

***Orchard View Elementary School  
Student/Parent Policy/Procedures  
2017-2018***



***Home of the Eagles***

**MISSION STATEMENT**

**“The mission of Orchard View Elementary is to nurture all students in a safe environment with positive experiences that develop caring, responsible citizens and lifelong learners.”**

***Orchard View Elementary School***

***56734 Northridge Drive***

***Middlebury, IN 46540***

**Main line: (574)825-5405**

**Attendance: (574)822-5288**

**FAX: (574)825-5479**

***www.mcsin-k12.org***

Dear Parents of our OVE Students,

Welcome to Orchard View Elementary! The staff and I are excited about the upcoming school year. We hope that it will be both challenging and fun as you learn and grow academically and as an individual.

This handbook has been written to outline some important information regarding the people, programs, activities, and guidelines, which make OVE an outstanding and safe place for your children. It contains many items that will answer questions that you and your family might have about many of the procedures here at Orchard View Elementary. Please take some time to go over this handbook as a family.

We believe the educational process must be a shared responsibility between home and school, and that together we can achieve success for all of our students. We provide students with a safe, respectful school environment that is conducive to learning and strengthening the educational process. You can play an important role by reinforcing the academic expectations and procedures of OVE. By working together we can better achieve our mission statement.

I am looking forward to you having a great, successful year together!

Educationally Yours,

Mr. Josh Yoder  
Principal

## **MIDDLEBURY SCHOOL BOARD MEMBERS**

Mr. David Black  
Mr. Scott Miller  
Mrs. Joanna King  
Mr. Robert Souder  
Mr. Paul Gayler

## **MIDDLEBURY COMMUNITY SCHOOLS INFORMATION**

Middlebury Community Schools Administration Office  
56853 Northridge Drive  
Middlebury, IN 46540  
Phone: (574) 825-9425

Mrs. Jane Allen	Superintendent
Dr. Robby Goodman	Assistant Superintendent
Mr. Mark Snyder	Business Manager
Mrs. Delores Merrick	Director of Personnel
Jeffrey Palmer	Director of Buildings & Grounds
Michelle Willey	Director of Transportation
Mrs. Wendy Hite	Director of Elkhart County Special Education Cooperative

For any questions regarding other school personnel, use our corporation website: [www.mcsin-k12.org](http://www.mcsin-k12.org)

### **MISSION OF Middlebury Community Schools**

Public schools exist to transmit the culture and intellectual heritage of their society, and to equip the young for effective citizenship and economic competency. They were created by society through the governmental process. Thus, they are subject to the political process at the local, State, and national levels.

In keeping with this philosophy, the Board adopted the following mission statement:

*“The mission of the Middlebury Community Schools is to prepare our students to be lifelong learners and contributing citizens.”*

In order to support the mission of the Middlebury Community Schools, the community developed the following beliefs, statements of an organization's fundamental convictions, its values, and its character. They provide the bedrock upon which the organization commits itself to a specific mission and objectives.

We believe that:

- A. Learning is a life-long process.
- B. All students can learn and share in the responsibility for their own education.
- C. Education provides the means for students to develop and fulfill their vision.
- D. Students are entitled to a quality education that strives to meet their individual needs.
- E. Education promotes the development of the "whole person".
- F. Quality school personnel are essential in developing young minds.
- G. Homes and schools should provide stimulating learning experiences and encourage positive values.
- H. Education is a cooperative effort involving students, families, school personnel and the people of the community.
- I. The school and community must anticipate and prepare for change.

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**OVE OFFICE HOURS**

7:00 am to 3:30 pm

Please use these numbers to reach your child's teacher for non-emergency items, as you will receive their voice mail during the instructional day. Teachers do check their voicemail every day and will get back to you as soon as possible. Time sensitive issues should be relayed directly to the office at 825-5405.

# 2017-18 CALENDAR OF EVENTS

August 2	Fall Registration
August 2	Kindergarten Walk-In
August 7	Back to School Night – Grades K-3
August 9	First Day of School
August 17	Fall Picture Day (Geskus Photography)
September 4	Labor Day – No School
September 14	Picture Retakes
October 12	End of First Grading Period
October 17 and 19	Parent Teacher Conferences
October 20	No School
October 23	No School-Fall Break
November 17	Grandparent’s Day
November 22 - 24	Thanksgiving Vacation – No School
December 1	Tree Lighting Ceremony
December 14	3rd Grade Music Program (make-up date 12/21/2017)
December 22	End of Second Grading Period
Dec. 25 – Jan. 5	Christmas Break – Schools Closed
January 8	Teacher Records Day– No School
January 15	Martin Luther King, Jr. Day- No School (or snow make up)
February (TBA)	2nd Grade Giving Trip
February 15	1st Grade Music Program (make-up date 2/22/2018)
February 19	President’s Day (or snow make up day) – No School
February 23	Mobile Dentist
March 6	OVE Blood Drive
March 13	End of Third Grading Period
March 15	Parent/Teacher Conferences-Evening
March 16	No School
March 30	No School-Good Friday (or snow make up)
April 2 - 6	Spring Vacation– Schools Closed
April 27	No School (or snow make up)
April 19	Kindergarten Round-up 2016-17
May 10	Kindergarten Music Program
May 22 (rain date 5/23)	Field Day
May 24	DJ And Talent Show
May 24	Last Day for Students/End 4th Grading Per.

**ALL DATES ARE SUBJECT TO CHANGE. PLEASE CONTINUE TO CHECK OUR SCHOOL WEBSITE, FACEBOOK PAGE OR TWITTER FOR IMPORTANT UPDATES THROUGHOUT THE YEAR.**

<b>Position</b>	<b>Name</b>	<b>Extension</b>
Phone Prefix		<b>822-</b>
	OFFICE	825-5405
Principal	Yoder, Josh	5146
Secretary	Mast, Kim	5235
Bookkeeper	Bennett, Gini	5094
Nurse/ <b>Attendance*</b>	Oyer, Jane	5288
Kindergarten	Manly, Elizabeth	5113
Kindergarten	Schrock, Jessica	5160
Kindergarten	Mast, Abbie	5363
Kindergarten	McCarthy, Lynn	5278
1 <sup>st</sup> Grade	Schrock, Christi	5128
1 <sup>st</sup> Grade	Estep, Brianne	5381
1 <sup>st</sup> Grade	Gross, Cindy	5366
1 <sup>st</sup> Grade	Nickell, Kara	5192
2 <sup>nd</sup> Grade	Bickel, Sherry	5269
2 <sup>nd</sup> Grade	Miller, Holly	5276
2 <sup>nd</sup> Grade	Garber, Heidi	5108
2 <sup>nd</sup> Grade	Greider, Corey	5231
3 <sup>rd</sup> Grade	Burridge, Matt	5099
3 <sup>rd</sup> Grade	Cripe, Allyce	5373
3 <sup>rd</sup> Grade	Slabaugh, Emily	5183
3 <sup>rd</sup> Grade	Palmer, Lara	5289
Special Education Teacher	Campbell, Lisa	5271
Functional Skills Teacher	Sage, Penny	5293
ESL Teacher	Maloney, Marsha	5181
Art	Judd, Rachele	5339
Music	Nuyken, Patricia	5287
PE	Gillette, Jacob	5362
Counselor	<b>Lemmon, Eric</b>	5371
Speech Teacher	Marsh, Amanda	5299
Reading Assistant		1064
Library Assistant	Hooley, Annette	1070
Head Custodian	Etlund, Doug	5274
Cafeteria Manager	Miller, Marcia	5282



## PTO

<i>Officers:</i>	President	Jessica Hilary 574/320-6222
	Vice President	Jessica Alger
	Secretary	Janine Sievers
	Treasurer	Jenni Meyer 574/849-1467

The PTO will have activities for raising funds each year. The PTO holds various fundraisers such as Book Fairs, Auctions, etc. in order to help them better serve our students and families. The OVE PTO is always looking for volunteers to assist with various committees and help. We welcome your support.

