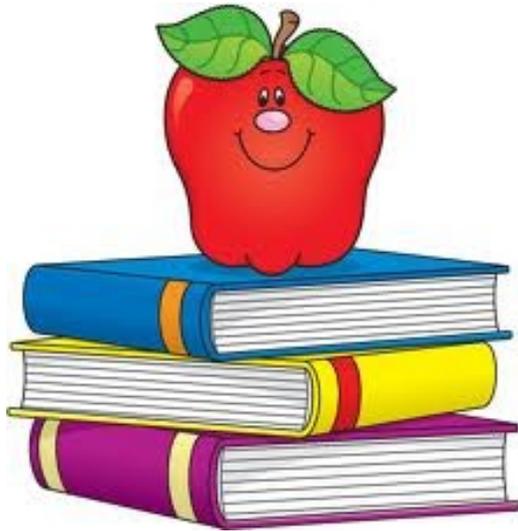


# Pipe Creek Elementary

Parent/Student Handbook

2017-2018



Pipe Creek Elementary... inspiring children to learn,  
succeed, dream, create, and contribute.

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## Contact Information

Pipe Creek Elementary School  
3036 W 400 S  
Peru, IN 46970  
765-473-3121  
765-473-7074 (FAX)

[www.maconaquah.k12.in.us](http://www.maconaquah.k12.in.us)

Laura L. Fulton, Principal  
[fultonll@maconaquah.k12.in.us](mailto:fultonll@maconaquah.k12.in.us)  
Phone extension: 2000

Chris Kaufman, Secretary  
[kaufmanc@maconaquah.k12.in.us](mailto:kaufmanc@maconaquah.k12.in.us)  
Phone extension: 2005

Susan Haines, Nurse  
[hainess@maconaquah.k12.in.us](mailto:hainess@maconaquah.k12.in.us)  
Phone extension: 2757

Elizabeth Resler, Guidance Counselor  
[reslere@maconaquah.k12.in.us](mailto:reslere@maconaquah.k12.in.us)  
Phone extension: 2002

Darlene Porter, Cafeteria Clerk  
[porterd@maconaquah.k12.in.us](mailto:porterd@maconaquah.k12.in.us)  
Phone extension: 2015

# Welcome to Pipe Creek!

Dear Parents,

Welcome to Pipe Creek Elementary. We are excited for another exciting and busy school year! As you know, you are a very important part of your child's success in school. I would encourage you to become active at Pipe Creek—visit often, support our PTO, and work with your child's teacher to make our school one that we will *all* be proud to be part of.

This handbook will outline some of the policies and procedures that you should be aware of for the coming school year. Please read this handbook and refer to it throughout the school year if necessary. Always ask questions if there is something that is not clear. Let's work together to make this the best school year possible!

Educationally,

Laura L. Fulton  
Principal, Pipe Creek Elementary

## **Corporation Mission**

**Maconaquah Schools...inspiring and empowering our students to meet tomorrow's challenges.**

## **Corporation Vision**

**The vision of Maconaquah Schools is to be a premiere educational institution and the heart of the community, where students develop all skills necessary to succeed within a collaborative learning environment that is safe, challenging, and innovative.**

## **Administering Medication to Students**

The school will provide assistance administering medication to students only when the following conditions have been met:

1. Physician prescribed and non-prescription medication must be brought to school in the original container
2. Medication release form must be completed and signed by the parent
3. All medication is to be kept in the office
4. It is the responsibility of the parent to transport any medication to the office.
5. Students may transport emergency medications such as inhalers, bee sting kits, etc., as approved by the parents and school.

## **After School Child Care Program**

The Miami County YMCA provides a before and after school child care program at Maconaquah Elementary for students in grades K-6. For more information, please contact the YMCA at 472-1979.

*Please note: Maconaquah School Corporation is not an agent for, nor representative of the YMCA.*

## **Anti-Harassment Policy**

It is the policy of Pipe Creek Elementary to maintain an educational and work environment which is free from all forms of harassment based on sex, race, color, national origin, religion, or disability. This commitment applies to all students and staff during all school operations, activities, and events. We all share the responsibility of avoiding,

discouraging and reporting any form of harassment. Complaints of unlawful harassment should be filed with the principal.

