos as required by the Act. These reports have been filed with the E.P.A. designee, the Indiana Department of Environmental Management. The report is on file in the Administration Building and available for public inspection during normal business hours.

## **ATTENDANCE**

The Mt. Vernon Community School Corporation stresses that regular attendance in school is considered vital for the growth and progress of each child. Valid reasons for school absences are:

1. illness of the child
2. death in the family
3. court appointment
4. required church observance
5. quarantine
6. exclusion because of exposure to contagious disease
7. certain emergencies as interpreted by the principal
8. pre-arranged absences for a family trip (see page 6)

Note: All other cases of absence will be considered unexcused.

NOTE: When a student has been absent, he or she must have a written note from the parents explaining the reason for the absence or the parents may phone the school office or teacher with the information. The excuse must be presented within three (3) school days of the absence. The student has two days per each day missed to make up work after he or she returns to school. Students who have been absent due to illness should not return to school until they are "fever free" for 24 hours without the use of fever reducing medications such as Tylenol. Students must be in attendance at school the day of an activity in order to participate in that day's activities or evening school-sponsored events.

Students who have accumulated ten (10) absences may be monitored by an administrator, who will review the student's attendance pattern and contact parent/guardians as needed. Students who in previous years demonstrated attendance inconsistencies will be monitored after 5 absences. Should there be questionable absences; a problem with make-up work, attitude, or effort, the student may have certain restrictions or conditions placed on him or her. Doctor's notes verifying illness, parent conferences, detention, Saturday School, and the notification of legal authorities, are examples of restrictions which may be used.

**AS PER SCHOOL BOARD POLICY.** UNEXCUSED ABSENCES will result in 2% deducted from the 9-weeks grade for each day missed in all academic subjects. In the case of a partial unexcused day, 2% will be deducted from the 9-weeks grade for each academic subject (or part of) missed. Please contact the principal if you have any questions.

### **DENTIST AND DOCTOR APPOINTMENTS**

Dentist and doctor appointments are considered valid reasons for children to be absent from school provided that only the time needed for such an appointment is used; school attendance should be expected before and after the appointment depending on the appointment time. A note from the parent or guardian shall serve as sufficient notice

providing the time and date of the appointment are stated. Parents should come to the school office to have the child paged from the classroom when picking him/her up for an appointment.

When your child returns to school, please present the classroom teacher with a note from the doctor verifying the appointment.

### **TARDINESS**

In order to achieve our goal of "Excellence in Education" we continue to stress good attendance habits. Students need to be in their classrooms by 7:45 a.m. or they will be counted tardy. A tardy is equal to any time away from school less than a ½ day. This means arriving after 7:45 a.m. or leaving before 2:00 p.m. Children who arrive tardy should stop at the office and their parents should sign them in before going to class. Children who arrive on late buses are not counted tardy. Multiple tardies may result in a consequence to be determined by the principal.

### **PRE-ARRANGED EXCUSED ABSENCES FOR A FAMILY TRIP**

When a student is going to be out of school for a family trip, he/she must have a parent contact the school in advance of the absence. Under normal circumstances the contact must be at least two (2) days in advance of the absence. One (1) week notice is preferred. Final approval for the absence will be made by the principal/designee. Teachers will be notified of the absence and the student will be responsible for requesting make-up assignments. If no parent contact is made prior to the absence, the absence will be unexcused.

No pre-arranged excused absences for a family trip will be granted during the last five (5) days of any semester, when a student has accumulated ten (10) absences in given year, or when the requested days would exceed that number. No pre-arranged excused absence is to be longer than three (3) days. Any days in excess of this number will be considered unexcused. The student must be accompanied on the trip by a parent/guardian or grandparent. This type of absence may be used only once per academic school year.

Pre-arranged excused absences for a family trip may not be used to extend Fall Break, Thanksgiving Break, Christmas Break or Spring Break. Any pre-arranged excused days that exceed the maximum number of excused absences during a year (10) may be considered unexcused. A grade reduction of 2% of the nine-week grade will be assessed for each day of unexcused absence. The sum of the grade reduction will be applied at the end of each grading period. Application forms for pre-arranged absences are available in the office.

### **TAKE YOUR DAUGHTER OR SON TO WORK DAY**

If a parents or guardian wishes to take a child to work with them on a designated "Take your daughter or son to work day," the parent or guardian should apply for a pre-arranged absence as described above.

## **BAKED GOODS AT SCHOOL**

Parents should only send in pre-packaged, purchased items for student consumption in the classroom. We no longer allow parents to send in home baked goods for students to eat in the classrooms during the school day. This is due to the increasing numbers of students with food allergies as well as the risk of certain food poisonings and other problems. The County Board of Health has ruled that home baked goods should not be brought to school for student consumption during the school day. Therefore, if you are sending in treats for a class party or other function, please only send pre-packaged purchased items. Refer to page 9 for a list of school treats. \*Please note this rule

does not apply to evening activities, such as PTO events or other evening activities. This rule applies only during the school day.

## **BOOK RENTAL**

The Mt. Vernon Community School Corporation operates a book rental system for the convenience of the community. Since the corporation operates its textbook rental program on a non-profit basis, it is important for the corporation to collect 100% of the rental purchase cost of materials. Forms for financial assistance are available to families who meet eligibility requirements.

We now accept charge cards for book rental payment. However, if for some reason you can not pay 100% of the book rental fee at the start of the school year, please make arrangements with the building secretary for a payment schedule. If payments are not made, parents/guardians will be notified twice by mail that payments are overdue. After the second letter, if no payment is forthcoming, the names of the parent/guardians will be submitted to the administration building for small claims court proceedings.

## **BOOKSTORE**

A school bookstore is provided for student supply needs and is located adjacent to the main office complex. A variety of supplies are available for students to purchase for their classroom work. The bookstore is open in the morning.

## **BUS CONDUCT RULES**

Safety in the transportation of our students is a paramount concern. Consequently, strict adherence to rules and procedures is expected from students aboard our buses at all times. A school bus is an educational setting and the grounds for suspension and expulsion listed on pages 19 - 27 of this handbook apply to discipline situations aboard buses and at bus stops as they do on school grounds. Students may be suspended or expelled from school as a consequence of their behavior aboard a bus or at a bus stop. In addition, Indiana Code provides that upon the recommendation of the bus driver, school authorities may deny the privilege of riding a bus to any pupil whose deportment so warrants. All students are expected to abide by the following rules on the school bus:

- A. Each pupil shall be seated immediately upon entering the bus in the place designated by the driver.
- B. No pupils shall stand or move from place to place when the bus is in motion, and no pupils shall have arms, head, or any object out of the window on a bus.
- C. Indecent conduct and loud/boisterous/profane language shall not be tolerated.
- D. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in an objectionable manner.
- E. No windows or doors will be opened or closed except by permission of the bus driver.
- F. Water guns and other similar objects shall not be allowed on the buses.
- G. Pupils shall not enter or leave the bus while it is in motion; pupils shall wait for a signal from the driver (usually the opening of the entry door) before leaving their seat to exit the bus.
- H. The child should be waiting at the boarding station when the school bus arrives.

