

Union Elementary Student Handbook

2024 - 2025

The mission of the Union Elementary School is to continually develop a desire in all students to be contributing members of the community by creating learning environments that inspire an intrinsic drive for personal growth.

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



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.

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

Students are to:

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

Parents are to:

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

Teachers are to:

- treat students and parents with respect.
- be accountable for academic results by regularly assessing student mastery of the Indiana academic standards through benchmark assessments, classroom participation, and completion of assignments.
- Collaborate with caregivers and students with the intent of setting high academic and behavioral goals for the individual student.
- Consistently communicate student learning objectives with students and caregivers.
- Participate and contribute in professional learning groups to ensure all learners are provided with high quality curriculum and instruction aligned to rigorous academic goals.
- use parent volunteers.

Administrators are to:

- show respect to staff, parents and students.
- provide leadership to all areas of schooling.
- be responsible for the school climate.

- maintain a safe and orderly learning environment.
- help students, parents and teachers maintain high academic and behavioral standards.
- communicate with all stakeholders about curriculum, instruction, and learning.
- mobilize and utilize community resources and agencies to further the mission of the school.
- welcome parents and community members in the school.

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.

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 student must not have been suspended or expelled from the previous school. Criteria set by the State of Indiana must be met in order to be accepted by Union Elementary.

Out of district enrollment: 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. Students residing outside of Union School Boundaries are expected to maintain regular attendance and may be expelled from the district for habitual attendance infractions.

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.

Faculty Contact Information:

NAME	CONTENT AREA	EMAIL
Dorothy Huddleston	Kindergarten	dhuddleston@usc.k12.in.us
Karina Jara	1st Grade	kjara@usc.k12.in.us

Brook Glaser	2nd Grade	brglaser@usc.k12.in.us
Angie Wright	3rd Grade	awright@usc.k12.in.us
Sara Johns	4th Grade	sjohns@usc.k12.in.us
Wendy Harris	5th Grade	wharris@usc.k12.in.us
Shane Schaffer	6 th Grade	sschaffer@usc.k12.in.us
Carrie Watson	Title I/Media	cwatson@usc.k12.in.us
Heather Eblen	Resource	heblen@usc.k12.in.us
Hailey Webb	Project Lead the Way	hwebb@usc.k12.in.us
Jordan Pike	Music/Band	lbendes@usc.k12.in.us
Shalbey Workman	Art	sworkman@usc.k12.in.us
Trinity Driskill	P. E.	tdriskill@usc.k12.in.us

Administration Contact Information:

NAME	TITLE/POSITION	EMAIL
Galen Mast	Superintendent	gmast@usc.k12.in.us
James Widmer	Principal	jwidmer@usc.k12.in.us
Tracy Bales	Asst. Principal/Special Ed Coordinator	tbales@usc.k12.in.us
Marvin Schwartz	Transportation Director/Maintenance	mschwartz@usc.k12.in.us
Sami Knipp	Secretary	sknipp@usc.k12.in.us
Jacqueline Wolfal	Nurse	jwolfal@usc.k12.in.us
Jeff Murray	Technology Director	jmurray@usc.k12.in.us
Renee Sexton	Curriculum Director	rsexton@usc.k12.in.us
Caren Sams	Guidance Counselor	csams@usc.k12.in.us

ATTENDANCE

The attendance policy at Union Elementary School is based on the premise that something important happens each day in each class. The faculty and staff believe that there is a direct relationship between good attendance and successful academic achievement. Strong study habits and a successful attendance program takes dedication from parents, students, and school staff. Union Elementary provides a rigorous, fast paced learning environment in which regular student attendance is imperative to make the appropriate academic gains. Consistent and punctual student attendance provides students with study habits that will carry through for their entire education and into adulthood. The following policy has been developed to promote a high standard of good school attendance.

Indiana Law IC 20-33-2-28, states: "It is unlawful for a parent to fail, neglect, or refuse to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools."

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 their return to the school nurse (attendance officer). The nurse will issue an admittance slip to class.

Attendance Occurrences:

Accidents/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 admittance slip to class will be issued by the nurse.

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 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 unexcused.

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.

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

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

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 must be signed in at the office before going to his/her first assigned location. Students who are late (after 8:15 a.m.) will be considered tardy to school. A half day absence will be counted for any student arriving after 9:15 AM or leaving prior to 1:45 PM. 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.*

Types of Absences

Exempt - Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15); when subpoenaed to testify in court (IC 20-33-2-16); serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2), the student is approved for an educationally related non-classroom activity (I.C. 20-33-2-17.5); the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes

(IC 20-33-2-17.7). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

Excused Absences - Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

Unexcused Absences - An unexcused absence is any absence not covered under the definition of excused or exempt including, but not limited to: oversleeping, failure to notify school of absence, and family vacations.

