

# **UNION**

## **ELEMENTARY**

### **STUDENT HANDBOOK**

#### **2017-2018**

*The mission of the Union Elementary School is to endeavor to cultivate a lifestyle of learning which promotes growth of every student and empowers them with the academic, technological, and life skills that will allow them to cope with the challenges of an ever changing society.*

**Union Elementary**  
**8707 West US Highway 36**  
**Modoc, Indiana 47358**  
**Phone: (765) 853-5481**  
**FAX: (765) 853-5721**  
**School Website: [www.usc.k12.in.us](http://www.usc.k12.in.us)**

*This Student Handbook belongs to:*

NAME \_\_\_\_\_

*This handbook contains general guidelines. They are not meant to be all inclusive and the administration reserves the right to deviate based on unique circumstances.*

## ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

## AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act 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 by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the principal and complete diagnostic forms to be submitted to a review committee.

## ASSESSMENT OF STUDENTS

To measure student progress, students will be tested in accordance with state standards and corporation policy. **Each student will be expected to pass the State mandated tests. Make-up dates are scheduled, but unnecessary absences should be avoided.** Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Depending upon the type of testing, specific information and/or parent consent may need to be obtained. Union School Corporation will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of 18. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Union Elementary has an attendance policy in order to avoid these negative consequences.

**Notification of Absences** - If a student is going to be absent, the parents must contact the school by 8:30 a.m. by calling the school office (853-5481) and providing a reason. If prior contact is not possible, the parents should provide a written excuse upon the return to school to the school nurse (attendance officer). The nurse will issue an admittance slip to class.

**Exempt Absences** - The following absences are exempt (with proper verification) and, therefore, do not count toward the four-, six- and ten-day limits (see section under chronic absences):

1. Absences certified as necessary by a doctor.
2. Serving as a page in the General Assembly.
3. Absences due to bereavement or serious family illness.
4. Absences due to legal appointments or court hearings.
5. Absences due to religious observation.
6. Absences due to being sent home ill from school by the school nurse or office.
7. Absences due to being suspended from school.
8. Absences due to field trips, as approved by the principal.

**Excused Absences** - The following absences are excused. Excused absences count toward the four, six, and ten-day limits (see section under chronic absences):

1. Written verification of reported illness of the student by the parent.
2. Professional appointments (doctor, dentist, etc.)

**Appointments** - Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

**Vacations** - Parents are encouraged to not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents must notify the principal in writing at least one week prior to the scheduled vacation. It may be possible for the student to receive certain assignments prior to the absence that are to be completed during the trip; however, these absences are considered excused.

**Suspensions** - If a student is absent from school because of suspension, the absence will not be considered a truancy, and he/she may be given the opportunity to make up the school work that is missed upon their return.

**Unexcused Absences** - If a student is absent from school for all or any part of the day and the absence does not qualify as one of the 10 reasons for exempt or excused absences, the absence shall be considered unexcused. Unexcused absences are a violation of school rules and students will be subject to disciplinary action.

**Chronic Absenteeism** - Although we hope no student will need to be absent repeatedly, Union School Corporation has adopted the following procedure if an absenteeism problem does occur:

1. After a student misses four excused or unexcused days in a semester, a letter will be sent home notifying the family as to how many days the student has missed.
2. After a student misses six excused or unexcused days in a semester, the school will send a letter to the parents requesting them to contact the school to discuss their child's attendance.
3. After ten excused or unexcused absences in a semester, the school will send a letter to the parents requesting a conference to discuss their child's attendance. The administration may choose to contact legal authorities or Children and Family Services.

**Truancy** - Truancy is when a student is absent without the consent and/or knowledge of the school and/or parents. Severe disciplinary action will result when students "skip school" and intentionally violate the state law of compulsory school attendance. The skipping of classes for any part of the school day is considered a truancy.

Union Schools are considered **CLOSED CAMPUSES**. No student will be allowed to leave the school grounds while school is in session without permission from the administration. Lunch periods are closed; therefore, students are to remain at school for lunch. Leaving school or class without permission is truancy.

In case of accident or illness, the student should report to the nurse's office. Parents are to sign-out their child in the nurse's office before leaving school. When returning to school, the parents are to sign-in their child at the nurse's office before going to class. An admit slip to class will be issued by the nurse.

**Tardiness** - Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving to school, he/she is to report to the office before going to his/her first assigned location. Students who are late (after 8 a.m.) will be considered tardy to school. These tardies will result in school disciplinary action and will be recorded on the student's report card. *Students who regularly leave school early without proper documentation (i.e., doctor notes) are subject to the same disciplinary action as students who are tardy.*

## ATTENDANCE VIOLATIONS DISCIPLINARY ACTION

**Countable Absences:** In-school restriction; which may include lunch detention. Multiple countable absences will result in a more severe punishment.