- I. No pupil should eat, drink or chew gum on the bus.
- J. No pupil should litter on the bus.
- K. All elementary pupils should bring toys in a bag, including balls of any kind.
- L. Pupils shall not use lighters, aerosol type containers, tobacco, or any other object or substance deemed undesirable on the school bus as related to student behavior in our corporation policies and/or administrative procedures.
- M. Pupils should not deface or destroy the school bus. If a pupil causes damage, the student will pay for damage in addition to receiving appropriate discipline.
- N. A child may only ride another bus with a note signed by his or her parent and initialed by the principal or designated person.

The following sequence of events may be expected for children who commit minor infractions of rules or acceptable standards of behavior while aboard a bus:

**First Offense** = Driver-Student conference.

**Second Offense** = Parent notified by phone or postcard.

**Third Offense** = Referral to school administration. Referral to the school administration may result in a warning and/or suspension of bus riding privileges.

**Fourth Offense** = Suspension of bus riding privileges for 1 to 3 days.

**Fifth Offense** = Suspension of bus riding privileges for a minimum of 3 days.

**Sixth Offense** = Suspension of bus riding privileges for 30 days or the remainder of the current semester, whichever is longer.

Minor offenses of student discipline aboard buses include, but are not limited to:

- 1. Failing to be seated properly while the bus is in motion.
- 2. Using loud, boisterous, or profane language.
- 3. Using hands, feet, or body in an objectionable or aggressive manner.
- 4. Possessing nuisance materials and objects, such as radios, toys, pets, balls, aerosol containers, etc. (students may carry such objects and materials to and from school with the driver's permission, provided that the driver's instructions for doing so are followed closely).
- 5. Opening of windows without permission.
- 6. Other violations of the school discipline code and rules of conduct, or the laws of the State of Indiana.
- 7. Eating or drinking on the bus without the driver's permission.

The following sequence of events may be expected for children who commit major infractions of rules or standards of acceptable behavior while aboard a bus:

**First Offense** = Suspension of bus riding privileges for a minimum of 1 day. At the discretion of the school administrator the period of suspension may be longer.

**Second Offense** = Suspension of bus riding privileges for a minimum of 3 days. At the discretion of the school administrator the period of suspension may be longer.

**Third Offense** = Suspension of bus riding privileges for 30 days or the remainder of the current semester, whichever is longer.

Major offenses of student discipline aboard buses include, but are not limited to:

- 1. Standing in the aisles of the bus while it is in motion.
- 2. Moving about the bus in any fashion that endangers themselves and/or other students.
- 3. Placing any object or part of the body out of the window on a bus.
- 4. Opening emergency exits without reasonable cause and/or permission.
- 5. Using excessively loud, boisterous, or profane language.
- 6. Failing to follow the directions of the driver.
- 7. Vandalizing, defacing, or in any way harming the school bus or its equipment.

8. Fighting.
9. Other violations of the school discipline code and rules of conduct, or the laws of the state of Indiana.

### GENERAL TRANSPORTATION INFORMATION

A student may ride a bus to which he/she is not assigned only by presenting the driver with a note or a bus transportation change form signed by his/her parent and initialed by a school administrator. If a student rides the wrong bus, the bus will return the student to the school at the end of the bus ride for the parent/guardian to pick up their child. There is a 1:00 p.m. deadline for parents to notify the elementary school of any bus changes for students.

Students are expected to be waiting at their designated boarding station when the bus arrives. Bus drivers will strive to keep a consistent day-to-day schedule, however, snow, or other circumstances beyond the driver's control, may affect pick-up times. Drivers cannot be expected to wait or blow their horns for students.

Parents are encouraged to alert drivers if they know their child will not be attending school or riding the bus on a given day. If you have questions or concerns about the bus transportation, please call 482-4123 or 485-3100.

<b>CAFETERIA</b>
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### BREAKFAST AND LUNCH

Breakfast and a hot lunch are served daily at McCordsville Elementary School. Extra milk is available. Please send in your child's cafeteria money on Mondays. Our computerized accounting system allows parents to pay as far in advance as they like. You will be notified when your account runs low. Our system (and the Indiana State Board of Accounts) will not allow students to charge for later payment. If a child's account has insufficient funds for the day, he or she will not be allowed to buy breakfast and they will be given a cheese sandwich for lunch. If you do not want your child to be able to use their account to purchase "extras," send a note stating this with your child. Please either send money to school in a sealed envelope with the child's name, teacher's name, and amount of check or cash inside, or enroll in our Café Prepay.



Mt. Vernon Community Schools have enrolled in an internet-based service called Café Prepay. This service is a website where you can pay for your child's breakfast, lunch and snacks using your Visa, MasterCard, Discover or American Express. Participation in this service is voluntary; you may enroll at any time. Also, please note that you will be charged a convenience fee of **\$2.50 per transaction**. Transactions made through Café Prepay before 10 a.m. should be available to students for that day's cafeteria purchases. Mt. Vernon Schools download payments from the Café Prepay website three times a day, so if you find that your payment isn't reflected in your student's balance update within 24 hours (during the normal school week), please contact the Food Service Director, Doris Johnson, at 485-3100 immediately.

### PARENTS VISITING FOR LUNCH

At McCordsville Elementary, we believe it is good for parents to visit our school and eat lunch with their children. We encourage you to eat a school lunch with your child. Out of courtesy to our kitchen, please don't just "drop in" at lunchtime. Certain meals require more planning and our kitchen staff needs to know early in the morning how many

lunches to prepare each day. Please send a note to your child's teacher by the morning of your visit allowing the teacher to inform the cafeteria of your desire to eat a school lunch that day. Also, if you choose not to eat a school lunch, but want to bring in restaurant food, we can provide a quiet and separate place for you to eat with your child.

MCCORDSVILLE ELEMENTARY LUNCHROOM EXPECTATIONS: Children are expected to behave in the school lunchroom in the same courteous manner as they would at home or in a restaurant. Students should not bring carbonated beverages or drinks in glass bottles in their lunches.

## CELL PHONES

### Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system

## CHARACTER EDUCATION PROGRAM

The character education program is a school-wide program that emphasizes different topics called Lifelong Guidelines and Lifeskills throughout the school year. The Lifelong guidelines are: be truthful, be trustworthy, active listening, no put-downs and personal best. The Lifeskills are: Integrity, Initiative, Flexibility, Perseverance, Organization, Sense of Humor, Effort, Common Sense, Problem-Solving, Responsibility, Patience, Friendship, Curiosity, Cooperation, Caring, Courage, Pride, and Resourcefulness. Thank you for discussing and reinforcing the Lifelong Guidelines & Lifeskills topics at home with your child.

