

York Elementary School Student/Parent Handbook 2017-2018



MISSION STATEMENT

The mission of York Elementary is to provide all students with educational opportunities that develop positive character and appropriate academic skills.

**York Elementary School
13549 SR 120
Bristol, IN 46507
(574) 825-5312 Phone
(574) 825-0146 Fax
www.mcsin-k12.org**

Dear Families and Students,

I am excited to welcome you to a new year at York Elementary School where there are no passengers on this journey of learning. We are all CREW members working together to achieve our goals.

York is in year 3 of a 6 year process to become an EL Education credentialed school that challenges students to think critically and take active roles in their classrooms and communities, resulting in higher achievement and greater engagement in school. Our greatest goal is to provide a quality educational experience for students in a safe and orderly environment. High expectations of student performance and behavior are important to be successful. Students are expected to attend school daily, exhibit appropriate behavior, display a cooperative attitude, and complete their academic work.

We believe the educational process is a shared responsibility between home and school. We will provide students with a safe, respectful school environment and in turn, we ask for your support and involvement. We have provided this Student Handbook filled with guidelines and information that are important for students' success. This handbook will also provide a valuable source of information for families and students. Please read it carefully, and save it to refer to later in the year. If you have questions, please contact the school.

Thank you for helping us make York the best place for children to learn and grow!

Your partner in education,

Yvonne Buller
Principal

#WeAreCrew

YORK HABITS OF SCHOLARSHIP

Respect
Responsibility
Integrity
Perseverance
Compassion
Explorer

SCHOOL MOTTO

We are CREW, not passengers.

EL EDUCATION

EL Education is a national network of schools. EL partners with school districts to open new schools and transform existing schools at all levels, preK-12, and in all settings – urban, rural, and suburban. Since its inception in 1992, EL has grown from a small group of ten schools into a diverse national network of more than 150 schools.

EL Education is a framework for engaged teaching and learning. EL invests in the growth of both new and veteran teachers, helping them to transform their classrooms into rigorous and stimulating learning environments. The model challenges students to think critically and take active roles in their classrooms and communities. This results in higher achievement and greater engagement in school. EL schools are characterized by:

- Active instructional practices that build academic skills and student motivation
- Rigorous projects that meet state standards and are connected to real-world needs
- School cultures of kindness, respect, and responsibility for learning
- Shared leadership for school improvement
- School-wide commitment to improved teaching and leadership practice

EL Education is a partner for whole school improvement. The network provides our school with support, encouragement and challenge to become a place where students love to learn and teachers love to teach.

In EL Education schools...

- **Learning is active.** Students are scientists, urban planners, historians, and activists, investigating real community problems and collaborating with peers to develop creative, actionable solutions.
- **Learning is public.** Through formal structures of presentation, exhibition, critique, and data analysis, students and teachers build a shared vision of pathways to achievement.
- **Learning is meaningful.** Students apply their skills and knowledge to real-world issues and problems and make positive change in their communities. They see the relevance of their learning and are motivated by understanding that learning has purpose.
- **Learning is challenging.** Students at all levels are pushed and supported to do more than they think they can. Excellence is expected in the quality of their work and their thinking.
- **Learning is collaborative.** School leaders, teachers, students, and families share rigorous expectations for quality work, achievement, and behavior. Trust, respect, responsibility, and joy in learning permeate the school culture.

More information regarding EL Education can be found at www.ELeducation.org

2017-2018 SCHOOL CALENDAR

Registration Day	August 2
Back to School Night	August 7
First Day of School for Students	August 9
Labor Day – No School	September 4
Student Council Fundraiser Kickoff	September 7
Fall Picture Day	September 13
PTO Skate	October 5
End of First Grading Period	October 12
Fundraiser Items Available	October 17
Parent Teacher Conferences	October 17 and 19
Fall Break – No School	October 20-23
Fall Picture Retakes	October 25
PTO Skate	November 2
Math Family Night	November 14
Thanksgiving Vacation	November 22-24
Case Study Showcase	December 11
End of Second Grading Period	December 22
Winter Vacation – Schools Closed	December 25-January 5
Teacher Records Day – No School	January 8
M. L. King, Jr. Day – No School	January 15 (or snow makeup day)
Family Reading Night	February 8
PTO Skate	February 15
President’s Day – No School	February 19 (or snow makeup day)
ISTEP+ Applied Skills – Grade 3	February 26 – March 9
IREAD-3 - Grade 3	March 12-15
End of Third Grading Period	March 13
Parent Teacher Conferences	March 15
No School	March 16
No School – Snow Makeup Day	March 30
Spring Vacation – Schools Closed	April 2-6
Good Friday – No School	April 14
PTO Skate	April 19
ISTEP+ Multiple Choice – Grade 3	April 16-May 4
Last Day for Students	May 24

STAFF MEMBERS 2017-2018

Kindergarten	Mrs. Miller Mrs. Nay Mrs. Sheridan	Secretary Bookkeeper Counselor	Mrs. Puckett Mrs. Booth Mr. Francis
Grade 1	Mrs. Kenworthy Mrs. Oyer Mrs. Scott	Media Assistant Psychologist Speech	Mrs. Miller Ms. Quenga Mrs. Yoder
Grade 2	Mrs. Bromley Miss Huys Mrs. Ritchie	Nurse Building Assistant	Mrs. Lackey Mrs. Mater
Grade 3	Mrs. Romero Mrs. Bell Mrs. Blotkamp Miss Shepherd	Special Ed. Asst. Special Ed. Asst. Instructional Asst. Instructional Asst.	Mrs. Schlabach Mrs. Krizmanich Mrs. McClane
Learning Den	Mrs. Kiser	Para	Mrs. Judd
Music	Mrs. Stegmann	Noontime Asst. Cafeteria	Mrs. Pasternak Mrs. Miller
Physical Ed.	Mrs. Pickard		Ms. Ryall
Art	Mrs. Chapman		Mrs. Gregory
Title 1	Mrs. Beachy Mr. Schwartz		Mrs. Rentfrow Mrs. Webb Mrs. Yoder
EL Instr. Guide	Mrs. Coryell		Mr. Milliken
Reading Recovery	Mrs. Scholten	Custodians	Mrs. Hoogenboom
Head Start	Mrs. Bevers Mrs. Lynn Mrs. Tadajewski	Principal	Mrs. Buller

SCHOOL HOURS

Parent and student cooperation is requested in observing the daily school schedule.