**Truancy:** In-school restriction is assigned for truancy. Suspension, expulsion or legal action may result from habitual truancy.

**Tardies:** Students are considered tardy if they are not at school and in their seats at the start of the school day. Attendance is taken at 8 a.m. and 12 noon. The following punishments will be administered as a result of multiple tardies in a semester:

- Three tardies - written warning
- Four tardies - in-school suspension
- Six tardies - in-school suspension
- Eight tardies - in-school suspension and a conference

## BULLYING POLICY

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed,

aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the dean's office who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the dean's office. This report may be made anonymously.

5. The principal's office shall investigate all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

6. The principal's office will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

## BUS SAFETY RULES

It is the intent of Union School Corporation and your school bus driver to transport your child in a safe and timely manner to and from school. Please help by going over the following rules for safety with your child.

- Students will follow direction of the driver.
- Students will observe classroom conduct.
- The bus driver has the right to assign seats for discipline reasons or to make the bus route more efficient.
- Students will go directly to an available or assigned seat when entering the bus.
- All exits and aisles must be kept clear.
- Students will remain properly seated, back against the back of the seat, and keep hands to themselves.
- Students are permitted to have water on the bus but all other food and drink is prohibited.
- Students will not bring tobacco, alcohol, drugs or any controlled substance on the school bus. Students will be subject to school rules regarding tobacco, alcohol and drugs.
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or a weapon(s) onto the bus. Students may carry only items that can be held on their laps.
- Students will refrain from using profanity and/or obscene gestures, and must respect the rights of others.
- Students will not extend head, arms, legs, or objects out of the bus window.
- Students must be silent at railroad crossings.
- Students will stay seated until time to get off the bus.
- Students must provide a written note, signed by a school administrator or secretary, giving permission to ride a different bus, or get off at a different bus stop. The administrator or designee must have a note from the parent to be able to grant the request.

## CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pests, such as lice. **Students will be excluded from school until ALL evidence of head lice infestation, including nits, is gone in accordance with the Randolph County School Health Advisory Committee.**

Specific diseases for which a student may be removed are: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Students will not be allowed to attend school when lice (live bugs) are present. Even though head lice do not carry any disease nor does their presence mean that a child has not been kept clean, they still can be passed from student to student. Students are not to return to school until they have received treatment and all live lice have been removed. There should also be a substantial reduction in nits. Students will need to be brought in by a parent to be checked by the school nurse before returning to class. See Nurse's page on the website for more information. Any removal will be only for the contagious period. The school nurse will authorize readmission.

## CONVOCATIONS

Convocations will be planned for various times throughout the school year for our students. These programs are an extension of the academic program and provide well-rounded education for the students. Students are expected to behave appropriately. Parent notice and invitations will be contained in the parent letters.

## DISCIPLINE

It is important to remember that the school's rules apply going to and from school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal. Informal discipline takes place within the school. It includes: writing assignments, change of seating or location, lunch-time recess or after-school detention, in-school suspension, talking with the student, use of conflict resolution techniques, loss of privileges, corporal punishment. Corporal punishment is administered by the principal in the principal's office using the school paddle with the same sex witness present, if possible, and administering two or three strikes, with a written report given to parents and the superintendent. A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

Formal discipline removes the student from school. It includes suspension for up to five school days, exclusion and expulsion. For suspension, the principal may deny a student the right to attend school or take part in any school function for up to five consecutive school days. A student may be excluded from school attendance if:

1. The student's immediate removal is necessary to restore order or to protect persons;
2. The student's legal settlement is not in the attendance area of the school corporation, and no transfer or tuition arrangements have been made.

An expulsion is a denial of the right of a student to take part in any school function for a period greater than five consecutive school days.

## DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or excluded from school, there are specific procedures that must be followed.

### *Suspension from School*

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain their actions. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspensions of more than one day may be appealed, after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

The appeal shall be conducted in a private meeting and the student may be represented by legal counsel, if desired. There is no appeal for the loss of co-curricular and extra-curricular eligibility due to suspension, exclusion, or expulsion.

When a student is suspended, he/she may make up work missed after the return to school.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

### *Exclusion from school*

A student may be excluded from school if he/she poses a substantial threat to the health or safety of other students and/or staff, or if the student does not have legal settlement in the corporation.

