

Student/Parent Handbook



MCCSC

**2013-2014
School Year**

**MONROE COUNTY COMMUNITY SCHOOL CORPORATION
2013-2014 SCHOOL YEAR CALENDAR**

<p>5 - Opening Day/Meetings 6 - Teacher Workday 7 - First Day for Students 30 - No School</p>	<p align="center">AUGUST '13</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p align="center">SEPTEMBER '13</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>2 - Labor Day/No School</p>							
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Approved by the MCCSC Board of School Trustees 01/22/13

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Note: This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed in (year). If you have questions or would like more information about a specific issue or document, contact your school principal or (designee), or access the document on the MCCSC website: www.mccsc.edu by clicking on (tab) and finding the specific policy or Administrative Guideline in the Table of contents for that section.

FOREWORD

Welcome to **Arlington Heights Elementary!** The staff at **Arlington Heights Elementary** is committed to providing your child with a nurturing learning environment that provides opportunities for each child to reach his/her fullest potential. We feel that parents are an integral part of this process and welcome and encourage your participation at **Arlington Heights Elementary**.

This handbook was designed to provide you with school policies and procedures. Please read through the information and refer to it throughout the school year.

We welcome and encourage parental involvement. Please do not hesitate to call or stop by with questions or concerns. I am looking forward to a great school year!

Sincerely,
Mrs. Shannon P. Carroll-Frey, principal

AHE MISSION STATEMENT

When students leave AHE they will be ready to... Read Anything. Learn Anything. Do Anything. Arlington Heights is a caring educational community that builds on the strong traditions of our past while maintaining our vision for the future. We are dedicated to teaching our students the skills to become informed, empathetic, and contributing citizens so they may become active learners, creative problem-solvers, critical thinkers, responsible decision-makers, effective communicators; respectful of themselves and others.

EQUAL EDUCATION OPPORTUNITY

No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational function or student activity. Education services, programs, instruction and facilities will not be denied to anyone in Monroe County Community School Corporation as a result of race, color, religion, national origin, creed or ancestry, age, sex, marital status, sexual orientation, disability or veteran's status.

SCHOOL DAY

Monday, Tuesday, Thursday, Friday Schedule	8:35 a.m.-3:50 p.m.
One-half Day Kindergarten	8:35 a.m.-11:30 a.m.
Full Day Kindergarten	8:35 a.m.-3:50 p.m.
Wednesday Schedule	9:35 a.m.-3:50 p.m.
One-half Day Kindergarten	9:35 a.m.-11:30 a.m.
Full Day Kindergarten	9:35 a.m.-3:50 p.m.
When a delay is called because of circumstances beyond our control, school will start at 10:35 a.m. regardless of the day of the week.	

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (*notice and a fair hearing*) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U. S. mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If for some reason this is not possible the student should seek help from the building principal.

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire drills, tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian and filed in the school office.

Students with specific health care needs should submit his/her needs in writing and with the proper documentation by a physician to the school office.

Help Keep Our Schools Safe



**Confidential
Call the SAFE SCHOOL
HOTLINE 330-2494**

A confidential means of reporting unsafe conditions that could harm students, staff or the school.

Your Name is Never Asked

INJURY AND ILLNESS

All injuries must be reported to a teacher or the school office. If minor, the student will be treated and may return to his/her class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents/guardians.

A student who becomes ill during the school day should request permission from the teacher to go to the school office. It will be determined by school staff whether the student should remain at school or released to go home. No student will be released from school without proper parental permission.

SECTION I

General Information

ENROLLMENT IN THE SCHOOL

Students are expected to enroll in the attendance area in which they have legal residency, unless other arrangements have been approved. Students who are new to the school are required to enroll with their parents/legal guardians. When enrolling the parents/guardians will need to provide the following information:

- Certified or Legal Birth Certificate or Passport
- Current Immunization Record
- Two Proofs of Residency
- If custody is an issue, court documentation

In some cases, a temporary enrollment may be permitted. In such cases parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. **Arlington Heights** will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the corporation liaison for homeless children with regard to enrollment procedures.

Non-resident students should refer to the MCCSC Policy 5111 for eligibility requirements to enroll.

Foreign students and foreign exchange students (*from recognized and approved student programs*) are eligible for admission on the same basis as other non-resident students.

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.

EARLY DISMISSAL

No student may leave school prior to dismissal time without either:

- a.) a written request signed by the parent/guardian or a person who has been designated on the current enrollment card
- b.) the parent coming to the school office to personally request the release

No student will be released to a person other than a custodial parent/guardian without a permission note signed by the custodial parent or other legal authorization.

TRANSFER OUT OF MCCSC

If a student plans to transfer from **Arlington Heights Elementary**, the parent must notify the Principal. Parents are encouraged to contact the school office for specific details. *Per MCCSC Policy 5131*

IMMUNIZATIONS

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, and mumps. Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time to time other communicable diseases may be designated by the State Board of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains un-immunized at the close of the twenty (20) day period, the Superintendent shall commence exclusion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

The parent of each female student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infections is available. Within twenty (20) days after the first day of school, the parent shall provide a written statement as prescribed by the State Department of Health regarding the HPV information.

I.C. 20-30-5-18; 20-34-4-2; 20-34-4-3

USE OF MEDICATIONS

The Corporation Health Services Staff shall not be responsible for the diagnosis of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies that are FDA approved. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or injections.

Before any medication or treatment may be administered by school personnel to any student during school hours or during school related activities, the Corporation Health Services staff shall require the written prescription form the child's physician for all prescription drugs accompanied by the written authorization of the parent. In the case of FDA approved non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the health office of the child's school and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription. The labeled bottle must match the prescription. Both written authorization from the parent and written prescription from the child's physician shall be required to authorize any self-medication by the student. In addition physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

Before any non-prescribed medication or treatment may be administered, the Corporation Health Services staff shall require the prior written consent of the parent (see 5330 F1a and Form 5330 F1b). These documents shall be kept in the school health office.

Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines.

No student is allowed to provide or sell any type of prescribed or non-prescribed (over-the-counter) medication to another student.

Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Students who may require administration of an emergency medication may have such medication, stored in the school's health office and administered in accord with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication

The Corporation Health Services staff shall permit the administration by staff of any procedure and/or treatment after being properly trained by a school nurse.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy. I.C. 20-33-8-12; I.C. 20-34-3-18; I.C. 20-34-5; I.C. 34-30-12; 511 IAC 7-36-9

SELF-ADMINISTERED MEDICATION

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement filed annually to include the following information:

- A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
- B. The student has been given instruction as to how to self-administer the medication.
- C. The nature of the disease or medical condition requires emergency administration of medication.

The Corporation, School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

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 pest such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will be limited to the contagious period as specified in MCCSC Administrative Guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

MCCSC has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the county health department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARD-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to the laws protecting confidentiality.

SPECIAL EDUCATION

Students are entitled to a free appropriate public education in the "least restrictive environment". MCCSC provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, MCCSC encourages the parent to be an active participant. To inquire about the procedure, please contact **the principal (Mrs. Carroll-Frey)**.

Students with disabilities who do not qualify for special education may be served within the regular education program with a Section 504 accommodation plan developed through an interactive dialogue between **Arlington Heights Elementary** the student, and the student's parent/guardian.

Parents/Guardians who believe their child may have a disability that interferes substantially with the student's ability to function properly in school should contact **the principal (Mrs. Carroll-Frey)**.

INDIVIDUALS WITH DISABILITIES ACT (IDEA) AMERICANS WITH DISABILITIES ACT (ADA)

Section 504

The American with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students but all individuals who have access to MCCSC's programs and facilities.