Habitual Absence - Under IC 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services**. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.”

ATTENDANCE POLICY

A student will be allowed a **total of ten (10) absences (excused and/or unexcused) for the school year.** Upon the student’s tenth (10) absence from a class, the student may be at risk of academic deficiencies.

1. After four (4) absences, a letter will be sent to the student’s parents, notifying them of the number of absences and reminding them of the attendance policy.
2. After six (6) absences, a letter will be sent to the student’s parents, notifying them of the number of absences and reminding them of the attendance policy. Juvenile court/prosecuting attorney may be notified of possible truancy or educational neglect.
3. Upon the eighth (8) absence, the student and parent/guardian will be required to be present for an Attendance Conference with the Union Elementary School Attendance Committee. Students and parents will sign an attendance contract.
4. Upon the 10th unexcused absence, or a total of 18 excused and/or unexcused absences, **the Randolph County Department of Child Services** and the Prosecutor’s Office will be contacted and informed of chronic absenteeism. Students who reside outside of the corporation will be at risk of expulsion.

MAKE-UP WORK

At a maximum, the student will have the same number of days to make up the work missed as the length of the absence. It is the **student’s responsibility** to request make-up work from their teacher. Recess will not be confiscated for the purpose of make-up work. Students will be expected to complete make-up work at home with the support of caregivers. Students who expect to remain at home because of illness for more than two (2) days should request homework from the office prior to 9am. Work missed

because of truancy, failure to provide verification of absence, or failure to plan for a planned absence may not be made up. Exceptions can be made by the building administrator.

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.

ELEARNING/VIRTUAL DAYS

In order to provide students with a consistent learning schedule, Union School Corporation participates in Virtual Learning days. Daily Instructions, Assignments, and or virtual instruction will be available no later than 10:00 a.m. It is the responsibility of the student and/or caregiver to promptly notify the teacher through e-mail or usual digital communication method. All virtual day assignments will be due seven (7) days from the occurrence. Students will not be permitted class time to complete virtual day assignments. Students without internet access will be given the opportunity to complete their assignments during after school lab hours

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, in-class assignments, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade. Students and caregivers will be informed of the teacher's grading policies at the beginning of the course work. If a student or caregiver is not sure how his/her grade will be determined, he/she is responsible for asking the teacher for clarity. Grades will be updated in PowerSchool bi-weekly at a minimum. It is the responsibility of the student and caregiver to monitor student grades.

GRADING SCALE

The goal for all elementary students is to reach the mastery level of 80%. Kindergarten students will be assessed using developmentally appropriate means. Gradebooks for students in grades 1-6 are updated frequently in PowerSchool and measured using a school-wide percentage-based grading scale.

A+: 100	B+: 89-87	C+: 77-79	D+: 69-67	F: 59 -0
A: 99-93	B: 86-83	C: 76-73	D: 66-63	
A- : 92- 90	B-: 82-80	C-: 72-70	D-: 62-60	

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, Media, etc., count for honor roll.

HOMEWORK POLICY

The assignment of minimal 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. It will be the responsibility to provide transportation in the event that their student is required to stay after school with the intent of completing assignments..

Homework serves valid purpose when it:

- Has a specific purpose related to learning objectives.
- Is appropriate to the grade level involved.
- Involves application of knowledge, communication, research, skills, positive attitudes, and creativity.
- Isn't part of discipline.
- Is clear, corrected when returned, with useful feedback intended to improve student achievement and skill mastery.
- Involves students in examining their own work.
- Has reasonable time limits with make-up opportunities

HOMEWORK IS.....

- Two-way communication between school and home and between child and parent.
- To re-enforce previously learned skills.
- To promote student responsibility.
- Manageable and meaningful work with a goal in mind.
- To develop good study skills and habits.
- To encourage independent reading.
- To work on enrichment activities.
- Completion of regular classroom work not required to be done at school with teacher direction.
- To provide a child with a head start.
- To provide a teacher with feedback as to what needs to be retaught.
- Not always for a grade.
- Being responsible for the completion and signing of the daily assignment book or sheet.

It is the responsibility of the caregiver to support the student's ability to complete their homework by reinforcing a consistent time frame for completing work in an environment with minimal distractions. Students should be encouraged to ask their teacher for clarity on misunderstood directions prior to leaving for the day.

If there is consistently more than 20-30 minutes 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.

GUIDELINES FOR POSSIBLE RETENTION

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

- A student has an average below 60% in Reading and math.
- A student accumulates more than ten countable absences a semester.
- A student has consistently scored below proficiency only classroom assessments and is consistently below the 40th percentile on the NWEA benchmark assessment.
- 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.)