## **CHILD CARE PROGRAM THROUGH YMCA**

Before and after school child care is available at school through the Benjamin Harrison Branch YMCA. The hours for this program are 6:30 a.m. until school begins and after school until 6:00 p.m. Program hours include 2 hour delays and early dismissals. If emergency closings are called by the MVCSC superintendent, the YMCA will notify parents. Special "schools out" holiday camps will be available. Registration information is available in the office.

## **CLASS PLACEMENT**

Classroom placement is the sole professional decision of the professional staff and principal based on the educational and emotional needs of the child.

## **COMPUTER TECHNOLOGY AND NETWORKS POLICY**

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards have to be established to ensure that the corporation's investment in both hardware and software is achieving the benefits of technology and inhibiting the negative side effects.

Students will receive an account on the school's computer network. With this educational opportunity comes the responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is extremely important that he/she abide by the Network & Internet Access Agreement for Students (refer to pages 29-31 of this handbook). Any inappropriate use of the computer networks will result in a loss of the privilege to use this educational tool with the possibility of disciplinary action. Since parents are legally responsible for their child's actions, parents may want to stress to their child the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under no circumstances should a student give his/her account number and password to another student.

### **Network and Internet Access Agreement for Students**

Access to the Internet enables students to explore thousands of libraries, databases, and other resources. The corporation expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. Access to Internet resources will be structured in ways that point students to those evaluated prior to use. However, students will be able to move beyond those resources to others not previewed by staff. Outside of school, families bear responsibility for the same guidance of Internet usage as they exercise with other information services.

Students utilizing corporation provided Internet access must first have the permission of and must be supervised by Mt. Vernon Community School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of corporation-provided Internet access is to facilitate communications in support of research education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Mt. Vernon Community Schools (MVCSC). Access is a privilege, not a right. Users should not expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The intent of this agreement is to ensure that students will comply with all Network and Internet acceptable use policies approved by the Corporation.

In exchange for the use of the Network resources either at school or away from school, the student understands and agrees to the following:

A. The use of the Network is a privilege, which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, altering system software, placing unauthorized information, computer viruses or harmful programs on or through the computer and/or network. MVCSC reserves the right to log computer use, monitor file server space, remove files, limit or deny access, and refer the student for other disciplinary actions.

B. The Corporation reserves all rights to any material stored in files and will removed any material which the corporation, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their corporation-approved computer account to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials.

C. All information and services and features on Corporation resources are intended for the private use of its registered users and any use of them for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying) is expressly forbidden.

D. The corporation resources are intended for the exclusive use of their registered users. The student is responsible for use of his/her account and password and privileges. Any problems arising from the use of the student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by MVCSC. Misuse shall include, but not be limited to:

1. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
2. disrupting the operation of the Network, Internet, or any other computer system through abuse of or vandalizing, damaging, or disabling the hardware or software;
3. malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
4. interfering with others use of the network or accessing the materials, information, or files of another without their prior approval;
5. use of non-curriculum communication such as, but not limited to instant messaging and online chatting. Responding to unsolicited on-line contact is strictly prohibited for student safety;
6. unauthorized installation, down-sizing, copying, or use of licensed or copyrighted software or plagiarizing materials;
7. misrepresenting others on the network or allowing anyone else to use an account other than the account holder.

8. accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
9. violating any local, state, or federal statute;

F. Corporation and network resources are to be used exclusively for the support of the academic program, not for entertainment.

G. Students bringing data files into the system agree to check the file with a virus- detection program before opening the file for use. Should the student deliberately or maliciously infect the network with a virus or cause damage through other vandalism, the student will be liable for any and all repair costs to restore the network to full operation and will be subject to additional disciplinary measures.

H. The student may only log on and use the network under the immediate supervision of a staff member and only with the student's authorized log-in.

Violation of corporation policy and rules will result in appropriate suspension of computer access to be determined by MVCSC staff. Additional disciplinary action will be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When or where applicable, law enforcement agencies may be involved.

MVCSC makes no warranties of any kind, neither expressed nor implied, for the network/Internet access it is providing. The corporation will not be responsible for any damages users suffer, including-but not limited to-loss of data resulting from delays or interruptions of service. The corporation will not be responsible for the accuracy nature, or quality of information.

MVCSC will make all reasonable attempts to prevent inappropriate access to students' personal information through the Internet. The corporation's intent is to make Internet access available for educational goals and objectives. However, students may find ways to access other materials as well. Even though the corporation institutes technical methods or systems to regulate students' Internet access, these methods cannot guarantee compliance with the corporation's acceptable use policy. MVCSC believes that the benefits to students of access to the Internet exceed any disadvantages. The corporation is committed to helping students use the Internet responsibly, but it is not possible to monitor student usage at all times. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information. Therefore, MVCSC will provide parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

Parent refusal to allow students to make use of the Internet does not prohibit students from taking part in state and locally mandated testing and evaluation on the computer or through the network (e.g. ISTEP+, Core 40 exams, and NWEA testing).

In order to use MVCSC computers, network and Internet resources, parents must sign the front page of the handbook. The above rules should be retained by the student and family for future reference.

## CONCERNS – WHOM TO CALL

It is very important that a parent who is concerned about an academic or behavior problem contact the school so that the problem can be resolved. ***First, contact the teacher.*** No problem can be solved without the combined efforts of the parent and the teacher. If a parent still has concerns, the next step would be to contact the school principal.

## CORPORATION NONDISCRIMINATION POLICY

It is the policy of the Mt. Vernon Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1990.

Inquiries regarding compliance with Title IX, Section 504, and the Americans with disabilities Act, should be directed to the assistant superintendent of the Mt. Vernon Community School Corporation, 1776 W. St. Rd. 234, Fortville, Indiana 46040 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

## DAILY SCHEDULE

Classes will start each morning at 7:45 a.m. and will be dismissed at 2:00 p.m. **All classrooms are closed from 2:00 p.m. until 7:45 a.m. Students are not to be in the building before 7:35 a.m. or after 2:00 p.m. unless participating in a school sponsored and/or approved (YMCA, Boy Scouts, Girl Scouts & Optimist etc.) activity.** All buses are scheduled to unload between 7:35 and 7:45 a.m. each day.

Kindergarten classes run from 7:45 – 10:30 a.m. for the morning session and from 11:15 a.m. – 2:00 p.m. for the afternoon session. Please refer to page 28 for information regarding the schedule on days school is delayed.