### 2017-18 PTO Meeting Dates

Friday, August 18th 8:00 am  
Friday, September 15th 8:00 am  
Monday, October 16th 6:30 pm  
Friday, November 17th 8:00 am  
Friday, January 19th 8:00 am  
Friday, February 15th 8:00 am  
Monday, March 19th 6:30 pm  
Friday, April 20th 8:00 am  
Friday, May 18th 8:00 am

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## **\*OVE POLICY / PROCEDURES:**

### GENERAL SCHOOL POLICIES

Orchard View Elementary School is one of five elementary schools in the Middlebury Community School District. It operates under the rules, regulations, and policies established by the Board of School Trustees and by directive from the office of the Superintendent of Schools. Each school may have some variation in general administrative procedures to provide for differences that exist in various parts of the school district. Parent and student knowledge and understanding of school policies is important in helping make a satisfactory adjustment to the school community.

### TIME SCHEDULES: Monday, Tuesday, Thursday, and Friday

Breakfast eaters – only those eating breakfast may enter the building early (car riders at **7:20 or bus riders upon bus arrival**)

Bell	7:20	Earliest car riders may be dropped off to be supervised until entering the building
Bell	7:35	Earliest bus riders may enter the building (unless eating breakfast)
Bell	7:45	Tardy Bell, Announcements and National Anthem/Pledge
Bell	<b>2:00</b>	Car Rider Dismissal
Bell	<b>2:05</b>	Kindergarten Dismissal
Bell	<b>2:07</b>	Grades 1 - 2 Dismissal
Bell	<b>2:10</b>	Grade 3 Dismissal

### Recess and Lunch Schedule

1 <sup>st</sup>	Recess	10:25 – 10:50
	Lunch	10:50 – 11:15
2 <sup>nd</sup>	Recess	10:45 – 11:10
	Lunch	11:15 – 11:40
3 <sup>rd</sup>	Recess	11:15 – 11:40
	Lunch	11:40 – 12:05
Funct.	Recess	11:25 – 11:55
Skills	Lunch	11:55 – 12:20
K	Recess	11:35 – 12:00
	Lunch	12:05 – 12:30

### **Wednesday Arrival Schedule:** (lunch and Dismissal the same each day)

7:55 a.m.	Breakfast Drop-Off for Bus riders and drop off for Car riders to be supervised until bell
8:00 a.m.	Students May Enter Building
8:10 a.m.	Classes Begin/Tardy Bell

## **\*GENERAL PARENT INFORMATION AND VISITOR POLICY**

### **EMERGENCY INFORMATION**

Anytime throughout the year when emergency information changes in your family, **please call or write the school office with the updated information**, i.e., cell phone numbers, place of employment, new telephone numbers, new addresses, sitter change, etc. You can also update this information online using your PowerSchool parent access account. Proof of residency will be required for ALL new addresses.

### **SAFE BUILDING**

At Orchard View, we believe the children's safety is paramount. We have a procedure in place for dealing with most all disasters. We have consulted legal authorities and taken logical and reasonable steps in setting up these plans to ensure the children's well-being. We have in place a system where all doors to the building are locked. All visitors will buzz in and through an intercom; indicating your name and the reason for the visit. Anyone coming to the front doors will also be seen by office staff through closed circuit monitoring. When you do visit, please be sure to still check in and receive your visitor's badge. You will be politely questioned in the hallway if you do not have a visitors badge and asked to return to the office to sign in and receive a badge. We have implemented this system to make our building as safe as possible for your child and we appreciate your help and patience in making our facility safe as we implement this system.

## **SIGN-OUT PROCEDURES**

1. If a student needs to leave during the school day, the parent must come to the office. The child will be called to the office after the parent signs him/her out. Parents are requested to notify the office in advance when possible.
2. Parents may not go directly to the classroom when picking up a student for an appointment. This is for the protection of your child and to limit the disruptions to the learning environment.

## **PARENTS VISITORS**

Parents are welcome to visit classrooms and attend assemblies, special programs or classroom parties. Any parent volunteering must have a background check on file for the current school year. Teachers always appreciate knowing when visitors will be coming, just as parents appreciate knowing when they will have company at home or at their place of business. **Please arrange a time to visit in advance with the teacher if you wish to visit.** All visitors must sign in and out at the office and wear a 'Visitor's ID'. We ask that younger siblings not come along on the visit.

## **PARENT CLASSROOM HELPERS**

While we promote and welcome your involvement with your child and teachers as parent volunteers, it is ultimately up to the teacher if they wish to have parent volunteers in the classroom. As a parent, if you plan to attend field trips, attend classroom parties or volunteer in the classroom at all during the school year, you must complete a background check prior to the visit. It is suggested that you complete this at the beginning of the year in case the need arises you'll be cleared to participate. This check needs to be completed each year your child is a student at MCS.

## **PARENT NEWSLETTERS & ANNOUNCEMENTS**

School newsletters, notifications, and certain announcements will be emailed to you. If you do not have email, a paper copy will be sent home. Please make sure that we have your current email address at all times. Visit our website at [www.mcsin-k12.org/ove](http://www.mcsin-k12.org/ove) to view our latest newsletters. You can also follow us on Facebook and Twitter for important news and updates.

## **BIRTHDAY INFORMATION**

Each student will have their name read on the morning announcements for their birthday and they will be invited to the office to select a free book and birthday pencil. As a reminder to Parents, **party invitations are not permitted to be passed out at school.** Each student is given an all school directory that Parents can use to contact other families regarding Birthday parties etc. **Balloons, flowers, stuffed animals that are delivered to the school DO NOT get forwarded to classrooms and cannot be taken home on the bus.** Parents will be called to pick them up after school.

## **PARTIES**

Classroom parties are very special to children. Teachers will contact parents regarding classroom parties which could consist of Christmas, Valentines, birthdays or other. Volunteers will need to have a background check on file for the current school year prior to volunteering. The Teacher will notify you of their birthday party policy. Please refer to your child's teacher for procedure for these special days. **\*We welcome and encourage the supplying of healthy treats and making sure you are aware of possible food allergies within that particular classroom.**

\*OVE also provides birthday treat options available for purchase through the cafeteria. (\$2.00 per treat bag) Please contact the office for details.

## **FIELD TRIP POLICY**

Teachers will do their best to invite as many parents to help chaperone during the few field trips each grade level will take throughout the school year. All parents chaperoning the field trips must have background checks completed with MCS. Please understand that we cannot accommodate all requests. **Younger or older siblings may not come on any field trip you have been selected to help chaperone.** Parents not selected to chaperone a particular trip are strongly discouraged from just “showing up” on their own at the trip as this does not mean you will be able to accompany your child. We are fortunate to have many parents who want to help and in fairness to all we do need to rotate the parents who want to chaperones in order to give the opportunity to chaperon to as many parents as possible.