Upon written request to the superintendent, a hearing may be arranged within 10 days after the student has been suspended, pending the exclusion hearing. A decision to exclude may be appealed to the Board of School Trustees.

### *Expulsion from school*

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents indicating, among other requirements, their right to request a hearing within 10 days after receipt of the hearing examiner's letter. If no request is received within that time period, the right to a hearing has been waived. Students being considered for expulsion may or may not be removed immediately. A requested formal hearing is scheduled with the hearing examiner during which the student may be represented by his/her parents and/or legal counsel.

The superintendent shall review the hearing examiner's report and make a decision with two school days after receiving the report. If the student is excluded or expelled, the parents may appeal, in writing, to the Board of School Trustees. The appeal can be

based only on evidence from the hearing or evidence presented in the appeal. All opportunity to earn grades or credit ends when a student is expelled.

## EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the superintendent will notify the following radio and television stations:

WLBC104.1 FM, WISHTV, WTHR, WRTV6, & FOX59

**Parents and students are responsible for knowing about emergency closings and delays.** Please make arrangements for your child in case of an emergency or early dismissal. Please make sure he/she knows what to do and where to go. Parents are to provide the school with at least three phone numbers that can be called in case of an emergency closing or individual student medical emergency. If no report is heard, it can be assumed school will be in session. **Please do not call the school.** Telephone lines must be kept open for emergencies.

## EMERGENCY MEDICAL AUTHORIZATION

All students must have an emergency medical authorization form completed, signed by a parent or guardian, and filed in the school nurse's office. **A student will be excluded from field trips and may be excluded from school until this requirement has been fulfilled.**

The Emergency Medical Authorization form will be distributed annually to parents and guardians upon school registration. In the event emergency medical treatment for a student is necessary, the corporation will adhere to the instructions on the authorization form.

## ENROLLMENT

Each child entering kindergarten must have attained the age of five (5) on or before August 1. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need the following: a legal birth certificate, court papers allocating parental rights and responsibilities or custody (if appropriate), proof of residency and proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The principal or designee will assist in obtaining the transcript, if not presented at the time of enrollment. Transfer students residing outside of the Union School Corporation boundaries are subject to approval by principal and/or designee. Criteria set by the State of Indiana must be met in order to be accepted by Union Elementary.

## FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent and emergency medical forms on file at the school.

Attendance and behavior rules apply to all field trips. Field trips are considered privileges. Alternate academic activities may be given to any students that are not able to conduct themselves in an appropriate manner.

Adequate chaperones of at least a 1:4 ratio are preferred (one chaperone/teacher to four students, with the exception of sixth grade, which is often considered to be middle school). In some cases, the field trip site requests a limited number of adults. If possible, a time for gift shop purchases should be provided.

## FINANCIAL ASSISTANCE

**Lunches and Milk:** It is the intent of Congress that milk and nutritious meals be available to every school child. For those families with incomes below an established level, lunch will be provided at no cost, or at a reduced cost depending on the size and income of the family. This is accomplished without common identification, or embarrassment to the child.

Applications for free and reduced meals are available in the school office. Guidelines for those eligible are the federal standards. Meal prices are announced at school registration each year, as set by the school board.

Textbook Rental: Guidelines regarding the supplying of textbook assistance are available in the office for those who qualify. All forms are subject to review and charges of perjury can apply.

## GRADES

Union Elementary has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning based on state proficiencies and essential skills. In general, students are assigned grades determined by test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

## GRADING SCALE

The goal for all elementary students is to reach the mastery level of 75%. Kindergarten students will be assessed using developmentally appropriate means and students in grades 1-6 will be given percentage grades with the following scale being applied: 100=A+, 93-99=A, 90-92=A-, 87-89=B+, 83-86=B, 80-82=B-, 77-79=C+, 73-76=C, 70-72=C-, 67-69=D+, 63-66=D, 60-62=D-, 59 and below=F.

There are two honor rolls at the elementary level: All A and A/B. A student must be reading at grade level to be eligible for the honor roll. All subjects, including music, art, P.E., health, etc., count for honor roll.

## GUIDELINES FOR POSSIBLE RETENTION

Retention in present grade placement will be considered when any of the following occur:

1. A student has an average of below 60% in language arts and math.
2. A student accumulates more than ten countable absences a semester.
3. A student fails to meet the cut-off on the statewide testing program or is below the 49th percentile on the Terra Nova achievement test.
4. A student fails to meet the cut-off on the statewide testing program, and the parents refuse the school recommended remediation. (The school corporation policy and state laws will determine retention or placement decisions.)