1. Monday, Tuesday, Thursday and Friday Schedule:

- 7:25 a.m. Breakfast served
- 7:25 a.m. Students may enter the building
- 7:40 a.m. Tardy bell
- 2:00 p.m. Grade 2-3 Dismissal
- 2:02 p.m. Grade 1 Dismissal
- 2:05 p.m. Kindergarten Dismissal

Wednesday Schedule:

- 7:50 a.m. Breakfast served
- 7:45 a.m. Students may enter the building
- 8:05 a.m. Tardy bell
- 2:00 p.m. Grade 2-3 Dismissal
- 2:02 p.m. Grade 1 Dismissal
- 2:05 p.m. Kindergarten Dismissal



2. Middlebury Community Schools provides bus transportation for all student residing within the school district. Students are allowed one pick-up location and one drop-off location. We understand that situations may arise in which you may need to pick up your child at school rather than riding the bus. We request that you write a note or call the school before 1:45 p.m. if they are being picked up rather than riding the bus.
3. Students will be allowed to enter the building no earlier than 7:25 a.m. (7:45 a.m. on Wednesday).
4. Students who do not ride the bus home will be sent to the Northeast Entrance (in the back of the building) for dismissal. No student will be dismissed to an adult without parent permission.
6. Our buses are very full. Students who wish to go to the home of another student for a special event, such as a birthday party, etc. need to ride their own bus home and arrange transportation to the special event.
7. The school phones will be answered between the hours of 7:00 a.m. and 3:30 p.m. You may leave a message at all times. The school phone is (574) 825-5312.
8. All entrances will be locked during the day. A door bell is located to the left of the main office doors. When you need to enter the building during student hours, please press the button and remain in front of the camera. You will be asked your name and the reason for your visit. Someone in the office will give you access to the building by releasing the lock. This security measure helps us keep your children safe.

DROP OFF AND PICKUP BEFORE AND AFTER SCHOOL

1. Students who do not ride the bus should be dropped off no earlier than 7:25 a.m. (7:45 a.m. on Wednesday) at the Northeast Entrance which leads into the cafeteria. They will either choose to eat breakfast or will be sent directly to the classroom at that time. They will be sent to the same entrance at the end of the day to be picked up.
2. Parents should drive into the small north parking lot, turn around and pull up to the sidewalk, with their car facing eastward. **Children should exit or enter their car from the curbside only.** This will allow students to exit their car without crossing traffic. This is also the traffic pattern for pickup at the end of the day. **Students will not be allowed to cross the parking lot.** This is vital to help us keep your children safe.

Check-out procedures prior to the end of the day:

1. If you need to pick your child up before the end of the day you must notify the school office before 1:45 p.m. in order for the school to properly inform the student and the teacher. We encourage you to send a note with your child in the morning on the day a change needs to be made.
2. The parent must come to the office. The child will be summoned to the office after the parent signs him/her out. Parents are requested to notify the office in advance when possible.

3. Please do not go directly to the classroom without notifying the office when picking up your child. This is for the protection of your child and the learning environment.

ATTENDANCE

Students must be in school except in cases of emergency, illness, or school-approved absences.

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 an accident

Required court attendance

Professional appointments – Parents are encouraged to schedule necessary appointments during non-school hours

Death in the immediate family or relative

Observance of a bona fide religious holiday

Such other good cause as may be acceptable to the Supt. or permitted by law

Absences of Concern-

An absence of concern is any absence not covered under the definition of excused absence or an exemption to compulsory attendance. If these accumulate, York will follow the guidelines of the Elkhart County Attendance Program.

Steps to follow when absent:

1. Parents should call the school on the day a student is absent. The **school will call** the parent **at home or at work** if no parent contact is made.
2. A doctor's statement may be required for extended illness.
3. Children are expected to go out for recess. **If your child needs to stay inside for recess, he/she must bring a signed doctor's note** stating the reason for being excused. Without a doctor's note students will need to go outside during recess times. Frequent or extended absences from physical education or recess may require a doctor's statement.
4. Make up work is required when applicable. Homework will be sent home if a parent chooses to make arrangements. It is helpful to call the school early in the day to arrange to get homework.

Tardiness:

Tardiness has become a problem in our school and it significantly affects students' ability to settle into the classroom and get vital information for the day. Each class begins the day in a Crew Meeting. If your child is late, they are missing a valuable lesson. Please get your child to school on time. Excessive tardies may be addressed through the Elkhart County Attendance Policy.

1. **A student is tardy after 7:40 a.m.** (8:05 a.m. on Wednesday).
2. Students should report to the office after arriving late.

ELKHART COUNTY ATTENDANCE POLICY

“Absence of concern” will include all truancies, non-verified absences, unexcused absences, and absences that are a concern to the school principal/designee. Student 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/guardian, 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 parent/guardians, student and school official, and mandatory interventions will be assigned. The parent/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 parent/guardians with educational neglect or the student with truancy.

SCHOOL VISITATION

Parents are encouraged to visit school frequently and actively participate in the education of their child. We request that parents avoid conferences with the teacher during these visits, but rather schedule a conference for a mutually acceptable time.



The first few days of school, testing days, days directly before or after vacations, and the last days of school are not the best time to visit. Teachers appreciate knowing when visitors will be on hand, just as parents appreciate knowing when they will have company at home. **Please schedule visits in advance.** Younger siblings and school-age students from other schools are prohibited from visiting except in unusual situations approved by the teacher and/or principal in advance.

For the protection of the students, all non-students are to report to the office upon entering the building. **Please do not go directly to the classroom.**

If you visit the class on a regular basis or volunteer to work with students, you must complete a background check and have it approved by the Middlebury Community Schools Administration Center.

Your child's safety is one of our top priorities at Middlebury Community Schools. As we continue to take a proactive approach to school safety, MCS is implementing a new policy in which **visitors to the school may no longer attend recess.** This will allow for us to know who is on our playground with your children and to prevent unapproved persons to have access to children. We apologize for any inconvenience, but thank you for your support and understanding as we work together to maintain a safe environment for all students.