## DESKS AND FURNITURE

All desks, furniture, furnishings and equipment are the property of the Mt. Vernon Community School Corporation. The school reserves the right to search and inspect any desk or coat closet at any time (See policies as outlined in "Section 5771 – Students" in the Bylaws and Policies of the School Board). Students are not permitted to bring anything to school that may be considered dangerous or that may disrupt the educational process. Toy guns and toy knives should not be brought to school unless special permission is given by the teacher.

## DEVELOPMENTAL COUNSELING PROGRAM

At McCordsville Elementary, we are not only interested in our students' academic development, but are also concerned about their social and emotional growth. The school counseling program is an integral part of the whole education process. Our developmental school counseling program is structured to address the needs of students in a variety of ways. Activities of the school counselor include: (1) overseeing the delivery of, or directly delivering classroom guidance lessons to teach state recommended student competencies in the areas of organizational skills, self-concept, emotional awareness, social skills, life skills, career education, and drug abuse prevention awareness; (2) individual and group counseling for specific concerns (written parent permission will be obtained for ongoing coun-

seling); (3) consultation with teachers, parents, and others working with children; and (4) chairing the Student Assistance Team to develop interventions for students in need of academic or emotional support; (5) coordination of other activities throughout the year to help make the school experience as happy and pleasant as possible. Even though the school social worker is a licensed professional, parents should be aware that the services of the social worker should not be substituted for mental health therapy in situations where such services are needed.

## DIRECTORY INFORMATION

McCordsville Elementary School will make available, upon request, certain information known as “directory information.” The Mt. Vernon Community School Corporation Board of Education has designated as student “directory information”: a student’s name; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes. McCordsville Elementary School may allow access to a school campus or students’ directory information to organizations that make students aware of educational or occupational options. Such access is also to be provided on the same basis to members of the U.S. Armed Services, and the Indiana Air and Army National Guard for the purpose of informing students of educational and career opportunities available in these organizations.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such “directory information” upon written notification to the Corporation within ten (10) business days after receipt of the Corporation’s public notice.

Whenever parental consent is required for the inspection and/or release of a student’s health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose “directory information” on former students without student or parental consent.

## DISMISSAL

Any time that your child goes home other than on his/her regular bus, you must write a note or fill out a bus change transportation form specifying the change. It is important that you send a written note. These special arrangements need to be made before 1:00 p.m. to avoid confusing the child and to avoid other problems. Please do not telephone the school after 1:00 p.m. about these changes except in an emergency situation.

If you come to school to pick up your child at dismissal time, you need to come into the school building to sign him/her out in the office. Once you’ve signed out your child, we will page your child and have he or she sent to the cafeteria. You will exit through the cafeteria door. We appreciate parents waiting for their children in the cafeteria and **not at the classroom door.**

If you are planning on picking up your child on a regular basis, you must fill out a dismissal form and turn it into the office. This form should be updated as soon as there is a change made in the child’s schedule. If there is no dismissal form on file in the office, you must come into the office to sign your child out. Please understand that this process is designed with your child’s safety in mind.

For the safety of McCordsville Elementary students, when school buses are loading or unloading children, it is illegal for cars to be in the same area. **PLEASE DO NOT ENTER THE BUS ZONE.**

## **EMERGENCY PREPAREDNESS AND CRISIS INTERVENTION**

In compliance with Indiana Code 6.1-2-2.5, the Mt. Vernon Community School Corporation has developed and implemented Comprehensive Safety and Crisis Intervention Plans at the district level and for each individual school. McCordsville Elementary has established procedures for dealing with a wide range of crises and emergency events. Routine drills and practice sessions are intended to teach students proper behavior and appropriate responses in an emergency situation. Students are expected to listen closely to adults and to follow their directions quickly during all emergency drills.

## **EXTRACURRICULAR ACTIVITIES**

Our school has many activities in which the students enjoy participating. These activities begin before school or last until past regular school hours. The following is a list of some of these activities that are offered if funding is available: Math Pentathlon, Computer Club, MES Choir, Art Club, Sign Language Club and Student Council.

We have an in-house television station called KUB News. The students broadcast the news of the day, birthdays, congratulatory messages, weather, life skills and other announcements. Students also help with the operation of the school bookstore.

In order for these activities to be enjoyable for all, there are few guidelines, which need to be stated:

- Parents need to make arrangements for students to be transported to and from activities in a timely manner.
- Since participation in these special activities is a privilege, the sponsoring adult may deny any student the privilege to participate if a problem occurs.

## **FIELD TRIPS**

Field trips of an educational value are lasting learning experiences for children. Sometimes during the year an occasion arises when a class or classes plan to take a field trip. Parents must sign a permission slip for each such activity. Your cooperation in signing these slips and returning them to the classroom teacher will be appreciated. If you are serving as a parent chaperone on a field trip, please do not bring other children with you on the trip. All students are required to ride a Mt. Vernon Community School Corporation bus to and from the field trip unless special medical circumstances apply. These exceptions must be pre-approved by the school principal.

## HEALTH SERVICES

The health room is located in the main office complex. The school nurse is not in the school everyday; but can be contacted at anytime during the school day through the health room assistant or other school personnel. The health room assistant will be in the health room each day.

The nurse provides vision screening for new students and students in grades K, 1, 3 and 5 unless she has received written notification from a parent or guardian indicating otherwise.

Mt. Vernon Community School Corporation will take precautions to protect known and unknown persons with latex allergies (no latex balloons, gloves, or bandages).

### MENINGITIS INFORMATION FOR PARENTS

An Indiana law requires each year that parents/guardians be informed about meningococcal disease and its vaccine. Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.

### WHEN YOUR CHILD IS SICK...SHOULD HE/SHE STAY HOME?

Determining whether your child should be kept home from school is not always an easy decision. Mild colds and complaints come and go often with children. Signs of something more serious may include the following:

- fever over 100 degrees F.
- a rash or outbreak (This could be symptoms of a variety of things from poison ivy to chicken pox.)
- vomiting or diarrhea
- deep coughing or congestion
- constant itching (This could be a sign of many things including head lice or chicken pox, depending on where your child is scratching. If you find your child does have head lice, please let the school know, even if you have already treated your child. If your child has chicken pox let the school know.)
- flu symptoms

### ADMINISTRATION OF MEDICATION

Administration of medication is consistent with Indiana Law. **Absolutely no medication shall be given or dispensed by the school nurse, health room assistant, or school employee unless a medication authorization form has been properly filled out. Prescription medications require a parent and physician signature. Over-the-counter medications only require a parent signature. This form must be on file in the school office at the time the medication is given to the student. These forms may be obtained by contacting the school office and are available on our website: [www.mvcsc.k12.in.us](http://www.mvcsc.k12.in.us).**

IMPORTANT: MEDICATIONS PRESCRIBED FOR AN INDIVIDUAL STUDENT SHALL BE KEPT IN THE ORIGINAL CONTAINER BEARING THE ORIGINAL PHARMACY LABEL SHOWING THE PRESCRIPTION NUMBER, DATE FILLED, PHYSICIAN'S NAME, DIRECTIONS FOR USE, DOSAGE, AND THE STUDENT'S NAME. FOR THE

SAFETY OF ALL McCORDSVILLE ELEMENTARY SCHOOL STUDENTS, WE CAN HAVE NO EXCEPTIONS. ALL OVER-THE-COUNTER MEDICATIONS MUST BE BROUGHT IN THEIR ORIGINAL CONTAINERS.