Parents will be notified by the end of the third grading period. The Teacher Assistance Team will convene regarding this student. When a child is being considered for retention, a meeting that includes (at minimum) the parent, teacher, principal and the next grade level representative will be held to determine final placement. According to corporation policy, the final decision will always rest with the building principal.

If a student is in danger of retention, but the committee decides the student should be given a chance to proceed to the next grade level, the student will be "assigned" in the next grade level, with the evaluation team meeting after a three-week time period to assess progress and determine whether placement was in the best interest of the child.

The Case Conference committee will always determine Special Education student's retention and placement.

## HARASSMENT

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other School Corporation officials so that the Board may address the conduct before it becomes severe, pervasive, or persistent. The School Corporation's Anti-harassment Complaint Coordinator is Brandy Warren.

## HEARING/SPEECH/VISION SCREENING

Hearing: Students are screened in kindergarten, first, fourth, seventh and tenth grades.

Speech: Students are screened in kindergarten and first grade. Other students are screened upon teacher referral. All new students to the corporation receive both hearing and speech screening.

Vision: Students are screened in first, third and fifth grades.

## HOMEWORK POLICY

The assignment of homework can be expected in some grade levels. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and graduation.

Disciplinary action may result when students establish a pattern of not completing homework. Students may be required to stay after school if work for the preceding week has not been completed. Parents will be notified if their child will be required to stay after school to complete work, with parents responsible for pick-up. Parents will also be notified if their child is to stay in at recess.

Homework serves valid purpose when it:

1. Has a specific purpose related to learning objectives.
2. Is appropriate to the grade level involved.
3. Involves application of knowledge, communication, research, skills, positive attitudes, and creativity.
4. If never part of discipline.
5. Is clear, corrected when returned, with strengths and weaknesses communicated in ways that provide for improved performance.
6. Involves students in examining their own work.
7. Has reasonable time limits with make-up opportunities

HOMEWORK IS.....

1. Two-way communication between school and home and between child and parent.
2. To re-enforce something already learned by the child.
3. To develop student responsibility.
4. Purposeful or meaningful work with a goal in mind.
5. To develop good study skills and habits.
6. To encourage independent reading.
7. To work on enrichment activities.
8. Completion of regular classroom work not required to be done at school with teacher direction.
9. To provide a child with a head start.
10. To provide a teacher with feedback as to what needs to be retaught.
11. Not always for a grade.
12. Being responsible for the completion and signing of the daily assignment book or sheet.

Parents have the responsibility to provide a daily time and place for homework to show that school is a priority. Encourage your children to present questions they have about homework BEFORE they leave school for the day. Teachers have the responsibility to check or grade homework in a timely manner to show children that it is important. If there is consistently more than 30-45 minutes (this time will vary according to grade level) of homework per night, parent should notify the teacher as to the student's use of work time at school, study skills, etc. We want children to have time to be involved in other activities.

Specific grade-level policies are issued at the beginning of each school year.

## IMMUNIZATIONS

Each student should have the immunizations required by Indiana law or have an authorized waiver. If a student does not have the necessary shots or waivers, the school nurse and principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

Immunization Requirements:

- Five doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DPT), or pediatric diphtheria-tetanus vaccine (DT) or four doses are acceptable, if the fourth dose was administered on or after the fourth birthday.
- Four doses of either polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination, or three doses of all OPV or all IPV are acceptable, if the third dose was administered on or after the fourth birthday.
- Two doses of measles (rubeola) vaccine, on or after the first birthday.
- One dose of rubella (German measles) vaccine, on or after the first birthday.
- One dose of mumps vaccine, on or after the first birthday.
- Hepatitis B - ***All*** students entering kindergarten must have completed or be on schedule for the three dose series as a prerequisite to entering kindergarten and first grade.
- One dose of Varicella (Chicken Pox) on or after the first birthday or record of disease. **Parental verification of chickenpox is acceptable** as proof of immunity (no vaccine needed). A written statement from the parent/guardian indicating dates of disease and signed is all documentation needed. Documentation by a physician is not necessary.

## INJURY AND ILLNESS

All injuries must be reported to a teacher, instructional assistant, or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the nurse's office. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission and signature.

## INTERNET COMPUTER ACCESS USAGE

Union School Corporation students who use the Internet at school must demonstrate responsibility in using this educational tool. Any inappropriate use of the computer network will result in the loss of the privilege to use this educational tool and possible disciplinary action as well. Students who use the Internet must have on file in the library office a signed agreement that they pledge to use computers and computer networks appropriately. Both students and parents must sign this agreement.