EMERGENCY NUMBERS

The school must **always** be informed of work telephone numbers or emergency numbers in the event your child becomes ill or is injured at school and requires your presence. Please remember to notify the school of any change of address or telephone number. **This is extremely important!**

CLOSING INFORMATION

In case school is delayed or cancelled because of road or weather conditions during the winter or due to emergencies at any time, the information will be reported to the following radio or television stations before 7:00 a.m.:

WFRN-FM Radio 104.7; WHFB-FM Radio 99.9; WNDU, Radio 1490 AM; WJVA Radio 1580 AM; SUNNY, Radio 101.5 FM; WSJV-TV 16; U93-FM Radio 92.9; WSBT-TV 22; 960 AM Radio; OLDIES, Radio 94.3 FM.

Parents will also receive an automated phone call from the Superintendent's Office indicating the nature of the delay or closing.

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 9:40. If the two-hour delay is on a Wednesday the buses will run just as if it were at Monday, Tuesday, Thursday or Friday and the tardy bell will ring at 9:40 on that day too. This means that the twenty-minute delay does not apply when we are under a two-hour delay.

If classes need to be dismissed early during any school day because of road or weather conditions, the information will be reported in a similar fashion. You should also be able to access school delay/closing information on our website www.mcsin-k12.org.

HEALTH SERVICES

General Services:

The nurse is regularly scheduled for York services from 7:30 a.m. to 2:00 p.m. daily. She may be contacted for emergencies at any time. The health program administered by the school nurse is one of prevention and emergency care.

If a student is injured or becomes ill at school, he/she is sent to the office. If the illness or injury is considered to be of such a nature that the student should go home, parents will be contacted. **It is very important that the school have adequate information regarding what to do in case a parent cannot be reached when there is a medical emergency.** In absence of instructions in case of an emergency, the parent will be expected to pay costs of ambulance and hospital emergency service selected at the discretion of the school.

Do not send your child to school if he or she has a fever over 100 degrees or if he or she was sick the night before. A student must be fever-free and vomit-free for 24 hours **without** the use of fever-reducing medication such as Tylenol or Advil before returning to school. 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. You may leave a voicemail at any time while the school office is closed. If we do not receive notification from you that your child will not be in school, we will call your home. In the event that we cannot reach you at home, we will begin calling work numbers and then emergency numbers provided on the enrollment form.



Lice Policy:

Head lice is 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. If a student is found to have live lice, the parent will be notified and the student may not return to school until the lice are removed. If a student is found to have nits, the parent will be notified and informed about treatment; and the

student may be sent home. Upon returning to school, parents should accompany their student to the school to be checked and cleared by the nurse. Instructional pamphlets and information are available from your school nurse.

Screenings:

Vision, dental, and hearing screenings are among the health services provided at York.

Immunizations

Students must be immunized against the following to attend school: measles, rubella, tetanus, diphtheria, pertussis, chicken pox, Hepatitis B, and polio. Proper immunization forms completed by a doctor must be on file in the office in order for a student to attend school.

Medications

Giving medication to students during school hours must be carefully monitored. School personnel may not give medication of any kind to students unless the prescribed procedure has been followed. There are two ways a student may receive medication during the school day.

1. A parent may come to school and give the medication in the school office.
2. The school nurse or designee may give medication only if a medication release form is completed and on file in the school office. The family doctor and parent must complete the form. (In certain instances, the school nurse or designee will give non-aspirin if permission is given by phone.)

No type of medication should be kept in lockers, purses, pockets, desks, etc.

All medicine brought to the school must be submitted at the office. This policy includes all prescription and non-prescription medicine (drugs, vitamins, aspirin, relief of stomach aches, etc.) There will be no exceptions. All medicine must be in its original container and clearly marked with its contents, student's name, dosage, etc.

If a student has a medical condition of which the school should be aware, a special medical condition form should be completed and returned to the school office.

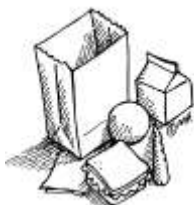
FOOD SERVICE

Breakfast:

York will continue to serve breakfast this year. The menu will rotate monthly with varied offerings. Students will bring home the breakfast menu at the end of the first week of school. York will serve breakfast every day except on 2-hour delay days. Breakfast at York will begin on the first day of school. Weekly rates for breakfast are \$7.50 and anything less than a week is \$1.50 per day. The weekly rate for reduced breakfast is \$1.50 and anything less than a week will cost \$.30 per day. **Breakfast may not be charged.**

Lunches:

York also serves a hot lunch daily. Extra milk may be purchased at the regular price of \$.60 for those packing lunches. Students choosing a hot lunch will be provided with a meal that conforms to the Indiana State Nutritional Guidelines. Monthly menus are printed in the school newsletter, "The Mustang Monthly", and are posted on the Middlebury Community Schools website.



Lunches may be paid by the semester, week, or day. The fee for lunches the **first semester is \$197.80 and \$189.20 for the second semester.** Weekly rates are \$10.75 and payment for anything less than a week is \$2.15 per day. **Lunches may not be charged.** Students must pay before eating. Checks for lunches should be made **payable to York Elementary.** Please make the check for meals only.

Free/Reduced Lunch Applications – Persons meeting the state requirements are entitled to free or reduced lunches. Applications for such are provided to all students at the beginning of the year and will be made available at any time upon request.

Only one form is needed for all your students in the Middlebury School system.

Meal Account:

Mealtime is used for your students' Breakfast/Lunch account. You are able to access it and set up an account online @mcsin-k12.org under **Parent Links** using your students' ID number. Call the office for the number. You can make deposits, view the account, and request a Low Balance Alert. When you make a deposit, a 4.9% fee will be charged and the bookkeeper is notified of your deposit. Money can also be sent to school with your student. Please put any money in an envelope or plastic bag with your child's name, teacher name, and a notation of what it is for with it.

You also have the option to pay Textbook Fees online through the same Mealtime account.

EATING LUNCH WITH YOUR CHILD

In accordance with the Middlebury Community Schools District Wellness Policy, visitors to any of the cafeterias in Middlebury 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/salad bar with their child when visiting. If a parent does bring an outside lunch for the student, they will be directed to a different area of the building, such as the office conference room, classroom, etc.

BOOK FEES/MONEY

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 on 9/8/17** and can be given to your child's teacher where a receipt will be issued.