The law defines person with a disability as anyone who:

- a. Has a mental or physical impairment that substantially limits one or more major life activities
- b. Has a record of such an impairment
- c. Is regarded as having such an impairment

MCCSC has specific responsibilities under this law, which include identifying, reviewing, and if the child is determined to be eligible, affording access to appropriate educational accommodations.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by MCCSC. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under MCCSC's nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information please contact Becky Rose at the Administration Building (812-330-7700).

STUDENT RECORDS (PROTECTION & PRIVACY)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

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

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

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

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

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

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

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

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

4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA:

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

MEAL SERVICE

Good nutrition and learning go hand in hand.

MCCSC participates in the National School Breakfast and Lunch Programs as well as the Federal Summer Feeding Program. These programs strive to ensure that all children regardless of economic status, cultural diversity or special needs have access to healthy meals to promote learning readiness. In addition our priorities include:

- Providing healthy choices
- Complying with federal program regulations
- Ensuring that quality products are purchased per specifications
- Operating under fiscally sound principles
- Offering reasonable prices
- Meeting or exceeding food safety standards

To be consistent with the school wellness policy, MCCSC requests parent support and encourages healthy sack lunches. Please do not send pop (carbonated sodas) with sack lunches and further encourages the avoidance of high sodium prepackaged meals.

<u>MEAL PRICES</u>		<u>Reduced</u>	<u>Full Pay</u>
Breakfast	K-6	\$.30	\$1.40
Lunch	K -6	\$.40	\$2.40

Meal payments are accepted by credit card 24/7 via our online meal payment portal (www.mypaymentsplus.com). Payments by cash or check are accepted at all schools and the food service administration office. Please include the student's name(s) and ID number(s) on the check; and if splitting among multiple students, the amount to post to each account. Parents are notified by school messenger when meal account balances fall below \$10.00. Free and Reduced Price Meals are available to families who believe they may qualify. Applications are available at the school office, the food service administration office and on the food service web page.

FIRE, TORNADO, AND SAFETY DRILLS

MCCSC complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of a school-wide signal or announcement.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property or other acts of violence.

EMERGENCY CLOSINGS AND DELAYS

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

Local Radio Stations		
WTTS 92.3	WGCL 1370	WVNI-FM Spirit 95
WHCC 105.1	WCLS 97.7	WFIU 103.7
Local Television Stations		
WBWB –WTTV Channel 4	WRTV Channel 6	WISH Channel 8
WTHR Channel 13	WXIN-FOX 59	WAVE
Information can also be found on the MCCSC Website www.mccsc.edu		

SAFETY AND SECURITY

1. All visitors must report to the office when they arrive at school.
2. All visitors are given and required to wear a building pass while they are in the school building.
3. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people who are “hanging around” the building after hours.
4. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
5. As many unneeded outside doors as possible are locked during the school day.
6. Portions of the building that will not be needed after the regular school days are closed off.
7. If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.
8. Students may not bring visitors to school without first obtaining written permission from the building principal.
9. All MCCSC employees are to wear identification badges while in MCCSC schools, offices, or on MCCSC property.
10. MCCSC shall utilize video surveillance and electronic monitoring in order to protect MCCSC property, promote security, and protect the health, welfare and safety of students, parents and visitors.

VISITORS

POLICY

BOARD OF SCHOOL TRUSTEES RELATIONS
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

9150

SCHOOL VISITORS

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person who possesses a firearm or when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms shall make the appropriate arrangements with the Superintendent.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

REF: I.C. 20-26-5-4; 20 USC 3351

Approved by the Board 7/15/91

Revised 12/16/94 [to include reference to 'who possesses a firearm']

Revised 2/2/06 [to update I.C. reference]

Guidelines

OFFICE OF THE SUPERINTENDENT RELATIONS
MONROE COUNTY COMMUNITY SCHOOL CORPORATION

9150

SCHOOL VISITORS

1. The building principal is responsible for all persons in the building and on the grounds. The following applies to visitors to the school:

- a. Anyone who is not a regular staff member or student of the school will be termed a "visitor."
- b. Visitors to school buildings or school campuses will report to the school office immediately upon their arrival.
- b. Teachers, students and other staff are not expected to take instructional time to discuss individual matters with visitors.

2. The building principal or office staff will welcome visitors and provide any necessary assistance. The principal will establish sign-in procedures for visitors. Visitors will be required to register and to wear name tags.

3. Rules and regulations concerning visitors will be clearly posted throughout the building and will be at all entrances and the main office. The principal has the authority to develop additional regulations for specific buildings based on these guidelines:

- a. Invited Guests – Teachers planning to invite guests to the classroom will make necessary arrangements and inform the principal and office staff.
 - b. Parents and Legal Guardians – Parents and guardians are encouraged to visit for class exhibits, lunch, celebrations, and to participate in volunteer opportunities.
 - c. School Board – Individual School Board members who are interested in visiting schools will make appropriate arrangements through the Superintendent and principal. Such visits shall be for the purpose of becoming acquainted with school programs, personnel, operation and facilities.
 - d. Student Guests – Student visitations are not allowed except under certain situations for which the principal must grant approval, such as a specific school program or activity.
 - e. Volunteers – Volunteers may help in classrooms, with programs, and with extracurricular activities. Criminal history checks are required and confidentiality agreements may be required as appropriate to a classroom or school.
4. Visits to classrooms may be allowed at the discretion of the principal and must be arranged in advance. Factors to be considered include but are not limited to the following: instructional viability or connection, disruption of classroom activity; time of the school year; nature of the class, and class size. Under no circumstances are classroom visits to be used for the purpose of teacher or program evaluation.
5. The building principal has the authority to prohibit the entry of any person to school, to expel any person who possesses a firearm, and to exclude anyone where there is reason to believe the presence of said person would be detrimental to the good order and operation of the school. The principal is authorized to request whatever assistance is required from local law enforcement if such an individual refuses to leave the school grounds or causes a disturbance.

Approved by the Superintendent 7/25/85
Revised: 11/8/07 (reviewed by the Board 11/20/07)

USE OF CELLULAR TELEPHONES AND WIRELESS COMMUNICATION DEVICES

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Elementary and Middle School students may use wireless communication devices (WCDs) before and after school, during after school activities (e.g. extracurricular activities), at school-related functions, and any additional time approved by the building administrator. Use of WCDs, except those approved, at any other time is prohibited and they must be powered completely off and stored out of sight. WCD's may be used as an instructional device only when prior approval is given by the classroom teacher or building administrator.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or

transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Per *MCCSC Policy 5136*

ACCEPTABLE USE AGREEMENT

Student Access to Networked Information Resources Policy and Guidelines 2521

Students must sign and Acceptable Use Agreement prior to having a computer account. Excerpts of the Agreement include:

Restrictions

The following activities are not permitted on MCCSC electronic resources:

- Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or storage space, or the spreading of computer “viruses” through the inappropriate use of files or diskettes.
- Violating copyright, or otherwise using another person’s intellectual property without his or her prior approval or proper citation; using another person’s passwords; trespassing in another person’s folders, work or files.
- Violating local, state or federal statute.

Reasonable Usage

Among, but not limited to, users should refrain from overuse of connect time, information storage space, printing or processing capacity.

- Request permission before downloading any program or file; scan for potential “virus” before executing, running, decompressing, or unzipping.
- Regularly remove unneeded files and/or folders from MCCSC and/or building accounts; save information to your storage space or to individual diskette; and not use local hard drives for storage.
- Obtain permission before signing on to a mail list or list service, or accessing private accounts, such as e-mail.
- Install no software programs not owned by or licensed to the MCCSC or the school on any MCCSC resources. This includes “freeware” or “shareware” programs as well as regular commercial versions.