## INVITATIONS

Invitations may be brought to school and put into mailboxes, if the following are included: all boys in the classroom, all girls in the classroom, or all the children in the classroom. If your child is inviting fewer children, you will need to phone or mail invitations from home.

## LOST AND FOUND

The "Lost and Found" area is outside the office. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity at the end of each grading period.

## MAKE-UP WORK

If your child is to be absent more than two days, and you wish to call the school for your child's assignments, we would urge you to call prior to 9 a.m. Students who are absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the office as soon as possible to obtain assignments.

ANY SCHOOL WORK MISSED DUE TO ABSENCE CAN AND SHOULD BE MADE UP! School policy states that students are allowed one day for each day of absence to complete make-up work after returning to school. A student absent one day will have one day for make-up, two days for two absences, etc., up to a maximum of five days. Exceptions may be made by the administration due to long periods of illness. Students are encouraged to take work home and complete assignments while absent. It is the student's responsibility to see the teacher, concerning make-up work, the first day back in class. No recess will be missed for work completion, without parent notification. We will respect an Honor System with all work completed by the student -- not parent.

## MEDICATION ADMINISTRATION

If at all possible, try to avoid sending medication to school. However, students with specific health care needs should submit those needs in writing to the school nurse's office. The school does not provide Tylenol/ibuprofen or other over-the-counter medication. If your child needs such medication, it must be brought to school in the original container (not baggies or envelopes) with a signed permission slip by the parent that contains directions on how the medication should be dispensed. No medication will be sent home with the student. It will be the parent's responsibility to pick up the medication at school.

Students who must receive regular prescription medication or inhalers at school must have a written permission slip signed by the physician stating this is necessary. The permission slip must be updated at the beginning of each school year. Prescription medication must be brought to school in the original container with the original pharmacy label bearing the student's name. No medication will be sent home with the student. It will be the parent's responsibility to pick up the medication at school.

## MEAL SERVICE

The Union School Corporation offers both breakfast and lunch to its students. Each student is given an account with a pin number. It is the parent's responsibility to send in money weekly to keep the student's account in a positive balance. Charging meals is not an option. Students with a negative balance may prevent him/her from receiving a regular breakfast and/or lunch. This will be handled with a conference between the cafeteria manager, cashier and parent. All students have the option to bring their own lunch. Students are encouraged to pack a nutritious meal. No soda pop or candy can be included in a lunch that is brought from home. An

ala carte line of items is available for purchase after lunch is eaten, the lunch tray returned, and permission given by duty personnel. No food may be removed from the cafeteria.

## PICK-UP AND DELIVERY OF STUDENTS

Anyone delivering or picking up students during the school day by automobile should park and enter through the elementary school door beside the nurse's/principal's office. **NO AUTOMOBILES SHOULD EVER ENTER THE BUS LOADING/UNLOADING AREA BEHIND THE SCHOOL BUILDING.**

## PICTURES

Individual school pictures, with optional pre-paid purchases, will be taken in the fall for the yearbook and school records. Class pictures for the yearbook will generally be taken in the spring. Any commission received from the sale of pictures is deposited into the Student Activity Fund.

## REMEDATION

**After-School Tutoring** - This program will be offered twice a week after school in grades 3-6 during the months of September through April. These classes will be offered to those students who have failed one or more parts of the ISTEP+ test or scored below the 40<sup>th</sup> percentile on the NWEA test, or are recommended by the previous year teacher. The state mandates documentation of remediation offered and attended.

## REPORTING SCHOOL PROGRESS

We believe the cooperation of the school and home is a vital ingredient to the growth and education of the student. We recognize our responsibility to keep parents informed of student welfare and progress in school. A mid-grading period progress report is issued to those students scoring below the 75% mastery level. Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

The report card will be sent home a total of four times following each nine-week grading period. The report card shows whether your child practices good habits, works up to full ability, has mastered subject area benchmarks, and the extent of their progress. Your cooperation in helping your child improve is expected for your child's successful completion of the school year.

Parent expectations help to determine student achievement. The first parent-teacher conference is scheduled in the fall following the first nine-week grading period. The second parent-teacher conference is scheduled in the spring. Test results will be discussed at these conferences. Conferences will be requested for those students who are experiencing academic difficulty. Other conferences may be arranged by you or by the school, if needed. Conferences are designed to promote teamwork between the parents and teacher in providing optimal educational experiences for children. The conference helps us do more for your child because you can help us understand your child better and we can do more for the child we understand. You can help by telling about any problems your child may have at home and anything we should know about health, attitude toward school, ability to get along with others, or unusual problems or situations. Please come to the conference prepared to ask questions and with positive expectations.