Field trips are an integral part of the educational experiences and are designed to be educational and linked to the curriculum being studied. The trips are also designed to be fun and provide students with opportunities they may not otherwise experience.

### **Parents joining the field trips should be aware of the following procedures:**

- Adults must refrain from cell phone use while they in charge of the direct supervision of a group of students on a field trip.
- Adults must refrain from smoking for the duration of the trip.
- Adults must comply with the same school rules, procedures, dress, and other policies as their child.
- Adults who are participating in the study trip experience are expected to ride the bus with students.

### **TWO HOUR DELAY INFORMATION**

If there is a two-hour delay on a Monday, Tuesday, Thursday or Friday the buses will run two hours later than normal and the tardy bell will ring at 9:45. If the two-hour delay is on a Wednesday the buses will run just as if it were a Monday, Tuesday, Thursday or Friday and the tardy bell will ring at 9:45 on that day as well. This means that the twenty-minute delay does not apply when we are under a two-hour delay. Please see below for the start times for a Wednesday in the event there is a two hour delay.

If there is a 2 hour delay on a **Wednesday**, the start time of class for Orchard View will be **9:45 a.m.**

## **\*IMPORTANT TRANSPORTATION INFORMATION\***

### **\*\*\* NO MORE ALTERNATE BUS STOPS \*\*\***

As you may have heard, Middlebury Community Schools is struggling with finding enough bus drivers to run our bus routes. Other neighboring districts have the same problem and they have had to increase walk zones to a mile and even 2 miles. We do not want to go to that extreme until we have exhausted every other option. Beginning in the 2017-18 school year, Middlebury Community Schools will no longer allow students to have an alternate bus stop. All students will only be allowed 1 bus stop for the AM route and 1 bus stop for the PM route for the whole school year. Parents will have to determine 1 AM pick up point and 1 PM drop off point that will be used all year long. If an issue arises during the school day, a parent’s only other option will be to pick up their child from the school.

## **BOYS AND GIRLS CLUB OF MIDDLEBURY & KIDS CARE PROGRAM**

This program provides after-school child care for the students at Middlebury Community Schools who are in 1<sup>st</sup> grade and up. They also have a program called Kids Care which provides before and after school care for students in K-5. For information call the Boys and Girls Club at 825-0873 or the Kids Care program at 574-534-5933 ext. 206.

## **DROP OFF AND PICK UP PROCEDURES**

Please do not park in parking spots reserved for the handicap. Do not do this even for a few minutes as it is illegal and needed for those visitors at our building.

**Please take the few extra minutes and follow the procedures outlined below.**

1. When you bring your child to school or pick him/her up, please use the south entrance, following the cars around the lot and along the curb **pulling forward as the line moves.**

### **Children should enter and exit your car from the curbside only.**

**For safety reasons, please do not pull up in front of the building, on the west side where the buses are lined up. Please do not drop off your child at the front entrance in the morning or pick up from here in the afternoon; as these spaces are for the buses only. Those who do this will be politely reminded about needing to drop off and pick up from the south entrance. Thank you for your cooperation.**

2. Students that are car riders being **dropped off in the morning**, may arrive and be dropped off as early as 7:25 am- there are supervisors there at that time to watch students until the 7:35 bell (unless they are eating breakfast-then they'll proceed to the cafeteria to be supervised there also.) Run the halls students leave at regular dismissal times.
3. When picking up students **after school**, we ask that you observe the following safety procedures:
  - ✓ Form a "curb lane" all the way to the far West end of our sidewalk
  - ✓ Students that are car riders will be dismissed from their classes at 2:00 pm
  - ✓ Students will be seated, weather permitting, or stand in boy/girl line until their car pulls up along the sidewalk area. At that time, the supervisors will check to make sure the correct student is to be a car rider and dismiss the student(s) to the proper car. This is a safety precaution that we take seriously with hope that you appreciate that protocol.
  - ✓ Form a "single lane" along the sidewalk when picking up your child-- Forming two lines dangerously forces children to walk between parked cars
  - ✓ Do not come inside to pick up your child while your car is parked in the "curb lane"
  - ✓ **Children should enter your car from the curbside only**
  - ✓ **Please be prompt, as we cannot provide adult supervision after 2:15. If you have not arrived to pick up your child by 2:15 all students will be taken to the office. Parents will then need to come to the office to pick up students and sign them out.**

## **BUS RULES**

Pleasant, safe, efficient and punctual transportation requires the understanding and cooperation of

parents, students, drivers and administration. It is necessary to have specific rules. These are also posted in all buses.

**A. BOARDING THE BUS**

1. Be at bus stop on time.
2. Do not destroy surrounding property.
3. Line up in orderly fashion.
4. Allow bus to come to full stop before boarding.
5. Always walk in front of the bus to load.

**B. RIDING THE BUS**

1. Be seated properly and remain seated in a forward position.
2. Keep all parts of the body inside the windows.
3. Talk quietly and do not use profanity or sexually explicit language.
4. Listen respectfully and obey instructions given by the bus driver for safety of all passengers.
5. No eating, drinking, drugs, alcohol, firearms, or articles causing injury to another are allowed.
6. Any damage to bus property is the financial responsibility of the student.

**C. UNLOADING**

1. Remain seated until bus comes to a stop
2. Unload from front to back alternating sides without crowding.
3. Stay six feet away from the side of the bus.
4. Always go around to the front of the bus (never behind) when crossing the road.

**CLOSING INFORMATION for SCHOOL CLOSINGS OR DELAYS**

In the case of an emergency, which may cause the schools to be closed or delayed, all local radio and television stations (see list below) will be notified. If there is bad weather, please use these sources for the most up-to-date information. **Do not call the school or the administration office.**

WSJV	WZOW (FM 97.7)	WTRC (AM 1340)
WSBT	WKAM (AM 1460)	WLDE (FM 101.7)
WNDU	WVPE (FM 88.1)	WLEG (FM 102.7)
WHME (FM 103.1)	WFRN (AM 1270 and FM 104.7)	U93 (FM 92.9)

You should also be able to receive school delay/closing information at our web site [www.mcsin-k12.org](http://www.mcsin-k12.org). **Middlebury Community Schools' automated phone system will also call you to let you know of any delays or cancellations.**

**ATTENDANCE EXPECTATIONS**

For maximum success in school, regular attendance is important. Student attendance at school is the primary responsibility of the parent/legal guardian and student. Your cooperation regarding the regular attendance of your child is urged and needed.

If a student is absent:

- The parent or guardian ***must*** call the school attendance line at **574-822-5288** or email the nurse at [oyerj@mcsin-k12.org](mailto:oyerj@mcsin-k12.org) before 7:45 A.M. Messages regarding absences can be left on the school attendance line voicemail at any time day or night. Please leave the student's name, teacher's name, and the reason for his/her absence.
- Parents may be contacted at home or work if the school has not received a call.

### **Planned Vacations**

Please fill out the “**Notice of Vacation**” form on our school website prior to your vacation so we can update your child’s attendance and notify the Teacher and Bus Drivers of their absence.

### **Excused Absences**

According to Indiana Code and School Board Policy 5200, the following reasons for absence are considered excused:

- Illness, verified by a note from a parent or doctor
- Recovery from accident
- Required court attendance
- Professional appointments – Parents are encouraged to schedule necessary appointments during non-school hours.
- Death in the immediate family or of a relative
- Observance of a bona fide religious holiday
- Such other good cause as may be acceptable to the Superintendent or permitted by law

### **Unexcused Absences (Absences of Concern)**

An unexcused absence is any absence not covered under the definition of excused absence or an exemption to compulsory attendance. Out of school suspension is not considered an unexcused absence.

