

York Elementary School Student/Parent Handbook 2016-2017



MISSION STATEMENT

The mission of York Elementary is to provide all students with educational opportunities that develop positive character and appropriate academic skills. The staff, parents, and students acknowledge and accept their role in this responsibility.

**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,

One of our major goals at York Elementary School is to provide a quality educational experience for students in a safe and orderly environment. We must work together in order for us to reach this goal. 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. We want you to know what we will do to keep your child safe and on the path to learning. 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.

Welcome to a new year and I hope that it is a good one for your child!

Your partner in education,

Yvonne Buller
Principal

STAFF MEMBERS 2016-2017

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 Principal	Mrs. Mast Mrs. Young Mrs. Buller
Grade 2	Mrs. Bromley Ms. Huys Mrs. Ritchie Mrs. Romero	Nurse Building Assistant	Mrs. Lambright Mrs. Lackey Mrs. Mater Mrs. Yoder
Grade 3	Ms. Bell Mrs. Blotkamp Mr. Lengacher	Special Ed. Asst. Special Ed. Asst. Instructional Asst. Instructional Asst.	Mrs. Kidder Mrs. McClane Mrs. Judd Mrs. Pasternak
Learning Den	Mrs. Kiser	Para	Mrs. Miller Mrs. Moore Ms. Ryall Mrs. Rodino Mrs. Stevens
Music	Mrs. Stegmann	Para	Mr. Milliken Mrs. Hoogenboom
Physical Education	Mrs. Pickard	Noontime Asst.	
Art	Mrs. Chapman	Cafeteria	
Title 1	Mrs. Beachy Mrs. Frey		
EL Instr. Guide	Mrs. Coryell		
Reading Recovery	Mrs. Scholten		
Head Start	Mrs. Bevers Mrs. Lynn Mrs. Navas	Custodians	

SCHOOL HOURS

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

1. Monday, Tuesday, Thursday and Friday Schedule:

- 7:25 a.m. Breakfast served
- 7:35 a.m. Students may enter the building
- 7:45 a.m. Tardy bell
- 2:05 p.m. Grade 2-3 Dismissal
- 2:07 p.m. Grade 1 Dismissal
- 2:10 p.m. Kindergarten Dismissal

Wednesday Schedule:

- 7:50 a.m. Breakfast served
- 8:00 a.m. Students may enter the building
- 8:10 a.m. Tardy bell
- 2:05 p.m. Grade 2-3 Dismissal
- 2:07 p.m. Grade 1 Dismissal
- 2:10 p.m. Kindergarten Dismissal



2. Students will be allowed to enter the building no earlier than 7:20 a.m. (7:40 a.m. on Wednesday).
3. 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.
4. Parents are requested to call the school or write a note if their child will be traveling home or to a sitter other than by bus. If this is a change in transportation, you must call the office before 1:45 p.m.
5. 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.
6. 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.
7. 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 7:20 a.m. (7:40 a.m. on Wednesday) at the Northeast Entrance which leads into the cafeteria where they will wait until 7:35 a.m. (8:00 a.m. on Wednesday) to be dismissed to their classrooms. 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.
3. If you need to change transportation plans for 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. Changes after 1:45 cannot be honored. This includes a change in bus route and going home with a parent or designated adult. We encourage you to send a note with your child in the morning on the day a change needs to be made.

ATTENDANCE

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

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:

1. **A student is tardy after 7:45 a.m.** (8:10 a.m. on Wednesday).
2. Students should report to the office after arriving late.

Check-out procedures:

1. If a student needs to leave during the school day, 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.
2. 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.

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.

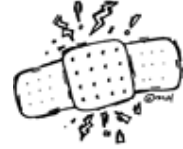
If there is a two-hour delay on a Monday, Tuesday, Thursday or Friday the buses will run two hours later than normal and the tardy bell will ring at 9:45. If the two-hour delay is on a Wednesday the buses will run just as if it were at Monday, Tuesday, Thursday or Friday and the tardy bell will ring at 9:45 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 7:45 a.m. to 2:10 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.

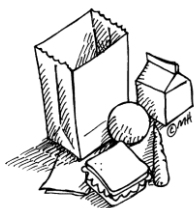
FOOD SERVICE

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 \$7.25 and anything less than a week is \$1.45 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 in their "Mustang Munchroom". 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 \$182.70 and \$195.30 for the second semester**. Weekly rates are \$10.50 and payment for anything less than a week is \$2.10 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.

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.

Meal Account:

Mealttime is used for your students Breakfast/Lunch account. You are able to access it and set up an account online @mcsin-k12.org using your students' ID number. You can view the account, request a Low Balance Alert, or deposits can be made (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. **New this year will be the option to pay Textbook Fees online through the same Mealttime account.**

EATING LUNCH WITH YOUR CHILD

Visitors to any of the cafeterias in Middlebury Community Schools will no longer be allowed to bring in outside food such as McDonald's, Taco Bell, Subway, pop style drinks, etc. and eat in the cafeteria with their child. The reasoning for this is that the National School Lunch Program Reimbursement Guidelines do not allow parents/visitors to bring in lunches for students, especially if soda is the beverage, if those lunches are eaten near where cafeteria food is served or eaten. For example, funding would be lost if there was a table set aside within the cafeteria for parents to bring in foods from Subway, McDonalds, Taco Bell, etc. Middlebury Community Schools could lose federal funding if these guidelines are not followed and as a school corporation we cannot afford to lose any funding.