Additional parent-teacher conference requests during the school year should be requested through the elementary school office with a twenty-four hour notice. At that time, the principal will discuss with you the nature of the concern, following an initial conference with the teacher(s), and schedule a time for the parent and teacher to conference. Prior notification of those attending the conference will be issued.

## SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal. Educational placements by parents and teachers will be considered; however, final placement of a child in a class is the principal's decision.

# SCHOOL-HOME COMPACT FOR A SAFE EFFECTIVE SCHOOL UNION ELEMENTARY SCHOOL

## ***Students are to:***

1. show respect to staff and other students.
2. use complete sentences in writing and speaking.
3. become an active learner and use his/her mind well.
4. learn to cooperate with others.
5. actively participate in and support school programs and activities.
6. do his/her personal best.
7. attend school regularly.
8. follow the life-long guidelines and life skills.
9. read nightly.
10. follow school procedures.
11. ask questions when he/she does understand.
12. complete the daily assignment book or sheet.
13. be accountable for academic results.

## ***Parents are to:***

1. show respect to school staff.
2. set high, yet reasonable, expectations for your child's work and behavior at school.
3. support the school by expecting the child to reach grade level standards.
4. read nightly with your child.
5. monitor your child's activities and associations to ensure a wholesome lifestyle.
6. discuss and sign the daily assignment book/sheet, report cards, and other progress reports, and return them to school when requested.
7. communicate frequently with the teacher by attending conferences, and volunteering.
8. limit television time.
9. be responsible for your child's attendance.
10. make homework a priority.

## ***Teachers are to:***

1. treat students and parents with respect.
2. be accountable for academic results by regularly assessing student progress on the Indiana Standards.
3. communicate these results with the student and parent.
4. work in grade level and multiple level teams to ensure alignment of curriculum and maintain high standards.
5. report assessment and benchmark results to parents and students.
6. use parent volunteers.

## ***Administrators are to:***

1. show respect to staff, parents and students.
2. provide leadership to all areas of schooling.
3. be responsible for the school climate.
4. maintain a safe and orderly learning environment.
5. help students, parents and teachers maintain high standards.
6. communicate about curriculum, teaching and learning.
7. mobilize and utilize community resources and agencies to further the mission of the school.
8. welcome parents and community members in the school.

## SCHOOL SPONSORED CLUBS AND ACTIVITIES

Union Elementary provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school and sponsored by a staff member. Authorized groups may include: field day, band and choir concerts, etc. Events are announced in advance, include much instructional time at school, and may be a part of a student's grade.

Extra-curricular activities are activities that may not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities. Examples include Little Hoosiers, girls' and boys' basketball, Cheerleading, Student Council, etc.

All students are permitted to participate in the extra-curricular activities of their choosing, as long as they meet the eligibility requirements. *Students receiving an "F" at the end of a grading period will be ineligible to participate in any extra-curricular games or events, for a period of 2 weeks. During this 2 week timeframe, the student may practice but cannot participate in any events until the probationary period has expired. Students who earn a D or an F at the end of any grading period or at any point in time during their season must also attend a minimum of 50% of tutoring sessions in that subject area if offered. Attendance at these tutoring sessions must continue until the student's grades have been raised to a satisfactory level of a C- or better. Grade checks for students will be conducted every 2 weeks for those students that are on academic probation.*

## SOLICITATION

No person is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action or removal from the school premises.

## STUDENT INSURANCE

Union School Corporation does not carry medical or accident insurance on students. Student insurance may be available to purchase by parents at registration. Purchase is optional and varies from year to year.

## STUDENT RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parent's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

## STUDENT WELL-BEING

Union School Corporation has put into place a security system and crisis management guidelines to create safe and secure learning environments for our students. Student safety is our primary responsibility. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she should notify any staff person immediately. Fire drills will be staged monthly. Directions are posted in each room and tell which way to go when the warning sounds. **Students should listen carefully to the teacher for additional instructions and not talk during the alarm.** Students should walk out of the building as quickly as possible, **but not run.** Students should move at least 50 feet away from the building. Line up outside of the building and return quietly when the "all clear" signal is given.

Tornado drills require orderliness and cooperation while instructions are given by the teachers or principal. A series of short blasts signals the tornado drill.