### **Habitual Absences**

An attendance update will be mailed home after a student has accumulated 4 or more absences of concern. If absences of concern reach a total of 7 days, it may be necessary to meet with an administrator to discuss attendance concerns. At that time, a plan will be developed to assist in meeting the student’s needs. After eight days of unexcused absence, a student may be considered habitually truant. Be aware that continued unexcused absences may necessitate a referral to the Probation Office or the Office of Family and Children. (Please see the Elkhart County Attendance Policy on the next page.)

### **Tardies**

It is crucial for each student to be in their classroom on time each day for beginning routines, instruction and relationship building. Please make every effort to make sure your child is on time to school each day. When excessive tardies occur within each 9-weeks, a conference with the principal and the parent will occur.

## **ELKHART COUNTY ATTENDANCE POLICY**

“Absence of concern” will include all trancies, non-verified absences, unexcused absences, and absences that are a concern to the school principal/ designee. Students who accumulate absences of concern in a twelve month period in any Elkhart County School will proceed through the following levels and may also be subjected to disciplinary consequences.

### **LEVEL 1 FORMAL NOTIFICATION TO PARENTS**

If student accumulates four (4) absences of concern, the parents/guardians will be formally notified by letter. Upon receipt of this letter, it becomes the responsibility of the parents/ guardians to contact the school to discuss the attendance of his or her student.

### **LEVEL 2 LEGAL NOTICE**

If student accumulates three (3) additional absences of concern, a legal notice will be sent or given to the parents/guardians.

### **LEVEL 3 CONTINUING ABSENCES OF CONCERN**

If student continues to accumulate absences of concern, a hearing officer assigned by the school will meet with the parents/guardians, student, and school official, and a written summary with recommendations to the parents/guardians, student and school will be provided. Failure to attend the hearing will result in advancement to Level 4.

### **LEVEL 4 MANDATORY INTERVENTIONS**

If student continues to accumulate absences of concern, a hearing officer assigned by the school will meet with the parents/ guardians, student, and school official, and mandatory interventions will be assigned. The parents/guardians and school representative will receive written notification of interventions at that time. Failure to comply with the interventions will result in advancement to Level 5.

### **LEVEL 5 REFERRAL TO PROBATION AND DCS**

If student continues to accumulate absences of concern, the school will file a violation of legal notice with Juvenile Probation, the Department of Child Services, or the Prosecuting Attorney's Office. The Prosecutor has the option of charging the parents/guardians with educational neglect or the student with truancy.

### **BOOK RENTAL**

In Indiana, it is the parents' responsibility to pay rental to the school for the use of books and some supplies throughout the school year. Book rental payments are due **early September**. A receipt will be issued. All checks should be made *payable to ORCHARD VIEW ELEMENTARY*. You can also pay your book rental and lunch money online through Mealtime Online. Contact the office for your child's student ID# and sign up online at [www.mymealtime.com](http://www.mymealtime.com). Book rental for **Grades K-3 is \$112.00**.

**You can write one check for multiple students as long as you write a separate check for book rental and a separate check for lunches payable to ORCHARD VIEW ELEMENTARY**

### **\*CAFETERIA:**

#### **BREAKFAST INFORMATION**

School bus drivers will dismiss any student who wishes to eat breakfast as soon as the bus arrives. Those students who are not eating breakfast will remain on the bus until the regular 7:35 bell. Breakfast is available to any child attending Orchard View / Middlebury Community Schools.

**Money for the breakfast program should be deposited into your student's current lunch account, as the cost for the breakfast will be pulled from this account.**



Breakfast menus will be published along with the lunch menus on a monthly basis. Menus can be viewed at the Orchard View web site [www.mcsin-k12.org](http://www.mcsin-k12.org).

Those students desiring to eat breakfast, who do not ride the bus to school, should enter at the kindergarten doors (south entrance) and arrive no later than by 7:30.

**Parents – please communicate to your child each morning if they will be eating breakfast that day. Students not eating breakfast will not be allowed off the buses or dropped off early to enter.**

### **LUNCH PROGRAM INFORMATION**

Mrs. Bennett, our bookkeeper, goes to each room in the morning to collect lunch money.

<b>Daily.....\$2.15</b>	<b>Milk..... \$ .60</b>
<b>Weekly.....\$10.75</b>	<b>Breakfast (students).... \$1.50</b>
<b>Semester I.....\$197.80</b>	<b>Semester II.....\$189.20</b>
<b>Breakfast (adults).....\$1.85</b>	<b>Lunch (adults).....\$3.50</b>

2. We are encouraging parents to send their child's lunch money to school in an envelope with your child's name & teacher on it. We strongly encourage you to deposit money into your child's Meal Time Account at OVE for more than each week. It is easier to monitor for your child and the school. When accounts get low, the school will send notification home to send more money.
3. **A reminder to parents** receiving free or reduced lunches - if you choose to send a sack lunch with your child and you want them to receive milk, it is necessary for them to purchase milk at \$.60 per carton. (The milk is not free to these children.) The cost of a reduced breakfast is \$.30 and lunch is \$.40.
4. ***Lunches may not be charged. Students must pay before eating.*** There are some programs available to assist in paying for meals when there is need. For information, contact Mrs. Bennett at 822-5094.
5. Our lunch staff does a great job of providing our children with a variety of fun themes throughout the year. Additionally, they do well at offering a variety of menus to help them enjoy the nutritious meals at lunch time. We hope you will encourage your child to try new things as they appear on the menus.
6. Birthdays are celebrated by your child's lunch served on a 'red tray' with a birthday cookie.
7. We extend an invitation to parents and grandparents to eat with the students anytime. Adult lunches (\$3.50) should be paid in the office before eating.
8. **Seconds** – are offered based upon there being enough time, availability of food, parents' wishes as it costs extra money and the overall nutritional needs. Students can purchase additional milk, fruit or vegetables daily. We do not ever allow seconds on dessert items.

**If parents do not wish to have their child purchase seconds of any kind please make sure you communicate this to us by calling Mrs. Bennett at 822-5094 as it becomes an impossible task to monitor over 300 students unless we have been notified by the parent.**

### **EATING LUNCH WITH YOUR CHILD**

In accordance with the Middlebury Community Schools District Wellness Policy, visitors to any of the cafeterias in Middlebury Community Schools are not allowed to bring in outside food such as McDonald's, Taco Bell, Dairy Queen, Subway, pop style drinks, etc. and eat in the cafeteria with their child.

Parents are encouraged to either bring a lunch from home or eat the school lunch with their child when visiting. If a parent does not bring an outside lunch for the student then they will be directed to a different area of the building, such as the office conference room, classroom, etc.

## **CODE OF CONDUCT**

### **MIDDLEBURY COMMUNITY SCHOOLS**

The Superintendent, Principal, administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior that is reasonably desirable or necessary to help any student to further school purposes or to prevent an interference therewith. This action includes matters such as counseling with a student or group of students, conferences with a parent or group of parents, assigning students additional work, rearranging class schedules, requiring a student to remain after regular school hours to complete school work, or restriction of extra-curricular activities.