We suggest that parents send in only the amount of medication needed to take at school. Ask the pharmacist for a second prescription container with a label so that the amount needed to take at school can be in one container and the remainder left at home in the second container.

Written consent is valid for the time specified on the consent and not longer than one school year. Non-prescription medications will not be given at school unless sent from home by the parent and with the properly completed medication authorization form. When no longer needed, the medication shall be returned to the parent or destroyed if left at school at the end of the school year.

**Possession and self-administration of some medications is permitted by Indiana State Law.** Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition. The student's parent must file an authorization with the school to possess and self-administer the medication. The authorization must include: A physician states in writing that: 1) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; 2) the student has been instructed in how to self-administer the medication, and 3) the nature of the disease or medical condition requires emergency administration of the medication. The authorization and statement must be filed with the school annually.

**Release of student's medication:** Medication that is possessed by a school for administration during school hours or at school functions for a student **may** be released to: 1) the student's parent; 2) an individual who is at least 18 years of age and designated in writing by the student's parent to receive the medication; or 3) the student if the student's parent provides written permission for the student to receive the medication.

## HOMEWORK

We feel it is extremely important that a child learn the responsibility of completing classroom assignments on time.

1. Assigned work is due the next school day at the beginning of that subject. (unless stated otherwise by teacher)
2. Work not finished will be graded "as is".
3. Unfinished ("as is") assignments will still require completion.
4. When a child is absent, excused or unexcused, two (2) days will be allowed for each day the child was absent to make up assigned work.
5. A child who does not complete assigned work on a regular basis may have to attend Saturday school.
6. No assigned work is to be given prior to planned unexcused absences. Work will be made up after the child returns to school, with a 2% per day grade reduction applied to the nine weeks grade in each academic area.

## HOMEWORK REQUEST PROCEDURE

Parents, if your child is ill and you wish to have homework sent home with a brother or sister, or a neighbor's child, you need to send a note with the sibling or phone the request **before 9:00 a.m.** This allows the classroom teacher enough time to get all necessary books and papers together.

## **LEAVING ITEMS AT SCHOOL**

For your child's safety, and to teach responsibility, children are not allowed to return to empty classrooms for forgotten items or school supplies. Parents should not bring children back to school or bring them early to retrieve items. All classrooms are closed from 2:00 p.m. until 7:45 a.m. Even though we appreciate you wanting to help your student out by getting forgotten items before or after school hours, we cannot allow you to enter the classroom.

## **LIBRARY RULES**

The McCordsville Media Center is open during school hours each day. Students have an opportunity to check out books from the library daily. Books can be checked out for a week at a time. A book may be renewed for one week if a child has not finished reading it.

Encyclopedias, dictionaries, and magazines may be checked out for classroom use, but must be returned to the media center at the end of the day.

Lost books – Any student who loses a library book will be expected to pay the replacement cost plus \$.50 for processing. Please be aware that if the lost book is later found, the money cannot be refunded. Any student who loses a book will not be allowed to check out another until the book has been found or paid for.

Damaged Books – Charges for damaged books will be handled in the same manner as lost books. Any student who brings back a damaged book will not be allowed to check out another until the book has been paid for. Any student who destroys two books in one year or who habitually brings back soiled books will not be allowed to take library books home.

## **LOST AND FOUND**

In order to avoid loss and confusion about clothing items children bring to school, please put the child's name on all personal belongings such as lunch boxes, coats, hats, boots, gloves, umbrella, and school supplies. A lost and found area is located in the hallway outside the office. For their safety and benefit please don't allow children to take expensive and valuable toys and items to school. All unclaimed items will be donated to a charitable organization of our choice at the end of each school year.

## **PARENT PARTICIPATION IN STUDENT DISCIPLINE**

A parent (including a guardian and custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process Code, I.C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation at the discretion of and upon proper notice by a school official.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervision of after-school-home-study time, reviewing homework, and assuring regular school attendance and attendance

after school if necessary. When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in the following manner:

Written or telephone contact by a school official in advance of the meeting, conference or hearing, followed by a letter of confirmation.

*Upon receipt of proper notice any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly or seriously disruptive to the student's own educational progress or to the progress of others may be referred to the Hancock County Office of Family and Children and the child may be considered to be a "child in need of services" in accordance with I.C.31-6-4-3(a)(7).*

## **PARENT/GUARDIAN VISITATION AND CONFERENCES**

Parents are guests in our school, but they are also visitors. All visitors must report to the office and sign-in before walking around the building or to specific teachers' rooms. Visitors must wear badges indicating they have checked in through the office. This helps protect your child's safety and helps prevent any disruption to classroom education or teacher planning time. We encourage parent visitation and conferences at McCordsville Elementary. Please contact the teacher to arrange a classroom visit or conference. Parental visitations should not interfere with the educational program. However, for various reasons, we do not allow the visitation of students from other schools during class time. We also request that visitors refrain from visitations during the first three weeks of school and the last three weeks of school, excluding Field Day.

Visitation or conference times can be arranged by contacting the teacher during school hours or sending a note. Parent-Teacher conferences are scheduled in the fall and in the spring. Dates and times will be announced.

## **PAY TO PARTICIPATE**

Pay to participate has been approved by the Mt. Vernon Community School Corporation. The Elementary School non-sport club/activity/group fee is \$15 per person per club/activity/group. Participation fees are in addition to any other fee charged. All students will pay the fees listed for all groups, activities, and clubs. No discounts are given for students who participate in multiple clubs/activities/groups. If not enough students participate in an activity, club, or group, either the group will pay the balance of the cost or the activity will be canceled. If the activity is canceled by the corporation, students will receive a refund. Otherwise, participation fees are non-refundable.

## **PETS**

Pets are NOT to be brought to school without the prior consent of the student's parent and teacher.

## PLAYGROUND AND RECESS

The children are expected to be on the playground during their assigned recess time. Children will not be sent out during inclement weather. Fresh air and exercise are good for children when they are properly dressed. Please provide your child with the proper clothing so that they may enjoy outdoor recess. Children will not be sent out for recess when the supervising adult feels the child is not dressed appropriately for the weather. When a student has been absent from school due to illness, they may be excused from outside recess for not more than 2 days, if the school receives a note from the parent. If the parent desires that they stay inside longer than 2 days, then a doctor's note requesting this is necessary. This rule applies to each illness of the student.