Parents are encouraged to either eat the school lunch/salad bar with their child when visiting. If a parent does 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. - anywhere away from the cafeteria or kitchen.

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 9/4/15** 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, 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, 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.

EL EDUCATION

In 2015, York Elementary School embarked on a new journey to become an EL Education School. EL Education schools challenge students to think critically and take active roles in their classrooms and communities, resulting in higher achievement and greater engagement in school. In EL schools learning is active, challenging, meaningful, public, and collaborative. The first phase of York's transition is to create a positive school culture where learning is safe and respectful. Our motto, "We are CREW, not passengers" guides us as we build a culture of respect, responsibility, courage, and kindness so that we can collaborate to produce high quality work. We have developed Habits of Scholarship that guide our interactions and work at York. York's Habits of Scholarship are Respect, Responsibility, Integrity, Perseverance, Explorer, and Compassion. Students use these to support each other and for their own learning as they build leadership and academic skills. Future changes will be in refining work to a higher standard of quality and to practice academic skills that students learn within problem-based integrated studies called expeditions.

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

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. The Head Start site for Middlebury Community Schools is held at York Elementary. The students are transported by bus from all over the Middlebury Community School district. We have two classes each day with seventeen 3 ½ to 4 year-olds in each class. The Head Start classes are 3 ½ hours long and the students eat breakfast, lunch, and snacks. The teachers have been in the Head Start program for years and they bring lots of experience and wisdom to this fun class. Our Head Start students from Middlebury, York, Jefferson and Orchard View 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.

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.

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.

Misbehavior Consequences:

- 1st time: Bench sitting/ time out
2nd time: Miss rest of recess
3rd time: Sent to Principal

Inside Recess

- Students will stay in the classroom for inside recess.

Electronic Equipment

Students are encouraged to leave electronic equipment at home. These items include, but are not limited to, CD players, iPods, Nintendo DS's, 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, these 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.

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.

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 spaghetti straps or 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.

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.

STUDENT AWARDS

PERFECT ATTENDANCE

Students who have **perfect attendance (no absences, no tardies)** for the entire year will receive a perfect attendance certificate and a Principal Perfect Attendance Token.

MUSTANG AWARD



At the end of each month, one student in each classroom in grades K – 3 will be chosen by their teacher to receive the Mustang Award. The teacher will determine the winner of the award by examining the attitude, academic effort, citizenship, and character of the students. Each award winner will receive a certificate, have their picture taken, and have their name published in the monthly newsletter. Parents will be notified of their child's award by a letter from the school.

JOSEPH MAUCK CHARACTER AWARD

This award will recognize a third grade boy and girl who has demonstrated outstanding character throughout his/her school years at York. The family of Joseph and Ruth Mauck who served as York Township trustees fund this award. The recipients of this award are eligible for a college scholarship upon completion of graduation requirements at Northridge High School.

GENERAL PROGRAMS

PARTIES

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

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

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, Three for Me Program, PTO Skates at Eby Pine's Family Fun Center, Speakers, Fitness Night. 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. 2013-2014 plan coverage, including interscholastic football coverage and rates are available at <http://markel.sevencorners.com/>

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

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 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 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 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, Director of Curriculum and Instruction

Middlebury Community Schools

56853 Northridge Drive

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:

Mrs Jane Allen, 504/ADA Coordinator

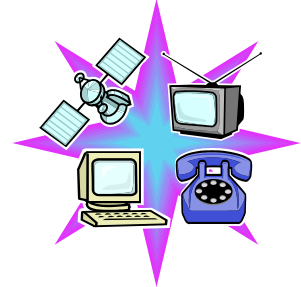
Middlebury Community Schools

56853 Northridge Drive

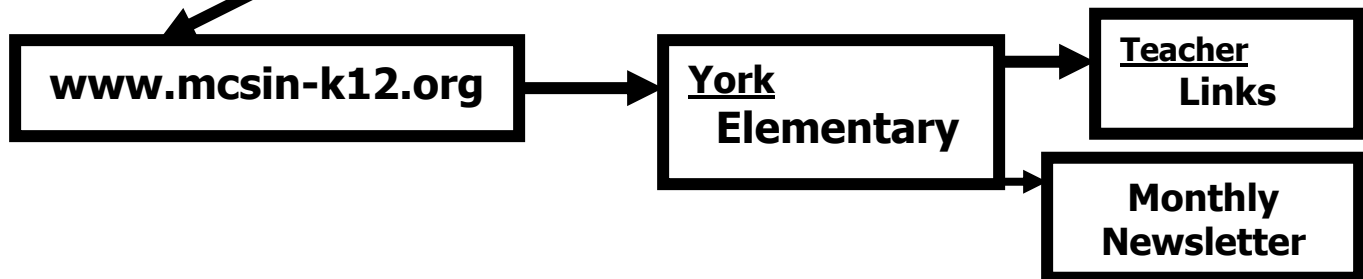
Middlebury, IN 46540

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 Website



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.