### **DISCIPLINE**

The staff at Orchard View Elementary School has high expectations for all of our students in the areas of discipline. We approach any discipline problem or concern with a positive attitude. An attitude that believes, "all children are good children, some make good choices and some make bad choices, but it does not make bad children." We encourage and recognize students who contribute to our positive school environment through our 'Eagle Cash' system where students can earn cash for life skills exhibited. This cash is used to 'purchase' items in our 'Eagle Store' and earn such things as ice cream parties. We promote and reward students for exhibiting Life Skills here at Orchard View and expect students to exhibit these skills indicated below:

Classroom teachers establish their own expectations for student behavior within their classroom and there are school-wide expectations established for all other areas on the school grounds. This includes the halls, restrooms, lunchroom, playground, riding a school bus, and other areas.

If a staff member sends a student to the office, either the staff member or Mr. Yoder will confer with the student and contact the parent/guardian, if warranted, depending upon the nature of the incident and frequency. Discipline steps will be progressive when necessary.

Our goal is to provide a safe and orderly environment for teaching and learning. Students are taught to be self-disciplined and responsible for their own behavior and academic learning.

Please refer to "*The Messenger*" for "Rules of Conduct for Students of MCS."

## **BEHAVIORAL EXPECTATIONS:**

### **Unacceptable Behaviors:**

The following behaviors are not acceptable at any time:

- ✓ Possession, use, or distribution of weapons, drugs, tobacco, or alcoholic beverages\*
- ✓ Fighting and/or any other aggressive physical behavior
- ✓ Verbal or written threats, intimidation, and bullying
- ✓ Inappropriate language or gestures
- ✓ Stealing
- ✓ Defacing or destroying personal or public property
- ✓ Disrupting the learning of other students
- ✓ Insubordination and disrespect

### **Consequences:**

Our goal is to have students take responsibility for their own behavior. While there will be consequences for any student choosing to act in inappropriate ways, our focus will be to help and support a change in behavior. No physical punishment will be used.

Consequences will be based on the severity of the behavior and/or accumulation of other inappropriate behaviors and may include:

- ✓ Verbal warning
- ✓ Recess
- ✓ In-school suspension
- ✓ Out of school suspension\*\*
- ✓ Expulsion\*\*

\* Violation will result in an immediate suspension and/or expulsion in accordance with state and federal laws and the policies of the Middlebury Community School Corporation.

\*\* Students can be suspended or expelled for unlawful conduct off school property that can reasonably be considered an interference with school purposes or an educational function.

### **CHRONIC/SEVERE MISBEHAVIOR**

If a student establishes a consistent pattern (3 – 5 incidents) of committing one or more offenses on a regular basis, he/she shall be subject to the following actions:

- ✓ The teacher shall initiate a conference involving the student, parent/guardian, and principal.
- ✓ A behavior plan will be developed.
- ✓ In severe cases, suspension from school will be considered.

### **DISCIPLINE THREATS**

With all of the things that have happened in recent years in our nation's schools, we have been alerted to investigate and deal in a straightforward manner with any threat (even if students are playing and say such things as "I'm going to kill you, pretend to shoot one another, or other variations.). Often this language to children may not seem real; we must now treat these as seriously. Even though in most cases these are no more than idle threats, we want to make sure that our children don't use these words in their vocabulary, which may make others feel threatened or afraid of that student or others. Please help us by not permitting this kind of talk, even in a joking way, around the house. For, when it happens at school or on the bus, it will be investigated and dealt with as a serious offense, **which can often lead to an In-School Suspension or an Out of School Suspension.**

# **\*OLWEUS NO BULLY PROGRAM**

## **OLWEUS BULLY PREVENTION RULES**

1. I will not bully others
2. We will help students who are bullied
3. We will include students who are left out
4. If somebody is being bullied, we will tell an adult at school and an adult at home

## **DEFINITION OF BULLYING – RIP**

**R = REPEATED.** The bullying happens over and over again.

**I = INTENDED.** The bullying happens on purpose. They mean to bully you.

**P = POWER IMBALANCE.** The bullying creates a power imbalance causing one child to feel very small and powerless.

## **OLWEUS CONSEQUENCES FOR BULLYING BEHAVIORS**

### Step 1\*:

**Verbal Warning given by the teacher.** Specific bullying behavior(s) that the student is demonstrating will be discussed. Teacher to forward specifics to Mr. Yoder, the principal, and he will fill out the appropriate items in Power School so the incident is tracked and stored in the student's records. Parent(s) will be contacted by the teacher.

### Step 2\*:

**A meeting with Mr. Yoder and Mr. Lemmon, counselor.** Parents will be contacted by the student OR by Mr. Yoder. Additional consequences may be implemented as needed such as verbal/written apology, loss of privileges, etc. This will be documented in writing and stored in the student's records

### Step 3\*:

**Lunch Detention.** Parents will be contacted by Mr. Yoder The student will stay inside for lunch/recess and eat lunch in the office. While in the office, the student will write a note explaining what he/she did and a specific plan to improve his/her behavior. This will be documented in writing and stored in the student's records and a copy sent home.

### Step 4\*:

**In School Suspension.** Parents will be contacted by Mr. Yoder and a meeting will be set with the parents and the student. A plan will be created to assist the student in making better choices. This will be documented in writing and stored in the student's records.

### Step 5\*:

**Out of School Suspension.** Parents will be contacted by Mr. Yoder. A meeting will be set with the parents and the student before returning to school. The student will be suspended for the appropriate number of days depending on the severity of the behavior. This will be documented in writing and stored in the student's records.

*\* Consequences will be based on the severity of the bullying behavior and/or accumulation of other bullying behaviors. Due to the nature of the incident all steps may not be utilized and Mr. Yoder reserves the right to adjust as needed.*

## **SELLING BY STUDENTS**

Students may not sell, buy, or trade items at school or on the bus unless it's a school sponsored fund raiser or event.

## **ELECTRONICS, CELL PHONES, AND TOYS**

Electronic devices are discouraged. These items include, but are not limited to, Cell phones, iPods, Nintendo DS's, etc. Orchard View Elementary is not responsible for items that are lost, stolen, or damaged on the bus or at school. Once at school, items must remain turned off and in a student's book bag in his/her lockers at all times. These items can cause a distraction to the learning environment. A classroom teacher may make an exception during field trips and/or special classroom events.

- Cell phones are not encouraged on school grounds, including school buses. Orchard View encourages students to leave cell phones at home as access to phones at school is available through the classroom teacher when needed. Students who bring cell phones to school must keep them concealed in their backpack and turned off at all times. This pertains to School Board Policy #5136.
- *Toy weapons are not allowed at any time. (Toy guns, knives, sling shots etc.)*

## **FUND RAISER**

Orchard View Elementary has various fundraisers. The profits from these fundraisers are divided primarily between the Student Activities Accounts. Some of the kinds of things for which these monies are usually used are Assembly Programs, field trips (in addition to PTO support), supplies for classrooms intended specifically for student usage, Music Program expenses, Playground Equipment, Student Ribbons and/or certificates, classroom library books, Eagle Store, various incentives, etc. It is obvious that we get a "lot of mileage" for the children from these fundraisers and all the profits always go back into the school for the purpose of benefiting our students

## **CURRICULUM AND INSTRUCTION**

Orchard View's instruction is based on our beliefs as professional educators. We believe...

- Successful schooling is a shared responsibility of parents, students, staff, and community.
- Children learn in a caring, safe & orderly environment where respect and high standards are the norm
- All children can learn and should be challenged to achieve at their highest potential.
- Education should be a lifelong adventure that instills a love of learning.
- Curriculum and instruction should be relevant and connect learning with real life experiences.