### RULES

1. Obey adult supervisors at all times.
2. Treat people, as you would want to be treated.

#### Guidelines to follow:

1. Share equipment.
  2. Play safely on all playground equipment.
    - Swings- swing straight while sitting on your bottom in the swing
    - Slide- sit down on your bottom and slide down feet first on the slide
    - Monkey bars- use hands to swing from bar to bar
    - Monorail- you have to be able to reach the bar with both feet on the ground, no pushing allowed
    - Tire swing- must sit on bottom and only three kids per swing
  3. Stay in playground area.
  4. Do not play running games on any playground equipment.
  5. Do not touch the mulch or the rocks.
  6. Use only approved playground equipment. (Check with adults on duty if you want to bring other playthings. No softballs or baseballs are ever allowed.)
  7. Do not tackle, push, shove, or grab at recess.
  8. Line up quickly and quietly when you hear the whistle.
  9. No spitting.
  10. No climbing on the fence.
- Walk on the sidewalk to and from the playground.

## PROCEDURES FOR STUDENTS

In order to maintain a safe and orderly environment for children, we have established procedures for five areas of the school. We ask all students to follow these procedures:

### **RECESS PROCEDURES**

No running going to and from recess. Show respect to the adults on duty. Follow our playground rules. Listen for the whistle and line up quickly. Enter the building quietly.

## **LUNCHROOM PROCEDURES**

Stand quietly while waiting in line. Show respect to the lunch supervisors and each other. Use good manners. Talk in a soft voice without yelling. Raise your hand if you need help. After being dismissed from your table, wait quietly to go to recess.

## **RESTROOM PROCEDURES**

No playing, running or loud talking in the restroom. Show respect for others and for school property. Wash your hands and leave the restroom neat. Return quickly and quietly.

## **HALLWAY PROCEDURES**

Walk in a single file line. No talking in the hall. Walk on the right side of the hall. Keep your hands at your sides. Face forward.

## **ASSEMBLY PROCEDURES**

Enter quietly. Follow the directions of the adults in charge. Show respect to presenters at all times. Wait to be dismissed. Leave quietly and orderly.

## **A.M. ARRIVAL PROCEDURES**

Enter the school quietly. Walk in the halls. Go straight to your classroom.

## **P.M. DISMISSAL PROCEDURES**

Make sure you have everything you need to take home packed in your backpack. Listen carefully to the announcements. No running or yelling in the hall. Go straight to your bus or to your pick-up spot. Be helpful to others and use good manners.

# **REPORT CARDS**

## **REPORT CARDS**

Report cards are sent home after each nine-week grading period.

Kindergarten Grading Scale  
Art, Music, & Physical Education

S+ Above Satisfactory

S Satisfactory  
S- Below Satisfactory  
U Unsatisfactory

Spelling, Reading, Language Arts, Math, Handwriting, Motor Development, Work Habits  
(Performance Scale)

Not yet progressing toward the standard  
Progressing toward the standard  
Meets the standard  
Exceeds the standard

CORPORATION GRADING SCALE

(Grading Scale for Grades 1-12)

		<u>Letter Grade</u>	<u>Percent</u>
A+	100		
		A	95-99
		A-	93-94
		B+	91-92
		B	87-90
		B-	83-86
		C+	80-82
		C	76-79
		C-	73-75
		D+	71-72
		D	68-70
		D-	66-67
	F		65 and below

Grading Scale for Grades 1-4  
Handwriting, Art, Music, & Physical Education

S+	Above Satisfactory	S	Satisfactory
		S-	Below Satisfactory
		U	Unsatisfactory

Grading Scale for Grades 1-3  
Social Studies and Science

S+	Above Satisfactory	S	Satisfactory
		S-	Below Satisfactory
		U	Unsatisfactory

Grading Scale for Grade 4  
Social Studies and Science  
(Corporation Grading Scale Applied)

**HONOR ROLL**

We encourage scholarship at McCordsville Elementary. Honor Roll recognition is for grades 4 and 5. There are two separate achievements:

HONOR ROLL - No C's, all A's and B's  
A HONOR ROLL - All A's

The School Board Scholar's Award will be given during the summer to all 4th and 5th grade students who made the A Honor Roll on both semester averages.

## **RIGHTS CONCERNING EDUCATIONAL RECORDS**

Educational records are governed by federal and state laws and regulations. The requirements of these laws and regulations are contained in School Board Policy #8330, entitled Educational Records. Generally, for elementary students, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. Parents have a right to examine their student's educational records at reasonable times.
3. Before educational records are disclosed to a third party, the school requires a signed and dated written consent of the parent or guardian.
4. Certain persons may examine educational records without a parent's or guardian's consent. These include school officials who have a legitimate educational interest, officials of another school or School Corporation where the student seeks to enroll, officials of another school or school corporation or other educational agency in which the student is enrolled or receiving services. This school corporation forwards educational records to these agencies without prior notification to the parent or eligible student.

## **RtI RESPONSE TO INSTRUCTION**

MVCSC is committed to providing high quality instruction to all students; therefore, we utilize a general education initiative called Response to Instruction. RtI represents a systematic method for evaluating the needs of all students and for fostering positive student outcomes through carefully selected and implemented interventions.

RtI is a framework that is to be used for every student in a school, from the low achieving to the high performing students, and everyone in between. This implies that high achieving students may be "at risk" by not reaching their full potential in a particular area. Thus, "at risk" is not a terminology that is used solely with students who are considered to be low performers; rather it is a term that may be applicable to any student. The IDOE (2009) defines all learners to include; low incidence students, high ability students, minority students, English language learners, children of poverty, students who may be disproportionately placed in special education, as well as those students who do not hold unique characteristics and perform at grade level in the regular classroom.

## **SERVING STUDENTS WITH SPECIAL NEEDS**

McCordsville Elementary offers a wide variety of programs to serve the special needs of many of our students. Each year extensive screening takes place to determine if students qualify for help in our Speech, Language, and Hearing Pathology, Multicategorical Resource Program (a pull-out program for learning disabilities and emotional handicaps), and our program for the visually impaired. We also offer special education preschool and programs for children with mild mental handicaps. Please contact the principal or Joint Services if you have questions about special education programs at McCordsville Elementary.

## **SPEECH AND LANGUAGE PATHOLOGIST**

Our school has a speech/language pathologist who identifies speech and hearing problems and provides services in the area of articulation, language comprehension, language expression, stuttering, and voice. McCordsville Elementary also has a preschool speech/language pathologist who evaluates and works with 3-5 year olds.