Rights and Privileges

The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional networked resources provided by the MCCSC. The student’s account provides for personal storage space on the MCCSC resources which may be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private. However, users

should not expect that files will always be private. MCCSC network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

Disclaimers

The MCCSC makes no warranties of any kind, either expressed or implied, for the provided access. The staff, the school and the MCCSC are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on MCCSC resources, or for personal property used to access MCCSC resources; for the accuracy, nature, or quality of information stored on MCCSC resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through MCCSC-provided access. Further, even though the MCCSC may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statute.

Sanctions

Violations of school and MCCSC networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the building and/or classroom level in line with existing practice regarding language and behavior (Policy and Guidelines 5600). When appropriate, law enforcement agencies may be involved.

SECTION II

ACADEMICS

FIELD TRIPS

Educational field trips are seen as an integral part of the school's instructional program, supplementing and providing enrichment for the learning activities which take place in the regular classroom. Parents do not need to sign a special permission form for students to participate in educational field trips that occur during school hours within the county. The teacher or sponsor will notify parents of the details of the trip and provide the principal with a list of students and adults who will be participating. To participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization form for those students. This includes, but is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events. Parents who do not wish for their child to participate in one of these field trips should notify the building principal in writing in advance of the scheduled trip.

REPORT CARDS

Report cards are sent home with children the week following the end of the 9th, 18th, and 27th weeks of school. The final report card will be mailed home or sent home the last day of school. Please maintain close contact with your child's teacher throughout the school year.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and MCCSC policy.

Unless exempted, each student will be expected to pass the ISTEP test as well as IREAD 3 for third grade students. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group and individual tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

PROMOTION, PLACEMENT, AND RETENTION

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the School Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this School Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level under any of the following conditions:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;

- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade;

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

No student who has successfully completed a grade shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extracurricular athletic programs.

Following sound principles of child guidance, the School Board discourages the skipping of grades.

The School Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading for a period of time, will be officially reported as a third grader, and will fully participate in the grade three ISTEP+ assessment.

Good cause exemptions that may be considered are:

- A. a student who has been previously retained two times prior to the fourth grade;
- B. a student with disabilities whose case conference committee has determined that promotion is appropriate;
- C. an English learner student whose Individual Learning Plan (ILP) Committee has determined that promotion is inappropriate;

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the professional staff for any promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
- D. assign to the building principal the final responsibility for determining the promotion, placement, or retention of each student.

SECTION III

STUDENT ACTIVITIES

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

USE OF SCHOOL FACILITIES

Policy 7510

The School Board believes that the school facilities of this Corporation should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property, or interfere with the educational program of the schools, and is harmonious with the purposes of this Corporation.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the principal.

Corporation facilities shall be available for the below-listed uses. When there are competing interests for such uses, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses by not-for-profit or for-profit organizations providing childcare programs which meet the State requirements and additional conditions established by Board policies and the Superintendent's guidelines
- C. uses and groups indirectly related to the schools
- D. meetings of employee associations
- E. uses for voter registration and elections
- F. departments or agencies of the municipal government
- G. other governmental agencies
- H. community organizations formed for charitable, civic, social, educational, political, or religious purposes
- I. commercial or profit-making organizations but not for profit-making purposes

The use of school facilities shall not be granted for any purpose which is prohibited by law.

The Superintendent shall develop administrative guidelines for the granting of permission to use Corporation facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by the Board.
- B. Use of school equipment in conjunction with the use of Corporation facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where guidelines so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the appropriate local authority to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

No liability shall attach to this Corporation, any employee, officer, or members of this Corporation specifically as a consequence of permitting access to these facilities.

I.C. 20-26-5-1, 20-26-5-4, 20-26-8-1 et seq.

Approved 7/15/91

Revised 8/9/93

{Code citations updated 6/18/07}

SECTION IV

STUDENT CONDUCT

ATTENDANCE

Reporting Absences:

- Absences must be reported to the school office by **10:00 a.m.** on the day of the absence. Parents should call the school office (**330-7747**) to report the absence or send a note to the office.
- If you would like to report the absence when the office is closed, you may call the school and leave a message.
- If your child is going to be absent more than one day, you only need to call once if you inform the office of the dates of the absences.
- An attempt will be made to contact parents of children absent from school with no notification from the parent. This is to ensure the safety of all students.
- If your child will be absent or tardy due to a doctor/dentist appointment, it is very important to bring in a doctor's statement to the office.

Tardy and Partial-Day Absences:

In an attempt to increase student instructional time, MCCSC schools record these losses using the following process throughout the district:

- Students who are 15 minutes late or less to school or to the classroom due to their own actions will continue to be marked tardy. (i.e.: stopping to chat with friends, in the restroom)
- Students who are late to class due to a school issue beyond their or their parents' control will not be marked as tardy. (i.e.: late bus)
- All other reasons students are not in school for a portion of the day will be marked as a "partial day absence" on student report cards. (i.e.: late arrival more than 15 minutes, mid-day absence, early dismissal)

Releasing Students during the School Day:

- In the morning, parents should send a note to the classroom teacher to inform her/him that the child will be leaving during the day. If your child is leaving and not returning, please indicate this in your note.
- Parents should check in at the office and office personnel will contact the child via the intercom. Parents should not go directly to the classroom in an effort to avoid disruptions to instruction.
- A child will not be released to anyone other than the parent unless the parent has made prior arrangements.
- Children should never leave the school without permission from the teacher and the main office.
- If a child is leaving for the purpose of a dentist or doctor appointment, please submit to the office a medical excuse from the physician or dentist.

- Please try to avoid taking your child from school during the school day if at all possible.

It is imperative parents taking students to lunch adhere to their child's lunch schedule. Please do not take children out of class early and be sure to return on time. If you have more than one child with two different lunch schedules, please do not take one child out of class in order to go to lunch with a sibling. It is important for children to be in class.

ATTENDANCE

(Per MCCSC Policy 5200)

The School Board, as an agency of the State, is required to enforce regular attendance of students. The School Board recognizes that presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all Corporation students, except those exempted under policy 5223, items A to O listed under excused absences, or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

A student may not be required to attend school and/or may not be allowed to attend school if it is shown to the satisfaction of the Principal that the mental condition of the student is such that s/he cannot benefit from instruction, or that the physical condition of the student is such as to prevent attendance at school or that s/he is receiving instruction equivalent to that provided in public schools.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. Ensure a school session which is in conformance with the requirements of the law;
- B. Ensure that students with any number of excused absences (excluding out of school suspensions), or other absences up to the equivalent of ten (10) days per 180 school days, regardless of the school year, have the opportunity to make up work they missed.
- C. Ensure that appropriate steps are taken to promote good attendance
- D. Govern the keeping of attendance records in accordance with the rules of the State Board;
- E. Ensure that, when appropriate, any student who has excessive absences due to a medically documented physical or mental impairment may be referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

The Principal or designee shall require, from the parent of each student or from an adult student who has been absent for any reason, notification of the cause for such absence. The Principal or designee reserves the right to verify such statements and to investigate the cause of each single absence. Repeated infractions of the School Board's policy on attendance may result in disciplinary action, including suspension or expulsion of a student.

The School Board and Indiana Statute consider certain factors to be reasonable excuses for time missed from school. Any student absences from school will be categorized as follows:

1. **Exempt absences** for the student, which do not count against the Corporation's attendance rates include:
 - A. serving as a page or honoree of the General Assembly (IC 20-33-2-14);
 - B. 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);
 - C. when subpoenaed to testify in court (IC 20-33-2-16);
 - D. serving with the National Guard for no more than 10 days (IC 20-33-2-17);
 - E. serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2);
 - F. any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the Corporation;
 - G. facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day and is approved in writing by the school principal.