*Due to the serious nature of fire and tornado drills, students who are in any way disruptive or non-compliant will be subject to strict disciplinary action.*

## TELEPHONES USAGE

Office telephones should not be used for personal calls, and only with the permission of the classroom teacher. Except in an emergency, students will not be called to the office to receive a telephone call. (Students should be responsible for bringing needed

items to school at the beginning of each day.)

## TESTING PROGRAM

The ISTEP+ test is conducted in grades 3, 4, 5, 6, 8, and culminates in grade 10. It is very important that elementary children learn essential skills and meet the standards of ISTEP+, so that they are well prepared for the grade 10 test. Students in third grade will also take the IREAD-3 which students must pass in order to be promoted to fourth grade. Students in grades KG-6 will also take NWEA as a formative assessment three times a year. Parents are expected to support and monitor their children's educational progress through the ISTEP+ testing process and have students attend all remedial opportunities made available.

## TRANSFER OUT OF THE CORPORATION

If a student plans to transfer, the parent must notify the office. School records shall be transferred within 14 days to the new school. All book rental, school lunch fees, etc. must be paid and all non-consumable textbooks and library books returned.

## TRANSFER POLICY FOR UNION SCHOOL CORPORATION

Union School Corporation may enroll students who do not meet the requirements of legal settlement in our school district, subject to the determination by the School Administration that there is available space for such students, and subject to a review of any such student's prior academic performance record, attendance record and disciplinary record.

The parent or guardian of any such student shall complete an application for enrollment of the transfer student, shall provide the records referred to above, and shall meet with the Principal or his designee for an interview. The Principal or his designee may also meet with the student, and shall make a recommendation to the Superintendent regarding enrollment of the student.

The student must not have been suspended or expelled from the previous school.

## TRANSPORTATION

The school provides bus transportation for all students. The bus schedule and route is available by contacting the transportation director at 853-5481 x2000.

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. Student behavior standards are upheld at all times, this includes travel to and from bus stops as well as time spent at the bus stops.

The following behaviors are expected of all students:

**Previous to loading (on the road and at school):** Each student shall be on time at the designated loading zone; stay off the road at all times while walking to and waiting for the bus; line-up single file off the roadway to enter; wait until the bus is completely stopped before moving forward to enter; refrain from crossing a highway until the bus driver signals it is safe; go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait. Bus drivers, as well as teachers, should be supplied with a written note whenever a student will not be riding their bus, riding a different bus, or get off a bus at a different location, or have additional students ride their bus.

## PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. Bus drivers will contact the principal and/or parents with concerns. A bus conduct report may be filed.

## USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any school equipment they are allowed to use.

Students using school property and equipment can be fined for excessive wear and abuse or loss of the property and equipment. The fine is used to pay for the damage. In some cases, when materials, such as books, are damaged beyond repair,

replacement cost will be billed to the parents. If the damage or loss is intentional, the student will also be subject to discipline according to the Student Behavior Standards.

## VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, **EACH VISITOR MUST REPORT TO THE MAIN OFFICE** upon entering the school to sign-in and receive a visitor's pass. The pass **must** be worn above the waist at eye level. Any visitor found in the building without signing in and wearing a visitor's pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she must make an appointment, allowing a 24-hour notice (in most cases) in order to prevent any inconvenience or interruption of instructional time. Parents who visit the school to volunteer or attend a field trip must have a limited criminal background check on file and get approval from the classroom teacher prior to the date of the visit.

## CODE OF CONDUCT

A major component of the educational program at Union Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors:**

1. Abide by the national, state, and local laws as well as the rules of the school.
2. Respect the civil rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly, positive and productive.

**Dress and Grooming:** While fashions change, the reason for being in school does not. Students are in school to learn, and their manner of dress should reflect a respect for the learning environment. Any fashion that disrupts the educational process or presents a safety risk will not be permitted. Good hygiene is always an expectation.

No student in this district will be judged by his or her appearance or mode of dress, but rather by how these attributes affect his or her attitude, health, education, or welfare and safety. Union School Corporation reaffirms the belief that the home is first and foremost the responsible setting for training youth in personal grooming and dress. Any manner of dress or hair color that is disruptive to the educational process is prohibited. Examples include: net clothing, head gear (i.e. scarves, baseball caps, etc.), sunglasses, visors, inappropriate logos, including advertisement of illegal products or violent or threatening symbolism on clothing, clothing that is too revealing and or bares midriff area. Shorts and skirts should be no shorter than the student's mid-thigh. Sleeveless tops are allowed, but no straps should be less than two inches wide. Sleeveless shirts must have a finished hem. Shoes should be appropriate for playground use. Inappropriate dress will result in a change of clothes, note or telephone call to parents, etc.