All checks should be made payable to **YORK ELEMENTARY**.

KINDERGARTEN \$112.00

Grades 1-3 \$112.00

MONEY

If you send money with your child for milk, lunch, school pictures, book fair, etc., it is advisable to **seal it in an envelope with the child's name on** it along with the purpose for which it is sent. If money is to be sent for other reasons, the teacher will send a written notice explaining the need. It is strongly urged that students not be allowed to carry any significant amount of money with them to school.

LOST AND FOUND

Please see that gym shoes, jackets, **lunch boxes**, and other items have a full name clearly printed on them. Items can be returned to the owner if they are marked. Any articles found around the school building should be brought to the office immediately. Students who lose items should get permission to inquire at the office about their lost items. Abandoned pieces of clothing and outerwear are in a "Lost and Found" box near the front doors. The abandoned items in the lost and found collection will be donated to a charitable organization at least twice a year.

STUDENT BEHAVIOR

BEHAVIOR GUIDELINES

The York Elementary School staff believes that all students can learn in the appropriate classroom atmosphere. In order to maintain the best learning environment, students are expected to follow school rules and behavior guidelines in the classroom, cafeteria, and on the playground at all times. The following guidelines have been defined by the staff and should be reviewed with students at home.

All School Student Guidelines

- Do what an adult tells you to do and do not talk back.
- Only chew gum or eat candy with permission from the teacher.
- No chasing each other, or play-fighting (horseplay).
- Keep hands, feet, and objects to yourself.

- Only use proper language at all times.
- No cell phones, electronic devices, games, or remote control vehicles will be allowed.
- Respect everyone and everything at school.

Our York Student and Staff Pledge

I will do the right thing today, even if I don't feel like it.

I will treat people right today, even if I don't feel like it.

It will be a great day if I make it that way.

Classroom Guidelines

1. Students will be expected to stay seated unless given permission by an adult.
2. Students will not be allowed to run, tip on chairs, climb on furniture, or put their feet on the furniture.
3. Students will not be allowed to bring toys from home to school without the teacher and parent permission. Toys brought from home will not be allowed on the playground.
4. Students will be expected to have all supplies necessary every day.
5. Students will show respectful behavior to anyone speaking in the classroom or in an assembly.

Cafeteria Guidelines

1. Students will remain seated at all times. Items forgotten that are needed for eating will be given to students when they raise their hand and ask politely.
2. Good manners will be expected from all students. No belching, trading food, talking with mouths full, or playing with food will be allowed.
3. Students will be allowed to talk in soft voices to students at their table.
4. Students must be dismissed by an adult and place their trash and trays in the proper receptacles.
5. Students take all outdoor clothing to their seats with them.



Playground Guidelines

General:

1. All students must choose one of the areas: **free, soccer, or kickball** and stay in that area the whole recess.
2. No students will be allowed to hang around the building during recess.
3. All students must be in proper attire for all weather conditions. **Everyone goes outside unless the temperature drops below 15 degrees.** Students should wear a jacket or appropriate outerwear if the weather is below 60 degrees.
4. No rough language or use of nicknames.
5. No spitting is allowed- ever!
6. Students are expected to walk on the sidewalk and not hurdle bushes and trees.
7. No throwing or kicking any playground balls anywhere on the playground except

- in a designated game.
8. Students are expected to keep their hands, feet, and objects to themselves.
 9. No tag, chasing, or play fighting.
 10. No tree climbing.
 11. No one may enter the building without getting permission and a pass from an adult.
 12. No jumping off any playground equipment. Climb down carefully.



Free Area:

Swings

1. No standing up, jumping out of, twisting, or sideways swinging.
2. Two people on one swing is not permitted.

Merry-Go-Round

1. No lying on stomach, dragging, leaning out, or jumping off and rolling while going fast.

Climbing Apparatus

1. No tag or chasing on equipment.
2. Slides- Slide feet first only and no walking up, jumping off, or stopping in the middle.
3. Teeter-totters: Students may not play on the teeter-totter unless they can get on themselves without help. They may also not intentionally drop the other person by getting off too quickly.

Soccer, and Kickball

1. Teams will be chosen with the help of a playground assistant. There will be no complaining or arguing when the decision is made. When new students arrive after the teams have been chosen, they will go to the side with the fewest players.
2. There will be no shoving or pushing of each other. If you accidentally run into someone while playing you will offer a quick apology.
3. There will be no kicking of anything other than the ball. If you accidentally kick someone, say you are sorry.
4. No rough language on any playing field. Rough language includes: blaming teammates, cussing, put downs, making fun of others, or calling people by harmful nicknames.
5. There will be no fighting.

Winter Guidelines:

1. No sliding on ice.
2. No throwing snow or snowballs at people.
3. Students must wear warm winter coats, hats, and gloves during cold weather.
4. No playing in the snow unless properly dressed with snow pants and boots.

Inside Recess

Students will stay in the classroom for inside recess.

Misbehavior Consequences:

1st time: Bench sitting/ time out

2nd time: Miss rest of recess

3rd time: Sent to Principal

Electronic Equipment and Toys

Students are encouraged to **leave electronic equipment and toys at home.**

Electronic items include, but are not limited to, CD players, iPods, Nintendo DS's, cell phones, etc. We understand that some bus drivers allow students to use these items on the bus, while others do not. If a student chooses to bring the item for use on the bus, it is his/her responsibility. York is not responsible for items that are lost, stolen or damaged on the bus or at school. Once at school, toys and electronic items can cause a distraction to the learning environment, so they must remain turned off and in a student's book bag in his/her locker at all times. If a device is causing a distraction in the school, it will be held by Mrs. Buller until a parent comes to pick it up. A classroom teacher can make an exception during field trips and/or special classroom events.

Fidget spinners are all the rage, but have a negative impact on the learning environment. As with any toy, if they are taken out of the bookbag and/or cause a distraction, they will be held by the teacher and may only be returned to a parent. If your child truly needs something to manipulate for attention deficit reasons, alternate items will be discussed that do not interfere with everyone's learning.

The school 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 is per Board Policy #5136.

Bus Rules

Pleasant, safe, efficient and punctual transportation requires the understanding and cooperation of parents, students, drivers and administration. Therefore, it is necessary to have some specific rules. These are posted in all buses.