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 which do count against the school's attendance rates include:

- A. Illness
 - B. Recovery from accident
 - C. Death in the immediate family
 - D. Professional appointments
 - E. College visit for a junior or senior
 - F. Participation in or observance of a bona fide religious holiday
 - G. Out of school suspensions
 - H. Related to Article 7 or Section 504
 - I. Military-connected students whose parents or legal guardian are experiencing a deployment
 - J. Such other good cause acceptable to the Principal and permitted by law
2. **Unexcused absences.**

An unexcused absence is an absence from school not authorized by state law or Corporation policy.

The Superintendent will develop administrative guidelines which define and address each category.

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.
- F. provides for corrective action, such as by juvenile probation or the Department of Child Services, as appropriate.

I.C. 9-24-2-1, 9-24-2-4, 20-33-2-8 et seq,
511 IAC 1-3-1

STUDENT BEHAVIOR STANDARDS

Arlington Heights Elementary students have the right to a safe, positive learning environment. These rights must not be violated by anyone, including other students. Bullying by a student or group of students against another student is prohibited. Lewd, vulgar, offensive or abusive conduct, speech, and/or dress are not acceptable. Students must not disrupt the order of the school. In order to create and maintain a positive learning environment, we expect children to observe school-wide expectations and classroom expectations.

Generally, most students follow school-wide expectations. However, two general grounds for suspension and/or expulsion are student misconduct and substantial disobedience. Examples of student misconduct and substantial disobedience include, but are not limited to behavior that disrupts the school environment, bullying, aggressive behavior, attempting to cause physical injury or behaving in a manner that could result in physical harm. This applies on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity; or traveling to or from school or a school activity. Please see MCCSC Policy 5200 for specific grounds for suspension and expulsion.

DISCIPLINE

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. **It is the responsibility of students, teachers and administrators to maintain a classroom environment that:**

- A. allows teachers to communicate effectively with all students in the class;**
- B. allows all students in the class the opportunity to learn;**
- C. has consequences that are fair, and developmentally appropriate;**
- D. considers the student and the circumstances of the situation; and**
- E. enforces the Student Code of Conduct/Student Discipline Code accordingly.**

The Superintendent shall establish procedures to carry out **School** Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, **on Corporation premises** and on school vehicles.

The Superintendent is authorized to establish administrative guidelines on the dangers of dangerous weapons which requires students to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

Discipline on Corporation vehicles shall be the responsibility of the driver on regular bus runs. When Corporation vehicles are used for field trips and other Corporation activities, however, the teacher, coach, or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the Superintendent may suspend the transportation privileges of the student providing such suspension conforms with due-process.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed **periodically**. I.C. 20-27-10-2; **20-33-8-1 thru 34**

DISORDERLY CONDUCT

It is the purpose of the School Board, acting within the intent and letter of the law of this State, to provide instruction for students at public expense. Any act of any person(s) to interfere with or to thwart that purpose is unlawful or is in violation of **School** Board policy. Therefore, actions by a student(s) to interfere materially or substantially with the operations of the Corporation are illegal. Students who engage in such activities may be punished to the full extent of the law and **School** Board policies and Corporation administrative guidelines promulgated thereunder.

For the purposes of this policy, the term "disorderly conduct" shall mean any unlawful student assemblage; or group act of violence, disruption, vandalism, or building seizure; or interference with the functioning of school personnel or any student or group of students.
I.C. 20-33-8-9

STUDENT DISCIPLINE

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The **School** Board believes that the best discipline is self-imposed.

Students should have certain expectations regarding their rights, and learn to assume responsibility for their own behavior and the consequences of their actions. To that end, students have certain rights relative to their education and treatment, and they have certain responsibilities along those same lines. Such rights and responsibilities would include:

1. The right to an education, but also the responsibility to take advantage of that opportunity and the responsibility to not interfere with the rights of other students to get an education;
2. The right to expect to be treated with reasonable standards of socially-acceptable behavior, but also the responsibility to conform to reasonable standards of socially-acceptable behavior;
3. The right to have your person and property treated with respect, but also the responsibility to treat others and their property with respect;
4. The right to have your personal rights respected, but also the responsibility to respect the rights of others;
5. The right to expect that those faculty and staff who have authority over you will exercise that authority appropriately, but also the responsibility to obey the constituted authority and to respond appropriately to those who hold that authority.

When students do not adhere to their responsibilities in the school environment, they jeopardize their rights in that environment. To that end the **School** Board shall require each student of this Corporation to adhere to a code of conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

Additionally, the Corporation guidelines for suspension and expulsion are deemed to be a part of the expected code of conduct. Each school shall have a written code of conduct spelled out in the school handbook, and these may reflect minor differences based upon the age of students and specific issues at that school.

To that end, the Superintendent shall publish to all students and their parents the rules of this corporation regarding a Student Code of Conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the code of conduct. The **Principals utilize** a committee to develop and periodically update rules of student conduct including grounds for suspension and expulsion when student misconduct or substantial disobedience occurs. The Principal, or his designee, shall have the authority to assign discipline to students subject to Corporation guidelines and the student's due process rights to notice, hearing, and appeal.

Teachers and other employees of this **School** Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board when such conduct interferes with the educational program of the school or threatens the health or safety of others.

A student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with **School** Board policies on transportation. (See **School** Board Policy 8600 F) If a student is recommended for suspension from riding a bus for the remainder of a semester, the parent has the right to appeal that suspension according to the guidelines in IC 20-33-8-1-34.

The School Board recognizes that removal from the educational program of the Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a non-disabled student of the

right to an education. In all cases, except when legally defined, alternatives to suspension will be considered as a first option to suspension, and alternatives to expulsion will be considered as a first option to expulsion. An informed and effective alternative to suspension and expulsion will often be the product of collaboration between students, their families, and school officials.

For purposes of this policy, suspension and expulsion shall be as defined in the Indiana Code.

Any student who brings a firearm or destructive device to school or is in possession of a firearm or destructive device on school property shall be expelled for at least one (1) calendar year, with the return of the student to school to be at the beginning of the first semester after the end of the one (1) year period. The superintendent may, on a case by case basis, modify the length of expulsion for such an offense. The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above stated firearm or destructive device offenses together with the name of the school, the number of students so expelled, and the types of weapons that were brought on district property. (20 U.S.C. 3351)

Data regarding disciplinary action(s) must be entered on a student's record when such notation can be used to assist counselors and/or administrators. The dates and circumstances of out of school suspensions and expulsions will be communicated to schools within the MCCSC **Corporation**. The dates of out of school suspensions (appropriately marked attendance record) will be communicated to any public or private school corporation to which a student transfers as part of the student's cumulative record. Expulsion determinations will be included in a student's cumulative folder. Upon request, the circumstances of out of school suspensions and expulsions will be communicated to outside public or private schools where the student is registered.

The Superintendent is authorized to suspend or expel a non-disabled student when circumstances warrant and proper guidelines have been followed.

The Superintendent will establish and periodically review administrative guidelines for discipline in schools to include:

1. Student Code of Conduct
2. Alternative to Suspension
3. Alternative to Expulsion
4. Suspension and Expulsion
5. Procedures for referral to outside agencies
6. Process Flowchart
7. All appropriate forms and reporting procedures

IC 20-33-8 et seq
IC 35-47-1-5
IC 35-47.5-2-4
IC 35-41-1-8

DUE PROCESS RIGHTS

The School Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures.