The Indiana State Standards, which are subject-specific at each grade level, guide all curriculum and instructional decisions.

## **GRADING AND REPORT CARDS**

In grades K-3, a report card is sent home each nine weeks. Reporting practices try to serve two basic purposes: (1) to motivate and encourage students, and (2) to keep parents and students adequately informed of student progress and effort. No grading system is totally effective at achieving these goals. We believe, however, that the recently developed standards based report cards we use, combined with parent-teacher conferences, are quite effective. We hope that the amount of effort and learning that happens will be more important to students and parents than the actual grades.

## **SCHOOL RECORDS**

A complete record is maintained beginning in Kindergarten and continuing through the child's entire school experience. All academic grades, test scores, health records, personal data, and citizenship records, are a part of this folder. These records are available for parent review. If you desire to see your child's record, please call the office for an appointment. To keep these important records accurate and updated, we ask for your cooperation when forms requesting pupil information are sent home to be completed.

## **STANDARDIZED TESTING PROGRAM:**

A standardized testing program is used to facilitate an objective evaluation of each child's general aptitude, achievement, and progress. This will assist the teacher in providing a more adequate program of instruction. Third grade students take ISTEP+ and IREAD. All K-3 students will take NWEA tests to monitor academic growth.

## **EXPLORE** (*Expanding Potential and Learning Opportunities through Resources and Experience*)

This is a High Ability program available to qualifying students. In the spring of each year, parents are given an opportunity to nominate their child by sending a note to the school. Students are identified for EXPLORE through achievement test scores, school ability scores, and teacher evaluations. Any questions about this program may be directed to the school or Mrs. Cathy Morgan, EXPLORE Coordinator, at 825-9425.

## **\*HEALTH AND WELLNESS**

### **DRESS AND GROOMING** (*See the full school board policy #5511 on the MCS website*)

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

There are many times when students will be required to wear coats and jackets out at recess. As a guideline, we request that students should wear a jacket of some sort, when the weather is below **60 degrees**. Our policy at Orchard View is that children may wear shorts **during the warmer weather**.

We ask that children **not wear short shorts or tight shorts of the "biker" type. Also, students may wear tank tops without spaghetti straps.** We also discourage flip-flop types of shoes, as they are not suitable for gym class or outside recess activities. During the winter months students will be expected to wear coats while outside at recess. We wish to keep all students healthy and present for educational purposes. There may be times that students will be asked to change or wear something from the nurse's office or parents bring in clothes, so that they are dressed appropriately for the weather or the classroom.

### **COLD WEATHER NOTES**

- ✓ We like for our students to be able to get fresh air during each school day; however, sometimes it is too cold to go out. Our guidelines for staying inside for recess are 15 degrees or colder with the wind chill.
- ✓ Please make certain that your child is dressed appropriately for the weather.
- ✓ During winter weather, students need boots and snow pants to play in the snow.

### **NURSE/CLINIC INFORMATION**

A number of our students need medications while at school. All medication, either prescription or over-the-counter, must be kept in the clinic and dispensed either by the school nurse or her designee. **Prescription medication can only be given out if the medication form is filled out in full by the child's doctor and by the parent.** When having prescriptions filled, it is helpful to request from the pharmacist a duplicate bottle so that we can keep one bottle at school while you keep the other one at home. **Medication will not be given out unless it is in its original container.** **Nonprescription medication can only be given if the student's parent fills out the release on the back page of the enrollment form.** You are welcome to bring in medication from home such as chewable Tylenol, antacids, and cough medicine or drops. All medication must be brought in its original container. Our clinic stocks Tylenol, ibuprofen, and Benadryl for our students if they become ill while at school and they do not have medication from home.

If your child becomes ill at school, we will contact you to pick him/her up. Please be thorough in keeping your contact information up to date by completing the online demographic updates through PowerSchool parent including work numbers, and emergency phone numbers of other persons we can call if we are not able to contact you. Please check permission for non RX medicines as well. If you are unable to update this information online, please contact the office and we will give you a paper enrollment form to update. Medical information can also be updated online through PowerSchool parent using a link to the CareDox website by clicking on the arrow button at the top right corner. This information will be kept confidential and will only be seen by the School Nurse and office staff.

**Do not send your child to school if he/she is running a fever over 100 degrees or if he/she was sick the night before. When your child has a fever over 100 degrees, upset stomach/vomiting or diarrhea, keep him/her home where you can give the care needed and notify the Nurse's office of illness. If you send your child to school and they have had a fever within the last 24 hours, they will be sent home. Your child needs to be fever free (temperature below 100 without medication). If they have diarrhea or are/have vomited at home or school they cannot return to school for 24 hours.**

By keeping children home to fully recuperate, we can decrease the duration of the illness and decrease the spread of flu and colds to other students. If your child is not able to come to school, please contact the office as soon as possible. We cannot excuse your child due to illness unless we receive a message from you.

## **ACCIDENTS WHILE AT SCHOOL**

If your child is injured at school, we will make him/her comfortable and provide care in accordance with standing orders as provided by the Elkhart County Health Officer. If there is any question about the seriousness of an injury, we will attempt to contact the parent and arrange for the child to be taken home or to seek further medical evaluation. *It is, therefore, critical that we have current emergency phone numbers for all students.*

## **HEADLICE**

Head lice are always a possibility in any family. We encourage parents to do head checks on all family members throughout the school year. The school nurse will do individual head checks as needed. Middlebury Community Schools has a “no live lice” policy. If a student is found to have lice or nits, the parent will be notified and the student may not return to school until the lice are removed. Upon returning to school, parents will need to accompany their student to the school to be checked & cleared by the nurse before returning to the classroom. Instructional pamphlets and information are available from your school nurse for lice treatment.

## **IMMUNIZATION POLICY**

Indiana Code 20-8.1-7-10.1, Sec. 10.1 (a) states “Each school shall require the parents of a child who has enrolled in the school to furnish no later than the first day of school a written statement of the child’s immunization.” It goes on to say in Sec. 10.1 (c), “A child may not be permitted to attend school beyond the first day of school without furnishing this written statement, **unless**: (1) the school gives the parents of the child a waiver.” The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) days.

We offer that 20-day waiver period for all students transferring to Middlebury Community Schools from another school corporation. Those students who are enrolling in school for the first time (as in those who have been home schooled) may enroll but must provide immunizations before starting school. If no immunizations are available, parents must provide an appointment date and time that can be checked by the nurse before the students are allowed to attend. Students will be allowed to continue attending school as long as the appointments are kept. When immunizations are provided, but not current, a written statement and a time schedule for the completion of the remainder of the immunizations must accompany the immunizations. As long as the student keeps scheduled appointments, they may continue to attend school.

## **DOCTOR’S NOTE**

If your child needs to stay inside for recess you must provide a doctor’s note from a medical doctor at that time. Otherwise, students will need to go outside during recess times. Having a student stay in from recess for such things will be rare and limited due to supervision issues this will create.

## **SPEECH AND LANGUAGE THERAPY**

Our Speech and Hearing Therapist conducts special classes for children with speech and language difficulties. Parents are encouraged to visit speech correction classes and confer with the teacher in order to understand the program and ensure some carry-over of good speech habits in the home that would be especially good for their particular child.