Hearing screening will be provided to all first and fourth grade students, all students new to our school district, and also any students referred by their teachers or parents. If you do not wish for your child's hearing to be screened, please provide a written statement to the school office.

## **STUDENT DRESS AND APPEARANCE**

McCordsville students are expected to dress in clean neat clothes worn in a manner that will not distract from the learning experience. Students are expected to adhere to health and safety standards in their mode of dress. Clothing and appearance that calls undue attention to a student and serves to disrupt the educational function and process of the school is considered inappropriate. Hats, scarves, visors, or other hat-like "head wear" should not be worn in the building. Footwear should not be overlooked. It should be comfortable and such that is easy to walk and run in during recess and physical education classes. For safety reasons, students should not wear open-heeled, loose fitting sandals (flip-flops) nor shoe skates (Heelies).

Mt. Vernon Community Schools strives to teach students good morals, appropriate decision making, and the dangers of alcohol, drug and tobacco usage. To endorse or tolerate school dress, which promotes negative values, would be counterproductive to the school goals. The following is a list of guidelines for student dress:

- Clothing with objectionable, offensive, obscene, or indecent language or drawing should not be worn.
- Clothing which advertises or promotes alcohol, sex, violence, drugs, tobacco, or any other inappropriate message for school, should not be worn.
- Apparel which is found to degrade, discriminate, or disrespect any individual or group is prohibited. Clothing of abbreviated and/or revealing style should not be worn, i.e. bare midriff, sleeveless baggy T-shirts, biker's shorts, tank tops which are revealing.
- Students should refrain from wearing warm weather clothing except during the months of August, September, April, and May.
- Shorts should only be worn during warm weather. We feel it is reasonable that a child's shorts be at least as long or longer than his or her fingertips when standing up straight. Short-shorts are not allowed.

## **STUDENT CODE OF CONDUCT**

### **STUDENT CONDUCT**

The student is responsible to the school for his/her actions from the time he/she leaves home in the morning until he/she returns home after school. Principal and teachers are expected to maintain discipline since they stand in place of the parents during the school day. Observance of the laws of good citizenship shall be required of all McCordsville Elementary students. Classroom aides, lunch aides, and school bus drivers have the same authority as a classroom teacher.

The behavior and conduct of students attending the Mt. Vernon Community School Corporation shall reflect the standards of good citizenship, high morality, self-discipline, and responsibility for one's own actions that should characterize all members of our democratic society. To this end, positive discipline is a necessary element and provides all students with a healthy learning environment. The Board of School Trustees of the Mt. Vernon Community School Corporation has declared certain student misconduct as grounds for suspension or expulsion from school. Said misconduct shall include, but not be limited to the following acts:

**A. Student Misconduct and/or Substantial Disobedience** - The grounds for suspension or expulsion listed below apply when a student is on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group. The grounds also apply if a student is off school grounds at a school activity, function, or event. And also while traveling to or from school or a school activity, function, or event; or during summer school.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking the entrance of exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property. For damage to school property, a fine may be assessed.
  3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
  5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
  6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon, including toy guns, knives, or similar objects.
  8. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
  9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
  12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

13. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. failing to tell the truth about any matter under investigation by school personnel;
  - f. possessing or using a laser pointer or similar device.
17. Possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
18. Possessing, using or transmitting on school grounds during school hours any tobacco products such as cigarettes, cigars, or chewing tobacco.
19. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

## **B. Bullying**

“No student shall bully another student on school grounds, immediately before, during, or 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. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student”.

## **C. Possessing a Firearm**

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under this rule:

Any weapon which will or is designed to or may readily be converted to expel

- a. a projectile by the action of an explosive
- b. the frame or receiver of any weapon described above
- c. any firearm muffler or firearm silencer
- d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
- e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- g. an antique firearm
- h. a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.

3. The penalty for possession of a firearm: Law enforcement will be contacted. The student will receive suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period.
4. The superintendent may reduce the length of the expulsion, if the circumstances warrant such reduction. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### **D. Possessing a Deadly Weapon**

No student shall possess, handle or transmit any deadly weapon on school property.

The following devices are considered to be deadly weapons as defined in IC 35-41-1-8:

a weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

The penalty for possession of a deadly weapon: suspension up to 10 days and expulsion from school for a period of up to one calendar year.

The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

#### **E. Unlawful Activity**

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

#### **F. Legal Settlement**

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

Violation of any of these rules of conduct could result in disciplinary action being taken against the offending student.

Such disciplinary actions could include, but are not limited to: conference with the student, parent conference, exclusion from class for up to five days, assignment of extra work, restriction of privileges, restriction of extra-curricular activities, detention, in-school suspension, Saturday school, out-of-school suspension, or expulsion.

Repeated violation of these rules could result in expulsion from school. Students who are suspended (in-school or out-of-school) are excluded from participating in or attending all school activities, on the day(s) that the suspension occurs.

#### **G. Sexual and other Forms of Harassment**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability. Incidents of suspected harassment should be reported to the child's teacher and/or the principal. Any student who has been found to have harassed a fellow student will be subject to discipline in accordance with law and the Code of Conduct.

Note: For further clarification of student conduct refer to policies included in section 500 of the Bylaws and Policies of the School Board.

## DUE PROCESS

All students attending McCordsville Elementary shall be afforded the right to due process regarding suspension, expulsions, and exclusions as outlined in House Enrolled Act No. 1279 as enacted by the General Assembly in 1995. Such right entitles the student and his/her parents to a hearing as outlined by the statute in the case of an expulsion or exclusion, which is a period of time exceeding ten days. A suspension shall be denying the student the right to attend school for a period of time up to ten (10) days. The Board of School Trustees of the Mt. Vernon Community School Corporation in conjunction with the Indiana Code have adopted and listed those reasons (section 5000, School Board Policy), which could result in the suspension, expulsion, or exclusion of a student from school.

## POSSIBLE DISCIPLINARY ACTIONS

**DETENTION** - Detention is used for relatively minor violations of school rules. Detention is a before or after-school study period. Students are supervised during detention by a teacher or administrator. Students are required to bring materials to read or study. Parents are to provide transportation.

**CORPORAL PUNISHMENT** – Corporal punishment may be administered in accordance with local procedures and Indiana law.

**SATURDAY SCHOOL** - The Saturday School program is offered by the school to keep students in school, and to provide study assistance and personal guidance. A staff member supervises Saturday School. Saturday School meets at Mt. Vernon Middle School from 8:00 a.m. until 11:00 a.m. It should be clearly understood that students face immediate out-of-school suspension, for up to ten days, if they are guilty of any of the following:

1. Being tardy to Saturday School. The main entrance of the Middle School is locked promptly at 8:00.
2. Failure to attend Saturday School.
3. Misconduct during Saturday School.
4. Failure to come to Saturday School fully prepared with books and supplies.
5. Failure to complete assignments during Saturday School.