The Superintendent shall establish administrative guidelines to ensure that all members of the staff follow due process procedures when dealing with students, In addition, a statement of due process rights is to be

placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Adopted by the Board 7/15/91

CONSEQUENCES FOR VIOLATIONS OF STUDENT CODE OF CONDUCT

School officials will implement practices of progressive discipline when students do not adhere to the Code of Conduct in order to maintain an appropriate safe and orderly school environment. Progressive discipline means beginning with the least severe or restrictive discipline appropriate to the offense, and utilizing more severe sanctions when a student's behavior warrants. Actions may include, but are not limited to, office referral, conferencing, mediation, detention, removal from class or activity, in-school suspension, alternative to suspension program, suspension, alternative to expulsion, and expulsion. Actions may not include the use of physical activity or the withholding of food as a form of discipline. The School Board recognizes that removal from the educational program of the Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a non-disabled student of the right to an education. In all cases, except when legally defined, alternatives to suspension will be considered as a first option to suspension, and alternatives to expulsion will be considered as a first option to expulsion.

ANTI-HARASSMENT

General Policy Statement

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the School Board.

The School Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The School Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated the School Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "Corporation community" means students, administrators, teachers, staff, and all other school personnel, including School Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors

doing business with, or seeking to do business with, the School Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

Other Violations of the Anti-Harassment Policy

The School Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties. Per *MCCSC Policy 5517*

BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The School Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The School Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as gender, sexual orientation, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or School Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the School Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for

employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for School Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of School Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Safe School Committee

In accordance with State law, there shall be a *Safe School Committee* in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

IC 5-2-10.1 et seq

IC 20-33-8-0.2

IC 20-33-8-13.5

MCCSC Policy 5517.01

WEAPONS

The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle.

The possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by School Board policy. Possession includes storing the firearm in a personal vehicle while on school property. This prohibition applies to all students including those who have a personal protection permit to carry a handgun.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the

health and or safety of persons. Weapons include, but are not limited to, firearms, Tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and explosives, destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

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

The Superintendent is authorized to establish administrative guidelines on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

The Superintendent will report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

Items pre-approved by the building principal as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy. (Working firearms and any ammunition will never be approved as part of a presentation.)

I.C. 20-33-8-16
I.C. 20-33-9-1 et seq.
I.C. 35-41-1-8 I.C.
35-47-5-2.5 I.C. 35-
47-9 I.C. 35-41-1-4.3
20 U.S.C. 7151
MCCSC Policy 5772

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or to others may be physically restrained and/or placed in seclusion by school staff in accord with School Board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred. *MCCSC Policy 5630.01*

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, 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 by school authorities.

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 MCCSC and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. 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. MCCSC reserves the right not to return items which have been confiscated.

STUDENT RIGHTS OF EXPRESSION

MCCSC recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet school guidelines.

- A. A material cannot be displayed or distributed if it:
- is obscene to minors, libelous, indecent, or vulgar,
 - advertises any product or service not permitted to minors by law,
 - intends to be insulting or harassing,
 - intends to incite fighting,
 - or presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

- B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

SECTION V

TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The Monroe County Schools provides students the privilege of bus transportation for students who live within school attendance area. Children are expected to follow these rules while riding the bus.

- Be on time at the bus stop.
- Be careful to protect the private property at the bus stop. Do not trespass.
- Bus drivers have the same disciplinary authority as a classroom teacher. Follow the driver's instructions the first time given.
- Stay in your seat. The driver may assign seats.
- Keep head, hands, arms, and feet inside the bus.
- Profanity, smoking, eating, and/or drinking is not allowed on the bus.
- Always cross in front of the bus when boarding or after exiting.

Safety checklist:

Getting to the bus stop:

1. Always get to the bus stop at least five minutes before the bus is due to arrive.
2. Running across the road to catch the bus isn't smart.
3. If you have to walk on roads where there are no sidewalks, always walk against traffic. Try to stay off the road as much as possible.
4. When crossing the street to get to the bus, always look left, then look right, then look left again. If there are parked cars blocking your view, go to the nearest corner cross walk.

While you're riding the bus:

1. When the bus is moving, always stay in your seat. Let the bus driver concentrate on the road. Remember, the bus driver's job is to get you to and from school safely.

Getting off the bus

1. When you leave the bus, use the handrail.
2. Make sure there is nothing sticking out on you (your clothes, the hood of your coat, key chains, backpack, etc.) that could get caught in the handrail on the bus or the bus door.

Riding a school bus is a privilege, which can be denied at any time for disruptive or unsafe behavior. If students remain seated, talk quietly, keep hands and feet and objects to themselves, and cooperate with the driver, the ride will be more pleasant and safer for all.

Children must have a change of transportation form signed by their parent if they are to ride a bus other than their regularly assigned bus, or get off at a different stop.

Bus Transportation Questions:

Please go to the MCCSC website (www.mccsc.edu) with questions regarding:

- which bus your child will ride.
- where the bus stop is located.
- what are the pick-up/drop-off times.
- or call the transportation department at 330-7719.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the school bus shall be disciplined in accordance with the Student discipline code and may be deprived of the privilege of riding the school bus.

SECTION VI

Other Items Specific to Arlington Heights

ARLINGTON HEIGHTS ELEMENTARY PROFILE

School Colors: Green and White

Established: Built in 1959

School Mascot: Eagle

Honors: Indiana Department of Education 2012 “A” School

Serves Grades: K-6

Enrollment: 320 students

EXTENDED DAY (MCCSC SCHOOL AGE CARE)

MCCSC provides both before and after school care programs for school-aged children. This is an excellent opportunity for working parents to enroll their children in a quality day-care program. Additional information regarding this program can be obtained by contacting the School Age Care office at 330-7702 or on the web at www.mccsc.edu. Please note that scholarships are available. Also please note, that FREE care is available on Wednesdays from 8:20am – 9:20am. Families **MUST** sign up with MCCSC School-Age Care to take advantage of this resource.

ARRIVAL

The school day begins at 8:35am (9:35am = Wed.). Students may enter the building beginning at 8:20am (9:20am = Wed.). Supervision of students, walkers and car riders, begins at 8:20am (9:20am = Wed.). Please do not allow your child to arrive at school before that time. We are unable to provide the adequate supervision for students prior to these times as teachers are in meetings and/or preparing for their school day. You may be called to come and get your child if he or she arrives early. MCCSC Extended Day services are an excellent resource for working parents to enroll their children if the drop off time does not work for your family. Also note that students who ride the bus are supervised by the bus driver from their pick up time until the school doors open at 8:20am (9:20am = Wed.).

TARDY TO SCHOOL

If a student arrives at school after the official start time in the morning, he/she is tardy to school, and should report to the office. After five (5) tardies to school, a tardy letter will be sent home to be signed by a parent/legal guardian and returned to the office on the following school day. Additional tardies to school will result in consequences such as (but not limited to) lunch detention, before or after school detention, student contract, referral to school social worker, in-school suspension, and referral to outside support agencies.

DISMISSAL

Students will be dismissed from class at 3:50pm. Students riding the bus will be organized in the gym and classrooms for dismissal through Door 11 (by the east circle drive). Students being picked up by a parent will exit through Door 2 (by the west circle drive). Students who are being picked up by a parent will be escorted to the car or parent by a staff member. Parents should remain in their car during dismissal. Parents who choose to park and walk up to pick up their child must park in a space in a parking lot and may not park on the west circle drive.