Retention concerns will be communicated with parents by the end of the third grading period except when statewide testing is the result of retention. 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 make final decision.

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.

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.

ASSESSMENT OF STUDENTS

Classroom assessments will be used to measure student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific learning objectives aligned to Indiana State standards. Classroom assessments are intended to support future instruction to ensure that students are performing at grade-level.

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.

TESTING PROGRAM

ILEARN: The state of Indiana requires students in grades 3-8, & 10 to participate in ILEARN testing. ILEARN measures the academic growth and standard proficiency levels of learners across the state. Regular attendance and a positive home-school relationship will help ensure that your child is receiving the necessary instruction aligned to ILEARN with the intent of preparing learners for life after graduation.

IREAD-3: Students in third grade will also take the IREAD-3 assessment. This state required assessment is used to measure the learner’s ability to understand foundational reading skills and

comprehend grade level reading. This assessment must be passed in order for a student to be promoted to fourth grade. Any student who does not pass will be expected to attend remediation support specific to their learning needs with the option to re-take the assessment over the summer.

NWEA: Students in grades KG-6 will also take NWEA as a formative benchmark assessment three times a year. This assessment provides the teacher with valuable data, specific to each learner and their instructional needs. The data from NWEA is very closely related to ILEARN proficiency scores. Parents will be provided with NWEA data in a timely manner and are encouraged to ask their child's teacher for further understanding or clarification of their child's progress.

Parents are expected to support and monitor their children's educational progress through the ILEARN testing process and have students attend *all* remedial opportunities made available.

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.

TITLE 1 FORMAL COMPLAINT POLICY

Complaints against schools should be referred to the Title 1 Coordinator/Elementary Principal:

Michael Huber, Superintendent

8707 W US Hwy 36 S

Modoc, IN 47358

mhuber@usc.k12.in.us

765-853-5481 x 1001

- 1. Notice to School** – The Title 1 Coordinator will notify the school Superintendent that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.
- 2. Investigation** – After receiving the Principal's response, the Title 1 Coordinator, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Title 1 Coordinator and the Superintendent may do an onsite investigation at the school.
- 3. Opportunity to Present Evidence** – The Title 1 Coordinator may provide for the complainant and the Principal to present evidence.
- 4. Report and Recommended Resolution** – Once the Title 1 Coordinator has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.
- 5. Follow up** – The Title 1 Coordinator and the Superintendent will ensure that the resolution of the complaint is implemented.

6. **Time Limit** – The period between the Title 1 Coordinator receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.

7. **Right to Appeal** – Either party may appeal the final resolution to the Department of Education.

TITLE 1 PARENTS: RIGHT TO KNOW

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Union School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school principal at Union Elementary School (765-853-5481) and/or Union Jr. Sr. High School (765-853-5421).

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: 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.

1. USC does not permit clothing, hairstyles, or body markings that suggest or explicitly depicts vulgarity, racial inequality, sexually suggestive terms or pictures, alcohol, tobacco or drug advertising or sexually discriminating material or gang-related symbols, or any content disruptive to school purposes.
2. USC does not permit clothing considered by the school to be too revealing, distracting, or otherwise inappropriate. Pants with holes and/or frays will be allowed from the fingertips down.
3. See-through apparel and/or shirts that expose the midriff or are low-cut are not permitted.
4. Sleeveless tops will be permitted as long as the straps are at least two (2) inches wide.
5. Pants must be worn around the hips, not hanging or sagging off of the hips. Shorts and skirts will be no shorter than the length of the student's longest fingertip at their sides. Any faculty member or administrator may question the length.
6. Shoes or sandals are required for health reasons.
7. Hats, headgear of any kind, bandanas, or sunglasses may not be worn in the building during the hours of 7:40-3:15 unless a student is given permission by an administrator.

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. Please note that the school reserves the right to ask any student to change clothing in order to meet the dress code. Parents will need to pick-up confiscated items, in person, at the office.

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

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.

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.

HARASSMENT

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.

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.

BULLYING POLICY

- 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.
- 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.
- 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.
- 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.
- 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.

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

DISCIPLINE

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. The school staff will always attempt to support the student using restorative practice with the intent of providing the student with strategies to learn from their mistakes and guide the student to better decision making in the future.

Informal discipline: 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: 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 within 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.