1. Boarding the Bus

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

2. Riding the Bus

- Be seated properly and remain seated in a forward position.
- Keep all parts of the body inside the windows.
- Talk quietly and do not use profanity or sexually explicit language.
- Listen respectfully and obey all instructions given by the bus driver for

safety of all passengers.

- No eating, drinking, smoking, drugs, alcoholic beverages, firearms, or objectionable articles that could cause injury to another person allowed on the bus.
- Any damage to bus property is the financial responsibility of the student.

3. Unloading

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

BEHAVIORAL EXPECTATIONS

The following behaviors are not acceptable at anytime:

- 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

BEHAVIORAL CONSEQUENCES

Our goal is to have student 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 change in behavior. All consequences will be accompanied by teaching and discussion of appropriate/acceptable behavior. Consequences will be based on the severity of the behavior and/or the accumulation of behaviors. When extreme behaviors occur consequences may include:

- Verbal warning
- Recess detention
- In-school suspension
- Out of school suspension
- Expulsion

DRESS GUIDELINES

DRESS AND GROOMING POLICY #5511

The Middlebury Community 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.

DRESS GUIDELINES AT YORK

The staff at York Elementary School is concerned with the appearance as well as the behavior of its students. The way you look and dress does have an effect on your attitude and behavior. **Every student should dress for school in a way that reflects an appropriate learning attitude. Any appearance, which is extreme or inappropriate for school, will not be permitted.**

Students may wear shorts that are of reasonable length during appropriate seasons. Biker shorts or very short shorts are not permitted. Parents are asked to monitor the wearing of tank tops with less than two inches of material on the shoulder and shirts that show a bare midriff. No uncovered bellies! Mesh shirts or shirts with inappropriate language, images, or advertisements for products illegal to students under the age of 18 are not permitted.

Long pants must cover the underwear at the waist and allow the student to run without hampering movement. Baggy jeans are permitted if they cover the underwear and do not drag on the floor. No caps or hats are allowed to be worn in the school except on special spirit days.

Cold weather note- We like for our students to be able to get some fresh air during each school day; however, sometimes it is too cold to go out. Our guideline for staying inside for recess is 15 degrees or colder based upon the wind chill factor. If it is

borderline we may stay in for the lunch recess (since it is longer), but go out at another recess for 5-10 minutes. Please make certain that your child is dressed appropriately for the weather expected for the day.

There are many times when students will be required to wear coats and jackets out at recess. Every attempt is made to have students go out at recess, as this is also a valuable time for their learning. Students should wear a jacket when the weather is below **60 degrees**. Students may go without jackets when the weather is above **60 degrees**. Students should not wear flip flops or sandals and shorts when the weather will be below 60 degrees during the day. Please help them make good decisions about clothing during cool weather.

If your child needs to stay inside for a recess because of not feeling well we ask that you provide a doctor's note from a medical doctor at that time. Otherwise students will need to go outside during recess times.

GYM SHOES

Students will be participating in physical education classes three times each week. The gym floor is made of tile and needs to be protected from outside materials that may damage the surface. Because we want to keep the floor in good shape, all students need to have a clean pair of gym shoes to wear only in the gym. Some parents buy a separate inexpensive pair of gym shoes for their children to keep at school. If your child wears sandals to school they may wish to keep a pair of socks in their locker too. You may want to just wash a used pair to send with your child. Students without proper shoes will no longer be allowed to participate in gym activities barefoot. If students do not have proper shoes, they will be asked to sit on the bench during gym activities. If you feel that your child will miss too many gym classes because you cannot afford shoes, please call the school.

GENERAL PROGRAMS

PARTIES

Classroom parties are very special to children. We have two main parties each year:

- Christmas-These parties take place the next to the last day before vacation begins.
- Valentines- These parties usually happen on Valentine's Day.

BIRTHDAYS

New this year York Elementary will be offering healthy snacks that you can order for your student's classroom birthday celebration. Leave the hard work to us and simply **call or send in an order form one week before your student's birthday**. The school will order and prepare the birthday treat for you. You can relax and avoid the "night before" rush to the grocery store. Each tray will feed every student in the class plus the teacher in the classroom. We even have options that are nut free. If you

would like to pay with a check make it out to YES Cafeteria. Options and prices are available from the office.

PTO ACTIVITIES

The Parent Teacher Organization at York Elementary is a dedicated group of parents that care about the York school community. The PTO activities include: Back to School Night, Yorkfest, Family Activity nights, Three for Me Program, and PTO Skates at Eby Pine's Family Fun Center. The PTO also organizes the annual **PTO Auction** to raise money for school programs that benefit the students. The **auction is the first Saturday in February**. Various PTO committees coordinate food drives, bookfairs, and a volunteer program that assists students and teachers in the classroom. Please sign up to help on a committee.

ARMS – ADULTS REACHING MIDDLEBURY STUDENTS

The Middlebury Coordinated School Health Program Committee strongly recommended that the school district should begin a mentoring program in all of the schools. After Heritage began, the rest of the elementary schools have become involved. Most of the adults come from their jobs in local companies once a week for an hour to spend time with a certain student. Our students who participated last year really enjoyed the positive adult contact! If you would be interested in volunteering to be a mentor, or know someone who would like to, please call the school.

BOYS AND GIRLS CLUB OF MIDDLEBURY

This program provides after-school child care for York and other Middlebury students. For information call the Boys and Girls Club at 825-0873

STUDENT 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- Markel Insurance. Plan coverage, including interscholastic football coverage and rates are available at <http://markel.sevencorners.com/>

SPECIAL PROGRAMS

HEAD START

In June of 2004, the Head Start Consortium, which is comprised of the public school districts in Elkhart and St. Joseph counties, was awarded a grant to provide 30 sites in public school buildings. This is the first time in the history of Head Start that public school districts have been in charge of the program. One of the two Head Start sites for Middlebury Community Schools is held at York Elementary. The students are transported by bus from around the Middlebury Community School district. Beginning

this year we will have two classes in our district, one at York and one at Jefferson. The classes are full days, Monday through Friday. The classes will be comprised of twenty 3 ½ to 4 year olds. The students eat breakfast, lunch, and snacks at the school. The teachers have been in the Head Start program for many years and they bring lots of experience and wisdom to this fun class. Our Head Start students from the Middlebury and York regions will have great school beginnings thanks to the consortium and our teachers. If you know of any 3 ½ to 4 year-old children who are not enrolled and might qualify by income, please notify the school.