END OF DAY CHANGE OF PLANS

The teacher and/or office needs to have the request to change dismissal plans made in writing no later than that same morning in order to honor this change. Unless in an emergency situation, we strongly discourage phone calls to change dismissal plans late in the day due to the difficulty in conveying such changes to the teacher. This is not intended to inconvenience anyone, but to protect your child from miscommunication, being left at home alone, or picked up by an unauthorized person. We appreciate your cooperation with safety.

VISITORS TO AHE

Visits by parents/legal guardians are encouraged. A visitor is required to register in the Office upon arrival to acquire general visitation information. Registering a visitor allows personnel to know that visitors are in the building rather than trespassers. All requests to visit school classrooms must be approved by the principal or designee at least twenty-four (24) hours in advance of the visitation. A teacher may reject a visitation on any specific day, but will guarantee a visitation within a reasonable amount of time. Visitors are requested not to engage the teacher in conversation during class time. There will be no student (shadowing) visitations allowed in Arlington Heights Elementary School. Any family, friends, etc. who might be visiting the home of an AHE student will have to make other arrangements while the AHE student attends school. Adding unknown young people to classes complicates the effectiveness of the learning environments in the classrooms.

LUNCH AND BREAKFAST

MCCSC Food Service provides the opportunity for students to purchase lunch and breakfast. Breakfast is served from 8:20am – 8:35am. Lunch is served during a 30 minute lunch period mid-day. Students may purchase an entire lunch, buy milk only, or bring a complete lunch from home. The price of lunch and breakfast are listed below. Please note that “Free and Reduced Meal Price Application Forms” must be completed each year.

		As of JULY 2013
LUNCH	Elementary	\$2.40
	Middle	\$2.45
	High	\$2.45 - \$2.85
BREAKFAST	Elementary	\$1.40
	Middle	\$1.40
	High	\$1.40

The MCCSC Food Service Department uses a computerized system that sets up a five digit lunch account number for each student. All students (free, reduced, and full pay) key in their five digit account number each time that they go through the lunch line. This system is a prepaid system, and students are not allowed to charge meals or individual items. Money to pay for lunch is collected by teachers and sent to the kitchen manager in the morning. Money will not be accepted as students are going through the lunch line. This speeds up the line and provides more time for students to eat. Parents may send in cash or a check with their child to pay for lunch or parents may register at My Payments Plus.com to make payments and view lunch account balances. When sending in cash or a check, clearly mark the name of each child, the amount to be deposited for each child, and the lunch account number of each child. Checks should be made payable to MCCSC Food Service.

To view student lunch account balances and make payments online parents must go to <https://www02.mypaymentsplus.com/Default.aspx> and register. Registering allows a parent to identify all of their students under one login so that they can gain access to manage all of their student's accounts. When registering, parents must know each child's five-digit lunch account number. The fastest way for parents to find this number is to ask the student. Parents may also call the school (330-7747). The lunch account number stays the same from the first date of enrollment until graduation. Additional information about MCCSC Food Services can be found on the web at www.mssc.edu.

STUDENT VALUABLES, CELL PHONES AND CONFISCATED ITEMS

Students are cautioned not to bring large amounts of money or other valuables such as electronic devices to school. Because they may be disruptive to classes, cell phones and other electronic devices must remain turned off and placed in the student's book bag during school hours. After one warning, cell phones and electronics discovered outside of backpacks by school personnel will be confiscated and turned over to the office. Other items that will be confiscated by school personnel and turned over to the office include: tobacco in any form, matches, lighters, squirt guns, knives, throwing stars, fireworks, laser pens, gambling devices, skate boards, etc. The school is not responsible for the protection of valuables nor can school personnel be held accountable for safekeeping of such items. *The first time a cell phone or electronic device is confiscated the student may pick it up at the end of the day. Any future issues will require that a parent or guardian pick up the confiscated electronic items.*

DRESS CODE

All students are expected to wear appropriate clothing that does not disrupt the educational process. Please dress your child appropriately for the class subject (tennis shoes for P.E. class, etc.) or weather situation (coats, hats, boots for snow, etc.). In general, students should demonstrate personal neatness, cleanliness, modesty, and good sense in attire and appearance. Students who violate the foregoing guidelines will not be admitted to class and may be suspended from school.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

In compliance with Indiana Code, Arlington Heights Elementary will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance and participate in a Moment of Silence under the supervision of school staff. While no student will be required to participate, all students may exercise their right to participate without interference, distraction, disruption, or fear of humiliation for participating in or refraining from participation in the mandated recognitions.

PARTY INVITATIONS

Please refrain from sending party invitations to school unless the entire class is invited. This helps prevent disappointing uninvited children. A common practice among elementary students is to share treats with classmates on or around their birthday. All treats that are to be shared will need to be prepackaged or purchased items. Students may not be aware of certain ingredients or preparation methods of items prepared at home that may cause a risk of allergic reaction or illness.

RECESS

Outdoor recess occurs daily, weather permitting. In extremely cold, rainy, or snowy weather, recess will be conducted indoors. Children will be expected to participate in outdoor recess. Fresh air during recess is definitely healthy for the children. In the event of serious illness, when a physician advises the child against outdoor play, parents should send an explanation from the physician including the anticipated time your child should stay inside. Please be sure to send your child to school with weather appropriate outerwear. If your family needs assistance, please contact our school social worker.

PARENT CONFERENCES AND COMMUNICATING WITH TEACHERS

Formal parent conferences are held during the fall. Parents should watch for requests from teachers to come home in back packs to schedule a conference in October. Of course, parents may contact a teacher to request to schedule a conference at any time during the school year. Most teachers prefer email as the best way to contact them. Parents may also leave a voicemail message for teachers by calling the school at 330-7747.

PARENT TEACHER ORGANIZATION

Our PTO sponsors many activities that benefit the school and students. Watch for PTO announcements, and lend your support. The school and the PTO send home notices about events and school-wide information through hardcopy and via email.

VOLUNTEERING

Volunteers assisting PTO and within the classroom are welcome at Arlington Heights. Some activities require the coordination and collaboration of efforts between the PTO and teachers. Teachers who wish to have parent volunteers in the classroom on a regular basis organize their own volunteer schedules. Parents wishing to volunteer in the classroom on a regular basis are required to submit a Criminal History check through MCCSC. There is a fee to complete the Criminal History check. The requirement to complete the Criminal History check is relevant to the level of volunteering that may occur. Criminal History check forms can be acquired through the AHE office.

GROWTH BASED REPORT CARD

Monroe County Community School Corporation Growth-Based Report Card
Anywhere Elementary School
123 N. ABC Street
Bloomington, IN 47401
812-123-4567

Name: FAKE STUDENT
Address: 461 W SCRAMBLE AVE
City: BLOOMINGTON, IN 47401
Grade Level: 4
Homeroom: SMITH

Subject	TERM	TERM	TERM	TERM	FINAL	T A R G E T
	1	2	3	4	GRADE	
Language Arts	1.57	2.21	2.79	3.36	A	
Language Arts						
LA-1 (Skill Acquisition, Fluency, and Vocabulary Development)	1.0	1.0	2.0	2.5	3.0	0.5
LA-2 (Comprehension and Analysis of Nonfiction and Informational Text)	1.5	1.5	2.0	2.5	3.0	1.0
LA-3 (Comprehension and Analysis of Literary Text)	1.5	2.5	3.0	3.5	4.0	1.0
LA-4 (Phonics and Fluency)	1.0	2.0	2.5	3.0	3.5	1.0
LA-5 (Applications (Different Types of Writing and Their Characteristics))	0.5	1.0	1.0	2.0	2.5	1.0
LA-6 (English Language Conventions)	1.5	2.0	2.5	2.5	3.0	1.0
LA-7 (Skills, Strategies, and Applications)	0.5	1.0	2.5	3.5	4.0	1.0
Average for Language Arts	1.07	1.57	2.21	2.79	3.36	

Language Arts Teacher Comments:
Student is showing great progress

MCCSC uses a Growth-Based report card (see example above) that differs from a traditional report card. English/Language Arts and Mathematics grades will appear on the Growth Based report card. All other subjects will appear on the traditional report card. If you have questions about how to interpret this type of report card please contact your child's teacher. You may also view a brief video at the following link: <http://www.mccsc.net/subsite/dist/page/growth-based-report-card-4798>.