Students, who are representing Union Elementary School at an official function or public event, may be required to follow specific dress requirements.

**Care of Property:** Students are responsible for the care of their own personal property -- not the school. Valuables such as jewelry or irreplaceable items should not be brought to school. Students are asked not to bring personal items including toys, games or trading cards to school. ***Students are not to bring electronics such as iPods, mp3 players, or video games to school.*** The school will confiscate such items and return them to the student's parents at the end of the school year. Elementary students should not bring excessive money to school.

**Cell Phones:** Students are not to carry cell phones during the school day. Consequences for cell phone infractions include:

### **1<sup>st</sup> Offense**

The teacher sends the cell phone to the office. The student may pick up the cell phone at the end of the day.

### **2<sup>nd</sup> Offense**

The teacher sends the cell phone to the office. Only the parent can pick up the cell phone.

### 3<sup>rd</sup> Offense

The teacher sends the cell phone to the office. Only the parent can pick up the cell phone. The student will be assigned a lunch detention.

### 4<sup>th</sup> Offense

The teacher sends the cell phone to the office. Only the parent can pick up the cell phone. The student will receive an in-school suspension.

### 5<sup>th</sup> Offense

The teacher sends the cell phone to the office. Only the parent can pick up the cell phone. The student will receive an out-of-school suspension.

## STUDENT BEHAVIOR STANDARDS

The Board of School Trustees has adopted the following standards for student conduct. These standards are applicable to students any time they are on school property, during and immediately before and after any school activity at any location (i.e. bus stop), and traveling to and from school or to a school activity.

Students may be disciplined by suspension or expulsion for:

1. Knowingly interfering with school purposes or inducing another student to interfere
2. Stealing or damaging school property or property of another person
3. Knowingly causing bodily harm to another person
4. Threatening another person with bodily injury or bullying in any manner
5. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks)
6. Possessing or providing a drug, except as authorized by prescription
7. Possessing or providing any substance represented to be a drug
8. Possessing or providing an alcoholic beverage
9. Consuming or being under the influence of a drug or alcohol, except as authorized by prescription
10. Possessing or providing tobacco or any tobacco product
11. Knowingly failing to report to scheduled assignment without permission or acceptable excuse
12. Failing or refusing to comply with directions of an adult supervisor
13. Directing unwelcome statements, communications, or conduct of a sexual nature to another person (see Harassment)
14. Materially altering any school document such as a hall pass, report card, etc.
15. Violating Indiana or Federal Law
16. Leaving a school activity or school property without prior approval of a teacher or supervising adult
17. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating
18. Attempting, or conspiring with another person, to violate any Student Behavior Standard

Union Elementary School takes pride in the safe, respectful environments we provide for student learning. Inappropriate displays of affection in school are considered disruptive to the learning environment and are cause for disciplinary action by the administration.

**Harassment by a student:** The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, threatening or offensive environment.

## ENFORCEMENT OF STANDARDS

The standards will be enforced by school administrators, teachers, teacher instructional assistants, bus drivers, and any other adult authorized by the school to supervise students.

The objectives of the enforcement of these standards are:

1. To protect the physical safety of all persons and prevent damage to property;
2. To maintain an environment in which the educational objectives of the school can be achieved;

3. To enforce and instill the core values of the Union School Corporation and its school community.

The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:

1. The nature and extent of any potential or actual injury, property damage, or disruption;
2. The student's prior disciplinary history and the relative success of any prior corrective efforts;
3. The willingness and ability of the student and the student's parents to participate in any corrective action;
4. The interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
5. Any other aggravating or mitigating factor or circumstance that should be considered.

## SEARCH AND SEIZURE

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Anything found in the course of a search which is evidence of a violation of the student conduct standards contained in the student handbook, or which is evidence of a violation of the law, or which by its presence presents an immediate danger of physical harm or illness to any person may, at the administrator's discretion, be:

1. Seized and admitted as evidence in any suspension or expulsion provided it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
2. Returned to the parent or guardian of the student from whom it was seized.
3. Destroyed if it has no significant value, or
4. Turned over to a law enforcement officer.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion a student has violated the law or school rules. No locks are permitted on elementary student lockers.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

**School officials will contact law enforcement authorities when, in their discretion, there is reason to believe a student's conduct is unlawful and has caused bodily injury to another person or substantial damage to the property of another, including the school corporation. Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or property that is knowingly, intentionally, or recklessly caused by the child.**

## STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student council members in grades 4, 5 and 6.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal.

A student has the right to a hearing, if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.