READING RECOVERY

Middlebury Community Schools is the training site for the Reading Recovery program in Northern Indiana. Mrs. Sandy Scholten is the Reading Recovery teacher in our building. Reading Recovery is a program designed to offer intensive work with individual students having trouble in reading. Mrs. Scholten will be teaching first-grade students who qualify for the program, one-half hour every day to help them attain better reading skill levels.



TITLE I PROGRAM

The Title I program at York is based upon current research concerning emergent readers and early intervention strategies. Students in need of extra help in reading will typically be given instruction from a certified teacher in small groups or within the classroom setting. This focused support allows teachers to use strategies that help readers become independent.

2261.02 - TITLE I – PARENTS’ RIGHT TO KNOW

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Corporation will provide the following information on the student’s classroom teachers:

- a. whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching
- b. whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived
- c. the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned
- d. the qualifications of any paraprofessionals providing services to their child(ren)

In addition, the parents **shall** be provided:

- e. information on the level of achievement of their child(ren) on the required State academic assessments;
- f. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

YES TITLE I PARENT INVOLVEMENT POLICY

Revised May 2107

York Elementary School has adopted and intends to follow the following Title I parent involvement policy guidelines in accordance with the No Child Left Behind Act of 2001. This policy has been developed jointly and in agreement with Title I parents. The policy will be distributed to parents of students participating in Title I. The Title I program is a federally funded program to assist students in reading and/ or math. Students in this program receive supplemental instruction from a highly qualified teacher. Realizing that student success depends not only on the school and the Title I program, but also on parent involvement, we will provide the following:

1. Convene an annual meeting at a convenient time, to which all parents of participating children in REACH shall be invited and encouraged to attend, to inform parents of the school's participation in Title I, Part A, and to explain the requirement of such and the right of the parents to be involved. This meeting is scheduled early in the fall. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement. Childcare and transportation to and from the school by administrators may be provided for all meetings and conferences.
2. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy. Each year parents, teachers, and administrators will convene to review, evaluate and revise the Parental Involvement Policy. Parents of Title I students are also represented on the PL221 School Improvement Team each year.
3. Provide parents with:
 - A. Timely information about Title I programs. Information in the form of letters, quarterly newsletters, and special bulletins will be sent home with the students in their REACH folders. Phone call reminders are given for special meetings and conferences.
 - B. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. The York Elementary School Improvement PL 221 Plan contains descriptions and explanations of curriculum (p. 9); explanations of assessment tools and timing (p.10-12); and benchmarks for proficiencies (p. 27). Copies of the pages concerning curriculum, assessments, and benchmarks will be made available to parents upon request. The benchmarks and standards are discussed at the early fall parent meeting.
 - C. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible. Parents will be given opportunities to

communicate wishes on a regular basis through frequent phone/written contacts with teachers and during parent/teacher conferences. Each child will have a REACH folder that goes home every day with information, books. The REACH teacher checks the folder regularly.

4. Include a School-Parent Compact – The School-Parent Compact will be reviewed, and revised if necessary annually. Students, parents, and staff will sign the compact and it will be kept in a file maintained by the principal.
5. Build the schools' and parents' capacity for strong parental involvement by:
 - A. Providing assistance to parents of children served as appropriate, in understanding such topics as the State's academic content standards and student academic achievement standards, and how to monitor a child's progress and work with educators to improve the achievement of their children. The state standards will be available to parents on the Indiana Department of Education website. Staff will provide assistance in accessing the state standards if necessary upon request. Directions to find links from the York Elementary web site, if parents have internet capabilities, are provided and discussed at the early fall parent meeting and at parent conferences. Teacher created Web site links are available to help parents understand what students need to succeed, concerning the standards.
 - B. Providing materials and training to help parents work with their children to improve the achievement of their children's achievement, such as literacy training and using technology, to foster parental involvement. A reading and a math night will be provided to provide parents an opportunity to enjoy those subjects with their child while also gaining insight into how to support their student at home. Parents will receive tips for reading with their children, resource lists of books and activities that they can do at home together with their children at the early fall meeting. Special activity calendars, home reading booklets, and other materials are also provided. Parents will also be encouraged to participate in the "Three for Me" program and will be encouraged to volunteer in the school to become more involved in their child's daily education.
 - C. Coordinating and integrating parent involvement programs and activities with Head Start, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, etc., and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. Head Start staff conducts parent meetings on a monthly basis and holds a meeting with the parents, kindergarten teachers and principal to ensure a smooth transition from preschool to kindergarten.
 - D. Inform educators, with the assistance of parents, about the value and utility of contributions from parents, and about how to reach out to, communicate with, and work with parents as equal partners, to implement and coordinate parent programs, and to build ties between

parents and the school. Staff will utilize volunteer lists in their daily activities, special projects, and encourage parents to help in the classroom on a regular basis. Parent involvement programs such as the "Three for Me" program at York provide staff and parents with opportunities to collaborate in the education of each child.

- E. Ensure that information related to school and parent programs, meetings, and other activities, are sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. Translated letters in English and Spanish are provided for all parents before children begin school. Translated materials are provided whenever possible. Phone calls and home visits to parents without transportation or reliable contacts from school to home will ensure that parents are notified about special programs, meetings, etc.
- F. Other reasonable support for parental involvement activities as parents may request. Parents are invited and encouraged to become involved and support their children in all school activities and daily and special programs through the PTO "Three for Me" program. Parents are encouraged to observe in their child's classroom and participate in their daily activities. Transportation and childcare may be arranged if necessary.

MIDDLEBURY COMMUNITY SCHOOLS TITLE 1
DISTRICT PARENT INVOLVEMENT POLICY
Revised with Parent Committee in June 2015

"The mission of Middlebury Community Schools is to prepare our student to be life-long learners and contributing citizens."

Middlebury Community Schools intends to follow the parental guidelines in accordance with the No Child Left Behind Act of 2001 as listed below. Middlebury Community Schools will distribute this policy to parents of students participating in the Title 1 program.