DISCIPLINE MATRIX

Level 1- Parent notification as marked

Level 1	1st	2nd	3rd	4th	5th	6th
Disruption of Educational/ Transportation Atmosphere (Disrespect, etc. in class/bus)	Verbal Warning	Parent Notification and Lunch Detention	After School Detention	Saturday Detention	ISS	Admin. Discretion
Cell Phone Violation	Confiscation until the end of the day	Confiscation; Parent Pick-up	Confiscation; Lunch Detention; Parent Pick-up;	Confiscation; After School Detention; Parent Pick-up;	Confiscation; Saturday Detention; Parent Pick-up	Admin. Discretion
Technology Misuse (Distractions, Videos, etc.)	Teacher Warning	Parent Notification and Lunch Detention	After School Detention	Saturday Detention	ISS	Admin. Discretion
Hitting/Striking/ Horseplay (K-2)	Teacher Warning	In-Class Consequence	Parent Notification and Lunch Detention	Lunch Detention	Lunch Detention	Admin. Discretion
Hitting/Striking/ Horseplay (3-6)	In-Class Consequence	Parent Notification and Lunch Detention	After School Detention	Saturday Detention	ISS	Admin. Discretion

Level 2 and 3 - All Level 2 and 3 consequences require parent notification

Level 2	1st	2nd	3rd	4th	5th	6th
Profanity	Lunch Detention	Lunch Detention x2	After School Detention	Saturday Detention	ISS	Admin. Discretion/ OSS
Cheating or Plagiarism	Detention; Receive a zero on the assignment	1-3 ISS; Receive a zero on the assignment	Fail the Course for the term	Fail the Course for the Semester		
Insubordination/ Defiant Behavior	ISS (1-2 days)	OSS (1-3 days)	OSS (3-5 days)	Expulsion		
Theft	1 Hour Detention; Restitution	ISS; Restitution	OSS; Restitution	3 OSS; Restitution	Expulsion	
Intentional Technology Damage	Technology Warning/ Restitution	Restitution; Lunch Detention	Restitution; 1 Hour Detention	Restitution; ISS	Restitution; OSS (1-3 days)	Admin. Discretion
Out of Area	After School Detention	Saturday Detention	ISS			
Inappropriate Displays of Affection	Parent Notification, Lunch Detention	Parent Notification, Lunch Detention x2	Parent Notification, ISS	OSS		

Level 3	1st	2nd	3rd	4th	5th
Habitual Offender	Behavior Contract	3-5 OSS	Expulsion		
Vandalism/ Destruction of Property	Restitution After School Detention	Restitution Saturday Detention	Restitution 3 OSS	Restitution 5 OSS	Expulsion/ Restitution
Threats/ Intimidation/ Bullying	1-3 OSS	3-5 OSS	Expulsion		
Fighting	3 OSS	5 OSS	Expulsion		
Bullying/ Cyberbullying/ Harassment	ISS	OSS	3 OSS	Expulsion	
Technology Misuse (Inappropriate Websites, Identity Theft, Lewd Material etc.)	ISS/ Computer Restriction	OSS	3 OSS	Expulsion	
Tobacco/ E-Smoking Device	3 OSS	5 OSS	Expulsion		
Alcohol	Expulsion				
Firearms/Weapons/ Falsifying Alarms and Threats	Expulsion				
Drugs or Paraphernalia	Expulsion				
Contraband	ISS	OSS	3 OSS	Expulsion	
Public Indecency	1-3 OSS	5 OSS	Expulsion		

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.

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.

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.

PENALTIES FOR INFRACTIONS

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.

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.

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.

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 (rubella) 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.

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 by the parent 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.

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.

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. **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.

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.

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.

EMERGENCY PREPAREDNESS DRILLS

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 or tornado 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.

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 two or more “Fs” 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. Grade checks for students will be conducted every 2 weeks for those students that are on academic probation.***

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. Administration **may** choose not allow a student to attend a field trip due to behavior. Chaperone ratios are to be determined by administration and teachers. In some cases, the field trip site requests a limited number of adults. If possible, a time for gift shop purchases **could** be provided.

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 of 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.

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 a signed agreement that they pledge to use computers and computer networks appropriately. Both students and parents must sign this agreement.

TELEPHONES USAGE

Office telephones should not be used for personal calls unless absolutely necessary. Students may only use phones with the permission of office staff, teacher, or administration. 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.

Cell Phones: Students are not to carry cell phones during the school day. Cell phones should be kept out of sight throughout the school day. The use of cell phones during nonacademic time is at the discretion of the classroom teacher and administration. Cell phones can and will be

confiscated and retrieved from the principal's office by a caregiver in the event that the student fails to comply with these guidelines. Continued disregard for this policy can be grounds for both formal and informal disciplinary actions.

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.

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 sent via parent letters or automated calls.

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.

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.

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.

Any instance in which a parent or care-giver will be interacting with other students will require a cleared background check. 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

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.

STUDENT INSURANCE

Union School Corporation does not carry medical or accident insurance on students.

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.