## **SPECIAL EDUCATION SERVICES**

Special instruction and resources are available for students who have difficulty being successful in the regular classroom. Placement requires specialized testing as well as parent conferences and permission. Students assigned to this program are instructed and monitored by both the classroom teacher and a special education teacher.



## **PSYCHOEDUCATIONAL EVALUATIONS**

A testing service is provided for students who are experiencing academic difficulties in the classroom. Teachers and/or parents may refer students to the Strategy Team for an evaluation. Testing is administered by school psychologists provided by the Elkhart County Special Education Cooperative. There is no fee for this service.

## **PHYSICAL EDUCATION**

The physical education program is an important part of school curriculum. Students are expected to participate unless there is a doctor's statement on file indicating reasons for not doing so. We ask that each student have an extra pair of gym shoes, which are required, to keep at school for this purpose. If this creates a hardship for the family, they are asked to contact Mr. Yoder or Mr. **Lemmon** for assistance.

## **STUDENT ACCIDENT INSURANCE**

Generally speaking Middlebury Community Schools is not responsible for injuries and accidents occurring to students. Therefore, Middlebury Community Schools makes Student Insurance available each school year. The insurance is administered by a third party. At the beginning of each school year the plan coverage and rates are established. Contact the Administration Center at (574) 825-9425 and request for the Director of Business Services, to obtain the terms and application of the Student Insurance Carrier. **NOTE:** *The school does not carry accident insurance on our children.*

Student Accident Insurance information and Application will be available at MCS website - Student Insurance Link in August.

## **SCHOOL BOARD POLICIES**

### **POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY**

Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act (ADA)

**It is the policy of the Middlebury Community Schools to provide a free and appropriate public education to all disabled students, and not to discriminate against any otherwise qualified individual with a disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.**

**Inquiries regarding compliance with these policies may be directed to:**

**Mrs. Jane Allen, 504/ADA Coordinator  
Middlebury Community Schools  
57853 Northridge Drive  
Middlebury, IN 46540**

**Public schools may not discriminate against qualified individuals on the basis of disability in any of its programs, services, or activities. As the school corporation is unable to remove all physical barriers due to financial reasons, alternative methods of providing accessibility are permissible under the regulations. Achieving program accessibility with certain administrative policies will take the cooperation of all staff members. Therefore, staff members should be aware of certain administrative policies that have been adopted to provide accessibility to programs, services, and activities, to both students and patrons of the community. These policies of assistance to students and/or patrons are detailed in the ADA handbook located in the principal's office, along with the Transition Plan (a detailed plan of barrier removal).**

**DANGEROUS WEAPONS POLICY-**  
**#5772**

**The School Board will not tolerate the possession of weapons, bombs, devices, instruments, materials, or substances animate or inanimate, that are used for, or are readily capable of, causing death or serious bodily injury by any student member while on Corporation property, at a school-sponsored event, or on a school vehicle.**

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

**DRESS AND GROOMING POLICY**  
**#5511**

**The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.**

**Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:**

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;**
- B. interfere with school work, create disorder, or disrupt the educational program;**
- C. cause excessive wear or damage to school property;**
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.**

**Wearing Apparel at Middlebury will be in good taste and appropriate to the educational atmosphere. The following dress guidelines are designed for Middlebury students:**

- 1. Shorts and/or skirts need to be fingertip length and made of non-cling, non-transparent fabric. Un-hemmed, layered shorts, or biker shorts may not be worn.**
- 2. Tank tops, halter tops, or see-through shirts of any kind may not be worn.**
- 3. Articles of clothing, including pins/buttons, that advertise illegal substances or that display profanity, obscenity, or inappropriate innuendoes may not be worn.**
- 4. Torn, ripped or clothing with holes may not be worn.**
- 5. Midriffs must be covered with clothing.**

6. Clothing must be worn as designed to be worn.

7. No caps/hats are allowed to be worn in the school.

8. Snow apparel: K, 1<sup>st</sup> and 2<sup>nd</sup> grade students ARE REQUIRED to wear boots, snow pants/suit, hats, and gloves to play in the snow and on the snow piles. 3<sup>rd</sup> grade students are STRONGLY ENCOURAGED to wear the above mentioned items but are not required to play in the snow. We feel good common sense is important for ALL students to enjoy the snow and cold weather.

Please plan now for cold weather. Boots, mittens, and warm hats should be considered now! It is of great concern to see the number of students without these important items when the weather turns cold.

SCHOOL BOARD POLICY  
#2416

It is the policy of the Middlebury Community School Corporation that students will not be required to participate in a personal analysis, evaluation or survey that is not directly related to academic instruction without prior written consent of the student's parent or guardian. Any instructional materials related to such an analysis, evaluation or survey will be made available for inspection by the parent or guardian. Questions about this policy may be addressed to the building principal or to the superintendent's office.

ELEMENTARY DRUG FREE POLICY  
#5530  
*Middlebury Community Schools*

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means. For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. tobacco and tobacco products;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. anabolic steroids;
- G. any "look-alike" substances;
- H. any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

- **Students who violate the above rules will be disciplined by the building principal. Possible disciplinary measures include in-school suspension, out-of-school suspension, probation, a due process hearing, expelled or other measures.**
- **Major efforts will be invested in the Red Ribbon Week activities each year.**
- **Each teacher will provide drug free instruction each year as part of the health curriculum.**

## USE OF TOBACCO ON SCHOOL PREMISES

#7434

The Middlebury Community School Board and Coordinated School Health Program recognize that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus.

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- A. in any building, facility, or vehicle owned, leased, rented or chartered by Middlebury Community Schools;
- B. on any school grounds and property - including athletic fields and parking lots – Owned, leased, rented or chartered by Middlebury Community Schools; or
- C. at any school-sponsored or school related event on-campus or off-campus.

In addition, school district employees, school volunteers, or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time while on duty and in the presence of students.

Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds, or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel.

**Several laws created during the 2005 session of the Indiana General Assembly are now in effect for ALL Indiana public schools:**

**Bullying (SEA 285):** Legally defines bullying. Creates local safe school committees. Provides statewide training to help teachers and administrators prevent and intervene in bullying situations and discipline bullies before they escalate to mental, physical harm, or worse.

**Pledge, Flags, Moment of Silence (SEA 332): Requires a U.S. flag to be displayed in each classroom and the voluntary daily reciting of the pledge of allegiance. Provides exemptions for students who choose, or whose parents choose for them, not to participate. Requires school corporations to establish a daily moment of silence. Requires Indiana's Attorney General to defend schools in any civil suit based on the law's provisions.**

## **FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Middlebury Community Schools maintains records on all students who have attended and are presently attending schools of the Corporation, said records are directly related to the students. The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student educational records and affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

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

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

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

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

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

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

### **Directory Information**

Although FERPA requires that Middlebury Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, Middlebury Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Middlebury Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Middlebury Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 1st**. Middlebury Community Schools has designated the following information as directory information: [**Note: an LEA may, but does not have to, include all the information listed below.**]

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**

- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires [School District] to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office, whose address is stated above. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this Corporation to provide an equal education opportunity for all students.

Middlebury Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Jane Allen, Superintendent  
 Middlebury Community School  
 56853 Northridge Dr.  
 Middlebury, In 46540  
 574-825-9425

## **Special Education**

The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school counselor, the special education teacher or the principal.

## **Americans with Disabilities Act – Section 504**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact [Insert Name].