Middlebury Elementary is a Targeted Assistance Title 1 School and only the parents of participating students receive the policy. York Elementary and Jefferson Elementary are both School Wide Title 1 Schools and all parents of enrolled student in each building receive the policy. Parent have the opportunity to jointly develop, evaluate and modify the Title 1 building program plan to meet the changing needs of parents and the schools on an annual basis in April or May.

The Title 1 program is designed to assist students to acquire the capacities and achieve the academic goals established by the State of Indiana and Middlebury Community Schools. These goals and standards must be shared with parents so that

they can 1) participate in decisions concerning their child's education and 2) monitor and improve the educational achievement of their child.

Realizing that the parent is the child's first and most important teacher, and that the parent's continued involvement is essential for the success of the child, the Title 1 program is committed to building a strong parent-school partnership. The Middlebury Community School District will provide coordination, technical assistance and other support necessary to assist schools in planning and implementing effective parental involvement. In order to encourage parent involvement, the Title 1 program may include, but not be limited to, the following:

1. Central Office provided extensive professional development opportunities to building staff and administration regarding best practices for parent involvement. Bi-monthly administrative meetings are held to discuss Title 1 parent involvement.
2. The Central Office Title 1 Program Administrator distributes informational fliers to building staff and administrators regarding articles and memos on supplement, not supplant and professional development ideas on tips to build communication bridges with families. Educating school staff on how to build ties between home and school is a priority.
3. Additionally, the Title Central Office Program Administrator assists with the distribution of the Title 1 mailings like the Parent-Right-To-Know letter which is distributed to the parent/guardian of all student in the Title 1 buildings. The Parent-Right-To-Know is also available on each Title 1 school's website.
4. An informational meeting for parents is held at the beginning of the school year. At this meeting, the purpose and goals of the Title 1 program is explained. In a Targeted Assistance school, the student selection procedures are also discussed. In a School Wide program, the building implementation plan is shared. The School Wide Plan and Implementation Plan are posted on the school's website. Parent questions are answered as requested.
5. Furthermore, the Central Office Title 1 Program Administrator assists the Title 1 school to build both the schools' and parents' capacities for strong parental involvement by ensuring the following activities and information is provided to parent at Title 1 events via email, letters, or via mass telephone messages. These include:
 - A description and explanation of curriculum the buildings utilize such as EL Education or the RTI Framework.
 - Forms of academic assessment used to measure student progress which includes ISTEP tests of NWEA assessments.
 - Proficiency levels that students are expected to meet via test talks and letters.
 - Opportunities for decision-making related to the education of their children via parent conferences, school events, and parent meetings.
 - Materials and training on how parents can improve their child's achievement via school newsletters and events.

- Ensuring, to the extent possible, that information sent home is in a language and form parents can understand. All mandatory letters are translated into Spanish
 - Middlebury Community Schools considers other reasonable support for parent involvement activities under section 1118 as parents may request.
6. The Title 1 staff is available for parent conferences during designated conference days or at other times, upon parent request. Parent Teacher conferences are held twice a year in each building. Title 1 staff and Central Office staff are available to assist parents.
 7. Parents are asked to evaluate and provide input into ways to improve the Title 1 program and the parental involvement component. The Title 1 program will incorporate parent ideas regarding parent involvement activities to assist parents in understanding the State of Indiana and Middlebury Community Schools' goals and standards for their child when planning for each school year. In addition, parent ideas for providing support to parents in monitoring and assisting their students' progress in achieving state and local goals and standards will be incorporated into parent/family involvement activities.
 8. Coordinate and integrate parental involvement strategies under Title 1 with strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters (HIPPI), and state-run preschool programs. Coordinating and integrating, as appropriate, parent involvement with Head Start, Even Start, Parents as Teachers Program and public preschool program by inviting them to family events.
 9. Middlebury Community School will support the development of appropriate roles for community-based organizations and businesses and encouraging partnerships with elementary, middle, and high schools with the Title 1 schools. Horizon Education Alliance is an example of one of our ongoing community-based partnerships. The transition to Heritage Intermediate School is carefully planned and coordinated with the Title 1 schools.

Each school must have a Title 1 school parent involvement policy and a home/school agreement which must be developed jointly with parent of participating students. Middlebury Community Schools will work with our families to gain input to identify and knock down barriers to greater participation by our most disadvantaged families. The Middlebury School District involves Title 1 Parents in the activities of the schools serviced by Title 1.

A copy of each school's parent involvement policy shall be kept on file with the district's Title 1 program plan. Any comments indicating parents' dissatisfaction with the school Title 1 program is collected and submitted along with the Title 1 Application for Grant to the Indiana Department of Education, Title 1 Office. It is hoped that by working together, each child will experience success and be encouraged to continue learning. Parents and schools working together can make a difference.

HIGH ABILITY PROGRAM

The High Ability Program of Middlebury Community Schools is called **EXPLORE**. The acronym, EXPLORE, stands for Expanding Potential through Learning Opportunities, Resources, and Experiences. The purpose of this program is to provide a challenging and socially appropriate environment for academically talented students in grade 1-3. The program provides a learning environment, which permits and encourages the capable student to develop his potential while interacting with like ability students as well as chronological peers. It provides a climate that values and enhances intellectual ability, talent, creativity, and problem solving.



STRUCTURED RECESS

Our playground is separated into 3 areas of play: Soccer, Kickball, and Free Area. The Free Area has a play tower with a slide, climbing apparatus, swings, and a sand box. Students are expected to choose an area in which they will stay during the whole recess time. All areas have adult supervision. We are concerned with the safety of all students at all times.

FIELD TRIPS

We encourage parents to join us on field trips as chaperones when possible. Sometimes there are limits on the number of additional people we can take along. We will try to handle these situations fairly. If you join a class you will be expected to support the activities of the trip and help monitor students' behavior for comfort and safety. For this reason, **younger siblings are not allowed to join parents on field trips**. We appreciate your help in keeping our trips fun and enlightening for the students at York. ***All adult chaperones are required to complete a background check and have it approved by the Middlebury Community Schools Administration Center.*** Teachers will provide additional guidelines to chaperones.