ESSENTIAL LEARNINGS (GUARANTEED CURRICULUM)

Essential Learnings are the select few targets for learning that students must learn in order to progress. Each grade has approximately 12 essential learnings (ELs) for English Language Arts and Mathematics. All schools in MCCSC use the same ELs. This provides a guaranteed curriculum from school to school and teacher to teacher.

SCALE SCORE RUBRICS

Every Essential Learning has a scale score rubric that is used to define what proficiency looks like for that learning target. Every teacher in the district uses the same rubric to assess the proficiency of their students' work. Each rubric is set up on a four-point scale. In general, a four point scale score rubric looks like this.

Four Point Scale Score Rubric

4 = student has gone beyond proficiency of the Essential Learning (application, synthesis, etc.)

3 = student has demonstrated proficiency on the Essential Learning

2 = student can show understanding of the essential learning if given help

1 = student is not able to express an understanding of the essential learning even with help

At the beginning of the year, all students are assessed to determine their proficiency on each Essential Learning for the grade level. Because students have not received instruction before benchmark assessments are given, students are not expected to be proficient. This early assessment is called a **benchmark assessment**. The results of this assessment are displayed in the first column on the growth based report card. As instruction is given through the school-year, student proficiency should improve. This will be reflected on the report card on the graph portion of the report. The goal is for every student to end the year with 3s and 4s (proficient scores) on every essential learning.

POSITIVE BEHAVIOR SUPPORTS

A responsible classroom is one in which a teacher exhibits an attitude of respect for students, has a positive influence in helping students develop good citizenship, and engages students in learning that challenges and supports the needs of all students. The teacher is responsible for creating a positive classroom climate conducive for learning. This is done through the providing clear expectations and consistent classroom practices.

AHE teachers specifically teach behavioral expectations and positively reinforce their use. Students are oriented to expectations in classrooms and in specific locations on campus at the start of the year, after long breaks, and as needed throughout the year. Behavioral expectations at AHE fall under one of the **school-wide expectations**: Be Safe, Be Kind, Be Responsible, and Do Your Best.

The cornerstone of a successful Positive Behavior Support Program is praising students for meeting expectations. At AHE, students are praised in many ways when teachers and staff observe behavior that meets school-wide expectations. In addition to verbal praise and classroom incentive systems, adults at AHE give out "eagle tickets" whenever they see positive behavior. Homerooms collect these tickets as a class and turn them in to the office to move their game piece on the WooHoo Land game board. Classes earn a rewards as they move along the board.

SCHOOL-WIDE EXPECTATIONS

Students are expected to follow the School-wide Expectations at all times and in all locations at AHE. The following skills are used to teach and clarify what it looks like to Be Safe, Be Kind, Be Responsible and Do Your Best in various locations at AHE. The chart that follows describes what it looks like to meet these expectations in specific locations.

	Be Safe	Be Kind	Be Responsible	Do Your Best
Classroom	<input type="checkbox"/> Walk at all times <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Follow classroom routines and procedures <input type="checkbox"/> Use a 0 voice during all announcements and emergency	<input type="checkbox"/> Stop when asked <input type="checkbox"/> Apologize when you've hurt someone or had an accident <input type="checkbox"/> Ask politely; say please and thank you <input type="checkbox"/> Be respectful of yourself and others	<input type="checkbox"/> Follow directions right away <input type="checkbox"/> Be in your spot <input type="checkbox"/> Be prepared <input type="checkbox"/> Stay on task <input type="checkbox"/> Stop, look and listen when a teacher speaks to you	<input type="checkbox"/> Challenge yourself <input type="checkbox"/> Try, we believe in you <input type="checkbox"/> Set a goal <input type="checkbox"/> Be helpful <input type="checkbox"/> Have pride in your work and ideas <input type="checkbox"/> Be a self-manager
Playground	<input type="checkbox"/> Walk on the sidewalk and steps until you reach the playground <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Stay within the boundaries <input type="checkbox"/> Follow procedures for all games and equipment	<input type="checkbox"/> Be inclusive; Allow others to play <input type="checkbox"/> Take turns and share <input type="checkbox"/> Use words that do not hurt others <input type="checkbox"/> Stop when asked <input type="checkbox"/> Be respectful of yourself and others	<input type="checkbox"/> Follow directions right away <input type="checkbox"/> Go to an adult right away <input type="checkbox"/> Line up immediately when the whistle blows	<input type="checkbox"/> Keep the playground clean <input type="checkbox"/> Make a new friend <input type="checkbox"/> Try something new <input type="checkbox"/> Be a self-manager
Hallway	<input type="checkbox"/> Walk at all times <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Face forward at all times	<input type="checkbox"/> Use a level 0 or 1 voice <input type="checkbox"/> Stay to the right for others <input type="checkbox"/> Be respectful of yourself and others	<input type="checkbox"/> Follow directions right away <input type="checkbox"/> Walk directly to your destination	<input type="checkbox"/> Set an example for others <input type="checkbox"/> Be a self-manager
Cafeteria	<input type="checkbox"/> Walk at all times <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Stay seated at your table	<input type="checkbox"/> Use a level 1 or 2 voice with the person next to you <input type="checkbox"/> Say please and thank you <input type="checkbox"/> Wait patiently <input type="checkbox"/> Be respectful of yourself and others	<input type="checkbox"/> Follow directions right away <input type="checkbox"/> Walk directly to your spot <input type="checkbox"/> Stay in your spot until excused <input type="checkbox"/> Raise your hand to ask permission	<input type="checkbox"/> Be a helper <input type="checkbox"/> Make healthy choices <input type="checkbox"/> Be a self-manager
Restrooms	<input type="checkbox"/> Walk at all times <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Keep feet on the floor	<input type="checkbox"/> Use a level 1 voice <input type="checkbox"/> Keep the bathrooms clean <input type="checkbox"/> Be respectful of yourself and others	<input type="checkbox"/> Follow directions right away <input type="checkbox"/> Go, flush, wash, leave <input type="checkbox"/> Keep water in the sink <input type="checkbox"/> Put paper towels in the trash <input type="checkbox"/> Return to class immediately	<input type="checkbox"/> Report messes right away <input type="checkbox"/> Be a self-manager
Assembly	<input type="checkbox"/> Walk at all times <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Stay seated	<input type="checkbox"/> When the signal is given, Stop, Look, and Listen <input type="checkbox"/> Use a level 0 voice when presenters are speaking <input type="checkbox"/> Clap and cheer respectfully	<input type="checkbox"/> Follow directions right away <input type="checkbox"/> Go directly to your spot <input type="checkbox"/> Stay in your spot	<input type="checkbox"/> Set an example for others <input type="checkbox"/> Be a self-manager
Bus	<input type="checkbox"/> Walk to and from the bus <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Stay in your seat, "back to back, bottom to bottom"	<input type="checkbox"/> Use a level 1 or 2 voice with the person next to you <input type="checkbox"/> Keep your area clean <input type="checkbox"/> Be respectful of yourself and others	<input type="checkbox"/> Follow directions right away <input type="checkbox"/> Keep all belongings put away <input type="checkbox"/> Stop, look and listen when the bus driver is speaking	<input type="checkbox"/> Be a helper <input type="checkbox"/> Set an example for others <input type="checkbox"/> Be a self-manager
Dismissal/ Arrival	<input type="checkbox"/> Walk at all times <input type="checkbox"/> Keep hands and feet to yourself	<input type="checkbox"/> Use a level 1 or 2 voice with the person next to you <input type="checkbox"/> Be respectful of yourself and others <input type="checkbox"/> Wait patiently	<input type="checkbox"/> Follow directions right away <input type="checkbox"/> Go directly to your spot <input type="checkbox"/> Stay in your spot <input type="checkbox"/> Keep all belongings put away <input type="checkbox"/> Raise your hand to ask permission	<input type="checkbox"/> Be a helper <input type="checkbox"/> Set an example for others <input type="checkbox"/> Be a self-manager