**IN-SCHOOL SUSPENSION** – In-school suspension was created as an alternative to out-of-school suspension. If a student is assigned to in-school suspension, he or she is isolated from the rest of the students and is required to complete written assignments from each of his teachers. A school staff member supervises in-school suspension.

Students assigned to the in-school suspension are not allowed to participate in any sport or extra-curricular activities on the days they are assigned. All work done in in-school suspension may be turned in for a grade.

**OUT-OF-SCHOOL SUSPENSION** - Out-of-School Suspension is used where a student is guilty of a major violation of school rules or where a student is guilty of repeated violation of school rules. AN OUT-OF-SCHOOL SUSPENSION WILL RESULT IN THE STUDENT NOT BEING ALLOWED TO RECEIVE A GRADE FOR ANY OF THE WORK MISSED DURING THE SUSPENSION. However, students are still asked and encouraged to complete the make-up work and turn it in to their teacher(s).

**EXPULSION** – Expulsion is the removal of a student for a period of more than 10 school days. (See section titled Due Process, top of this page).

## STUDENT FUND-RAISING

Student fund raising by students in school, on school property, or at any school-sponsored event is permissible only when the profit there from is to be used for school purposes or for an activity connected with the schools. Fund raising by approved school organizations, whose funds are managed by the Corporation, may be permitted in school by the principal. Such fund raising off school grounds may be permitted by the superintendent.

Fund raising on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the superintendent. However, fund raising that disrupts the school program will not be permitted. Please contact the principal if you have any questions about student fund raising.

## STUDENT WITHDRAWAL

All students withdrawing from McCordsville Elementary are asked to notify the office several days before the last day of attendance. Books should be turned into the classroom teacher and the librarian. Depending on what time during the school year the student withdraws, a full or partial refund of book rental fees may be returned to the student.

## TELEPHONE

The telephone at McCordsville Elementary School is basically for official school business and emergencies. Parents may feel free to call the school; however, student use of the telephone is discouraged. The telephone number is (317) 336-7760. The FAX number is (317) 336-7765.

## TREATS

Candy and gum will not be allowed in the school except by special permission of the teacher. In conjunction with our wellness policy (see corporation website for details), sugary treats are discouraged. Please consider a class room donation or a \*healthy treat in lieu of cupcakes, cookies and candy. Check with your classroom teacher for suggestions.

### \*Healthy School Treat List

The following is a list of items that would be good for snacks/rewards. PLEASE CONSIDER **PEANUT AND OTHER ALLERGIES** BEFORE DISTRIBUTION.

Bakery items  $\leq$  2 oz, baked chips or popcorn  $\leq$  2oz, cereal bars  $\leq$  2oz, yogurt  $\leq$  8oz, fruit juice ices, low fat granola bars, water, 100 % fruit juice, fruit snacks, fresh fruit and vegetables, string cheese, chips & salsa, raisins, rice krispie treats, pretzels, dried fruit, graham/teddy/animal crackers, and 100 calorie snacks.

## **VOLUNTEER ORGANIZATIONS**

### **PARENT-TEACHER ORGANIZATION (P.T.O.)**

McCordsville Elementary is fortunate to have a very active and supportive Parent-Teacher Organization. The purpose of the P.T.O. is for parents, teachers, and the principals to work together for the benefit of our children. We encourage you to join the P.T.O. and become involved in the organization. Various activities throughout the school year are the responsibility of the P.T.O. and your help is greatly needed. We invite you to become an active P.T.O. member and/or to volunteer to help with a P.T.O. sponsored activities. You may call the school office for more information.

### **SCHOOL IMPROVEMENT COUNCIL**

McCordsville Elementary has a School Improvement Council consisting of parents, administrators, and teachers. This council meets throughout the school year to discuss concerns, share ideas, and plan school improvement. The meetings are open to the public and your input is welcome. Please check the school bulletin for meeting times and topics.

### **CORPORATION IMPROVEMENT COUNCIL**

The Mt. Vernon Community School Corporation also has a Corporation Improvement Council. These meetings are held throughout the school year at the Central Office and are open to the public. The agendas and minutes for these meetings are posted on our website.

## **WEATHER RELATED SCHOOL CLOSING OR DELAYS OF SCHOOL**

Sometimes the weather does not allow us to have school as planned. Our emergency alert system will notify you (see information on page 28). If you have a question about whether or not there will be school on a given day, please tune your radio to either WIBC, WENS (97.1 FM) or WZPL (99.5FM) or TV stations WISH, WXIN, WTHR or WRTV. An attempt is made to have the notice of school closing on the radio no later than 6:30 AM. Patrons seeking weather related school closing information SHOULD NOT call the schools, radio stations or the sheriff's department. The volume of calls becomes unbelievable and emergency matters cannot be attended to because the lines are tied up.

### **KINDERGARTEN ALTERNATE SCHEDULE FOR DELAY DAYS**

The plan is as follows when school is delayed: Morning kindergarten students will ride the bus to school at the delay time and will have class 11:30 a.m. Parents will pick up their A.M. kindergarten students at 11:30 a.m. on delay days.

Afternoon kindergarten students should be dropped off at school at 12:15 p.m. The P.M. kindergarten class will attend from 12:15 p.m. until 2:00 p.m. These students will ride the bus home as usual.

This plan is the same format as a regular day with a slightly shortened class time. Full day kindergarten will attend with grades 1-5 on the delay schedule.

## **EARLY DISMISSAL**

(Due to inclement weather or other emergency)

Some plans should be made for your child's care in case school should have to be dismissed early. Although we hope the situation will not arise, please make arrangements with a neighbor or a friend, and make sure that your child knows where he/she is to go should an early dismissal be necessary when you will not be home. We can not call parents to inform them that school is closing early. It is very important that you have made these arrangements in advance and have prepared your child.

## **EMERGENCY ALERT SYSTEM**

### **Emergency Alert System**

MVCSC has an automated communication system in place. In case of emergency or other situation warranting parent notification, the emergency alert system will automatically call the main contact numbers listed for the primary student address listed on their child's registration card. Therefore, it is critically important that parent provide the school with the correct and current telephone number for the primary notification. Emergency and school closing information can also be obtained from the MVCSC web-site at [www.mvcsc.k12.in.us](http://www.mvcsc.k12.in.us).

## **WHERE TO CALL FOR MORE INFORMATION**

Superintendent's Office	485-3100
Transportation	482-4123
Mt. Vernon High School	485-3131
Mt. Vernon Middle School	485-3160
Mt. Comfort Elementary	894-7667
McCordsville Elementary	336-7760
Fortville Elementary	485-3180
Hancock Madison Shelby Educational Services	462-9219