SECURITY

Middlebury Community Schools is committed to providing a safe and secure environment for our students. Our district safety committee spent significant time developing procedures and plans for reunifying students with their parents in the event that circumstances require a controlled release of students following an evacuation or similar event. These plans would be used during unusual situations that would occur outside of the scope of a normal school day such as a natural disaster, a large-scale evacuation or an act of violence at or near one of our schools.

Middlebury Community Schools has adopted the standard reunification method to help assist us in our planning for such an event. Please review this information for general guidelines about your role in the reunification process so that you would know what to expect. Our goal is to reunite all students with their parents as quickly as safely as possible should one of these unfortunate events occur.



standard reunification method™

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the Student Drove to School?

There may instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

Reunification Information <small>(PLEASE PRINT CLEARLY)</small>	
<small>Have photo identification out and ready to show school district personnel.</small>	
Student Name	_____
Student Grade	_____ Student Cell Phone Number
Name of person picking up student	_____
Signature	_____
Phone number of person picking up student	_____
Relationship to student being picked up	_____
Photo identification matches name of person picking up student? Y or N	_____

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their students last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



SPECIAL POLICIES

MISSION OF THE SCHOOL CORPORATION

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 Middlebury Community Schools is to prepare our students to be life-long learners and contributing citizens.

In order to support the mission of the Middlebury Community Schools, the community developed the following beliefs which are 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.

Several laws created by the Indiana General Assembly:

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. York Elementary School is in compliance with HEA 1423 passed by the Indiana General Assembly regarding bullying prevention and intervention programs.

Kindergarten Age (HEA 1001): Allows parents to enroll children who will turn five years old on or by August 1 of the 2006-2007 school year or beyond. Requires an appeals process at the district level for parents whose children do not meet these age requirements. Appeals typically consider child maturity and space availability. The Middlebury Community School District's condition for an appeal for kindergarten enrollment is that students will be admitted if they turn five by September 1.

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.

USE OF TOBACCO ON SCHOOL PREMISES #7434

The Middlebury Community School Board and Coordinated School Health Program recognizes 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.

ELEMENTARY DRUG FREE POLICY #5530

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 a part of the health curriculum.

DANGEROUS WEAPONS POLICY #5772 Middlebury Community Schools

The school board will not tolerate the possession of weapons or other devices designed to inflict bodily harm by anyone while on Corporation property, at a school-related 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.

GANG BEHAVIOR - INDIANA LAW and BOARD POLICY

Middlebury Community Schools and York Elementary School are in compliance with IC 20-26-18 which requires school corporations to have a written policy to address criminal gangs and criminal gang activity (see corporation policy). Students are not to engage in gang-related behavior or display gang symbols, colors or paraphernalia at school. Symbols or colors may be restricted for persons of concern.

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 1. 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 and 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:

Mr. Jim Bromley, Assistant Superintendent
Middlebury Community Schools
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 or assistant principal.

SECLUSION AND RESTRAINT – Policy 5630.01

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

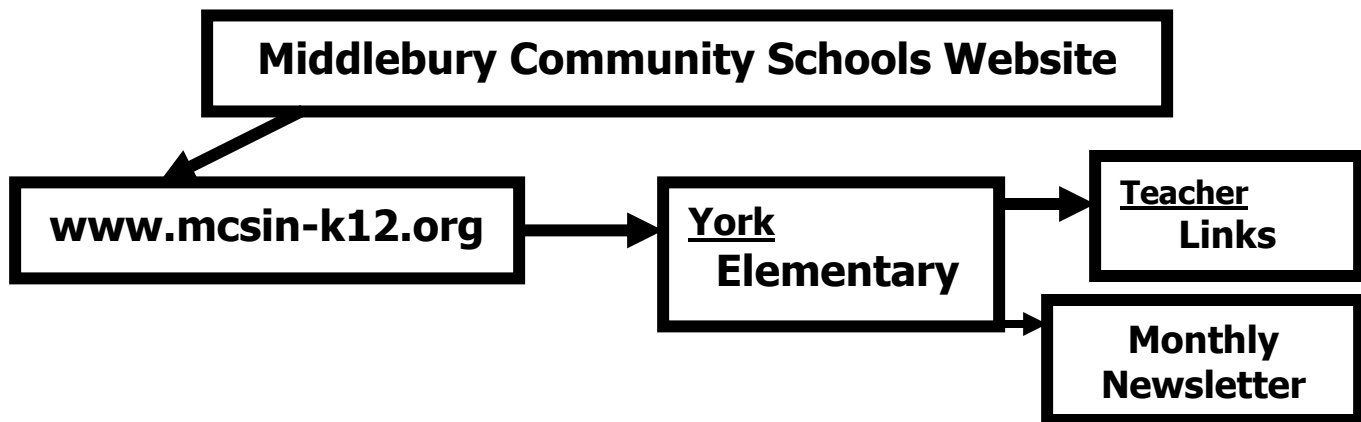
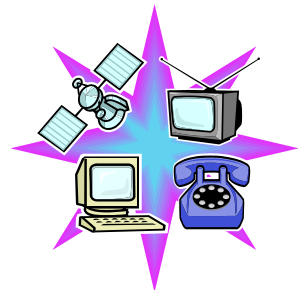
AMERICAN'S WITH DISABILITIES ACT – Section 504

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:

Mr. Jim Bromley, 504/ADA Coordinator
Middlebury Community Schools
56853 Northridge Drive
Middlebury, IN 46540
574-825-9425

TECHNOLOGY IN THE CLASSROOM

Middlebury Community Schools is pleased to offer technology as a tool to enhance learning in the classroom. The Computer Network/Internet Acceptable Use Agreement will be sent home with new students. Please sign and date the signature sheet attached to the agreement and return it to your child's teacher. We will periodically publish photographs of students in the monthly newsletter, "The Mustang Monthly". This publication will also be featured on the York Website. If you do not wish to have your child's photograph on the website, please notify the school.



MIDDLEBURY COMMUNITY SCHOOLS' COMPUTER NETWORK/INTERNET ACCEPTABLE USE AGREEMENT

The last page of the agreement is for the parent or guardian to sign and date giving permission for their child to use the computers here at Middlebury. Please return the signed form to your child's teacher. If you have any questions or concerns with the agreement, please call the office. Thank you for your cooperation. This form is for NEW STUDENTS to Middlebury Elementary School. You only need to sign the agreement one time while attending the elementary school.