# **MIDDLEBURY COMMUNITY SCHOOLS' COMPUTER NETWORK/INTERNET ACCEPTABLE USE AGREEMENT**

**If you have any questions or concerns with the agreement, please call the office. Thank you for your cooperation.**

Computer Network/Internet access is now available for students and teachers. We are very pleased to bring computer network/Internet system access to the Middlebury Community Schools and believe that it offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service is to promote educational excellence in schools through innovation, communication, and resource sharing. This agreement is consistent with the mission statement of our school system.

The primary purpose of providing access to its computer network/Internet system is to allow Middlebury Community Schools' students, faculty, and administration the privilege of using a unique educational resource. However, this access brings the availability of material not suitable for school purposes. The Middlebury Community Schools and its employees have taken precautions to avoid direct links to unsuitable materials. It is impossible to control all materials on a global network, and an industrious user may discover controversial information. We firmly believe the valuable information and interaction on this worldwide network far outweigh the possibility that users may obtain material not consistent with the educational goals of the school district.

The purpose of this Agreement is to ensure that all who access Middlebury Community Schools' computer network/Internet system will use this unique resource appropriately. This Agreement establishes an acceptable use philosophy and standard of conduct to which all Internet and network users must subscribe and follow any time they access the computer network/Internet system regardless of the location from which the user is operating. This Agreement applies to each user of an account provided by the Middlebury Community Schools. It is the user's own responsibility to comply with these "rules of the road." Use of the school corporation's computer network/Internet system demands that users adhere to the following requirements.

## **REQUIREMENTS**

At school, responsible users shall not:

- use the school corporation computer network/Internet system to perform any act that may be construed as immoral, illegal, or unethical, including unauthorized access to other systems or sites.
- deliberately cause damage to computer equipment or to software or help others to do the same.
- cause or attempt to harm, modify or destroy another user's data, information or materials.
- exchange or use other user's account password or other access codes.
- intentionally upload, download or create a computer virus.
- harass other users. Harassment includes, but is not limited to, sending unwanted email, participating in conversations or chat rooms in which the theme or essence includes sexual, racial or ethnic slurs and innuendoes. (This will be considered a 3rd level violation)
- under no circumstances should a user send or cause to be sent via internet e-mail or any other media, information of a personal identifying nature – his or her own or that of any other person (e.g. Names, addresses, phone numbers, etc.). Remember, e-mail is not a private file!
- deliberately access inappropriate materials or show others how to do the same. If any user should find or learn that another user has found materials that may be deemed inappropriate or illegal, the user shall refrain from downloading or otherwise transferring the material, and the user shall not identify or share the location of the material with any user other than the appropriate adult in charge.
- buy or sell products or services on the Internet.

At school, responsible users shall:

- respect the privacy rights of other users' files and not access or view those files without the owner's clearly stated permission.
- respect and uphold copyright laws
- follow the direction of the appropriate adult in charge and follow the established procedures to access the computer system.
- seek the advice of the appropriate adult in charge if questions arise.
- be polite and use no abusive or offensive language.

## **RESPONSIBILITIES**

The user assumes full responsibility for the consequences of his or her own actions and activities while connecting or being connected to the computer network/Internet system. All student users of adequate age and their parents and guardians must sign the Middlebury Community Schools' Computer Network/Internet Acceptable Use Agreement.

There are to be no exceptions and a student who fails to provide the school with an appropriately signed agreement will forfeit their access privileges. To ensure user compliance with these guidelines, the corporation reserves the right to examine and to access student held computer disks and floppies, files, and accounts, as well as all data stored in the machines involved in the Internet or network.

## **CONSEQUENCES**

Users of the Middlebury Community School Corporation computer network/Internet system should be aware that they are embarking into an electronic global community and their actions reflect upon the reputation of their school.

- All users have the responsibility of complying to a strict ethical and legal standard of conduct.
- All instances of abuse will be reviewed by the Building Principal or his/her designee.
- Anyone abusing the connection will be suspended from computer network/Internet system access and may be subjected to further disciplinary action and/or, if appropriate, a fine, jail sentence, or any combination of the preceding consequences.
- Other disciplinary actions may include, but are not necessarily limited to, removal from the activity for the balance of the exercise, removal from class, after school detention, in-school or out-of-school suspension, or expulsion.

The Middlebury Community Schools prohibits the illegal distribution, copying, pirating, or possession of software in violation of the copyright laws. Anyone transferring such files through the computer network/Internet system or anyone whose accounts are found to

contain such files shall lose the privilege of using the service in accord with the abovedescribed

consequences. Also, such offenders may be turned over to the appropriate law enforcement agency. In some instances, the electronic transfer of certain materials is illegal and punishable by a fine, jail sentence, or both.

## **VANDALISM**

Vandalism will result in the cancellation of privileges and any additional disciplinary action deemed appropriate. Vandalism is defined as intentionally defacing, disassembling, or destroying any part of the computer hardware. Students are not to move any cables, switches, and plugs associated with the network. Vandalism also includes any attempt to harm or destroy data of another user, the MCS network, the Internet, or any other connected agency or network. This includes, but is not limited to, intentional uploading, downloading or creation of computer viruses. Payment for repair or replacement of damaged hardware, or for services needed to undo software changes, may be required of the offender.

## **WARRANTY**

Middlebury Community Schools makes no warranties of any kind, express or implied, for the services it is providing or for the reliability of the data connection. The Middlebury Community Schools will neither be responsible for any damages incurred to any equipment, software, or to any other materials not owned and housed at one of its educational facilities nor will it be liable for the actions of any user whether while accessing or while connected to the computer system, including the Internet or network, including but not limited to, any loss or corruption of data, service interruptions, user errors or omissions, or for the consequences whether resulting directly or indirectly from a user's access to any Internet site or service, or for any other service failures or access problems. The corporation takes no responsibility for any information, materials, programs, or files transferred through the computer system, including the Internet and network. Each user shall assume full responsibility for their actions associated with the user's computer system use. Middlebury Community Schools is not responsible for any financial obligations resulting from use of school corporation resources and accounts to access the Internet.

***To the extent that proprietary rights in a work product would vest in the student upon creation, I agree to assign those rights to the Corporation.***

The Middlebury Community Schools reserves the right to change this Agreement. Notice of any revisions of those rules will be made available in the same manner as are the policies of the corporation, the rules and regulations of the individual school buildings, and the student handbooks.

# MIDDLEBURY COMMUNITY SCHOOLS' COMPUTER NETWORK/INTERNET ACCEPTABLE USE AGREEMENT

**Student Name (Print)** \_\_\_\_\_ **School** \_\_\_\_\_

I have read or had read to me the Middlebury Community Schools' Computer Network/Internet Acceptable Use Agreement. I will follow the guidelines. If I do not follow these guidelines, I understand I will lose my computer network/Internet privileges.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Required grade 6 and above\*\***

## PARENT OR GUARDIAN

### PERMISSION GRANTED

As the parent or legal guardian of the student named above, I have read and accept the Middlebury Community Schools' Computer Network/Internet Acceptable Use Agreement. I understand this agreement will be kept on file at the school.

**I give permission for my child to have access.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Questions should be directed to the School Principal or designee)

### PERMISSION DENIED

As the parent or legal guardian of the student named above, I have read the Middlebury Community Schools' Computer Network/Internet Acceptable Use Agreement. I understand this agreement will be kept on file at the school. I am requesting that my child be provided with alternative resources and/or activities.

**I DO NOT give permission for my child to have access.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_