Voice Level Definitions:

0 = silent voice (no talking)

1 = whisper voice

2 = soft voice (used in person to person or small group conversation)

3 = teacher's voice (used when addressing a large group of people)

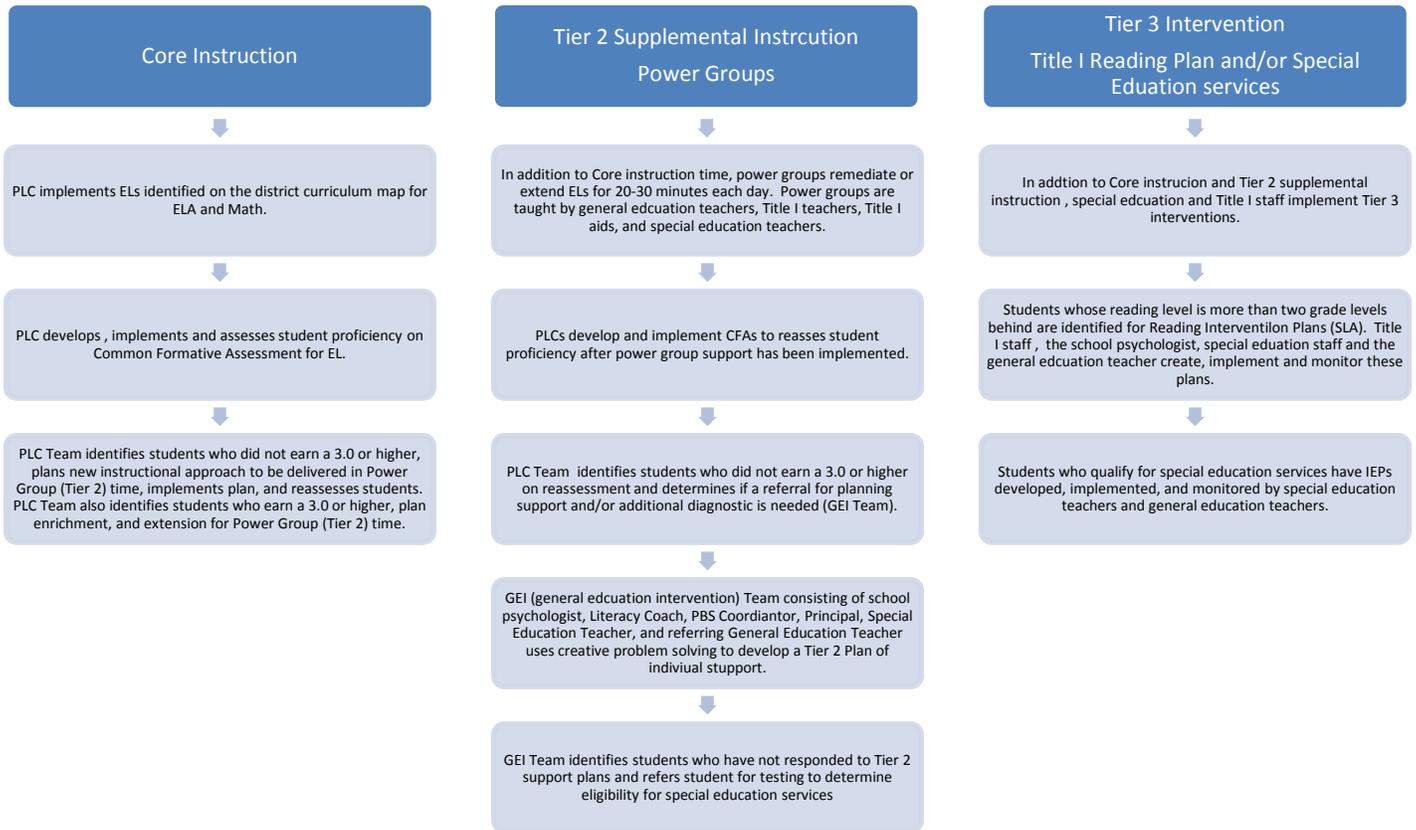
4 = outside voice (when used in playing outside – a loud voice that might be used in a field game)

5 = emergency voice (used to get someone's attention in an emergency only!)

Response When Expectations Are Not Met

When students do not meet expectations, teachers respond in a variety of ways including: reteaching the expectation and practicing the expected behavior with the student, communicating with parents, partnering with colleagues to problem solve, and involving administrators. Parents are encouraged to partner with the school in reshaping behaviors that do not support the school-wide expectations. Disciplinary consequences may be applied by teachers or administrators. Behavioral support plans can also be used to support changes in student behavior.

ENSURING ALL STUDENTS LEARN AT HIGH LEVELS



Arlington Heights Elementary Staff

(Subject to change due to staffing needs for 2013-2014)

Shannon Carroll-Frey	Principal
Candi Arnold	Secretary
Gregory Bodie	PBS Coordinator
Lisa Autry	Social Worker
Eric Lewis	Kindergarten
Michele McPheely	Kindergarten
Kara Quimby	1 st grade
Courtney Williams	1 st grade
Marilyn Cobb	2 nd grade
Betsy Teague	2 nd grade
Jennifer Fox	3 rd grade
Diane Lukasik	3 rd grade
Barb Dill	4 th grade
Ann Shedlak	4 th grade
JD Neiswanger	5/6 split
Leslie Paflas	5/6/ split
David Smith	5/6 split
Emily Menkedick	Literacy Coach
Michelle Muzii	Special Education (K-2)
TBD	Special Education (3-4)
Beverly Kissel	Special Education (5-6)
Lori Cummings	Special Education Para
Mary Anne Rocconi	Speech/Language Pathologist
Beth Haeberle	Title I
Lou Shelton	Title I
Terri Whiteman	Title I
Gail Hamilton	Title I Aid
Laura Sears	Title I Aid
Amanda Patrick	Art
Shannon Hayden	Art
George Turchyn	Librarian
Karen Bennett	Music
Angie Steele	Music
Lulu Ortega	Physical Education
Sandy Dunn	Physical Education
Gary Meadows	Head Custodian
Lou Anne Mulry	School Nurse
LeAnna Faubion	Health Aid
Dena Mobley	Kitchen Manager

MCCSC Board of School Trustees

	NAME	E-MAIL
District 1	W. Kelly Smith, Vice President	wksmith@mccsc.edu
District 2	Susan P. Wanzer	swanzer@mccsc.edu
District 3	Martha Street, Secretary	mstreet@mccsc.edu
District 4	David Sabbagh, Assistant Secretary	dsabbagh@mccsc.edu
District 5	Keith Klein, President	kklein@mccsc.edu
District 6	Lois Sabo-Skelton	lskelton@mccsc.edu
District 7	D. Jeannine Butler	djbutler@mccsc.edu