## **Asbestos Management Plan**

The Asbestos Management Plan for Maconaquah School Corporation can be found at the Administration Building and each of the schools. The Management Plan can be viewed during normal school hours.

Any questions regarding our Management Plan should be directed to Mr. Duane Bollman at 689-9131.

## **Attendance Policy**

If your child is to be absent from school, you must call our attendance line to report the absence. **Please call 473-3121 and choose option 2 to leave the required information.**

If you are unable to call, you must send a note explaining the absence upon your child's return to school. If doctor's notes are available, those should be submitted. **If we do not receive a note or phone call from you regarding your child's absence, it will be marked as unexcused.**

The following types of absences will be considered **EXCUSED**:

- **Personal Illness but not illness in the family (unless approved by the principal)**--A phone call or note is required
- **Death in the Family**-- A phone call or note is required
- **Pre-arranged**-- A pre-arranged absence form must be

filled out in the school office at least one week prior to departure. No more than five pre-arranged days per school year will be excused. *Pre-arranged absences may not be approved for students with excessive absences. Pre-arranged absences are not to be used to extend a vacation.*

- **Any other absence approved by the principal for good cause**

***Please note: students with a serious health condition that causes frequent absences from school must submit a letter from their physician stating such.***

*With the adoption of the Balanced Calendar format, parents are encouraged to schedule checkups, appointments, and vacations during the built-in intercessions and winter breaks.*

***Maconaquah School Corporation strongly discourages use of school days for vacation.***

The following are considered **UNEXCUSED** absences:

- **Truancy**– Any student who is absent from school without a legitimate reason is considered truant by Indiana Code
- **No Notification**—A phone call or note from the parent is required
- **Absences beyond the allowable number of excused absences without a doctor's note**

### **Tardy/Half Day/Early Release**

A student will be counted Tardy if he arrives to school after

8:25 a.m. Students arriving after 10:00 a.m. or leaving before 2:00 p.m. will be counted as Half Day Absent. A student leaving after 2:00 will be counted as having an Early Release.

**You must come in to the office to sign your child in or out if he is tardy, returning from an appointment or leaving school early.**

## **Absences**

The following guideline has been developed so that the school and home are partners in ensuring good student attendance in school.

### **Unexcused absences**

**5<sup>th</sup> unexcused absence**—Letter to the parent

**7<sup>th</sup> unexcused absence**—Letter and/or phone call to the parent requesting a conference

**10<sup>th</sup> unexcused absence**—Referral to DCS for educational neglect

### **Excused absences**

**8<sup>th</sup> excused absence**— Letter to Parent; Doctor's note required for the remainder of the year

### **Unexcused Tardies**

**5<sup>th</sup> unexcused tardy**— Letter to parent

**7<sup>th</sup> unexcused tardy**—Letter and/or phone call to parent requesting a conference

**10<sup>th</sup> unexcused tardy**—Referral to DCS for educational neglect

**If you do not phone the attendance line to report an absence before 9:00, you will receive an automated message from School Messenger. You must call the attendance line each day that**

**your child is absent.**

*If a child is absent, tardy, or released early anytime during the grading period, he is not eligible for Perfect Attendance Awards.*

## **Childfind**

Childfind is a state and local effort to find children, ages 3-21, who are not receiving a free public education and who may have disabilities that interfere with learning. Childfind seeks to create a greater awareness of the special needs of these children. Anyone can refer a child who they feel may not be receiving services. Please contact the Kokomo Area Special Education Cooperative (KASEC) at 765-883-1486 with any questions or concerns.

## **Daily Schedule**

8:00 a.m.	Car Riders may be dropped off
8:10 a.m.	Buses begin unloading
8:25 a.m.	School Begins--All students entering after this time will be counted as tardy or half day absent (see attendance policy)
3:05 p.m.	Dismissal

*Please note: students who do not ride the bus to school should not arrive before 8:00 a.m. **If your child will be eating breakfast at school, he must arrive by 8:10.***

## **Directory Information**

The Corporation may release certain "directory information"

without consent, to media organizations, colleges, civic or school-related organizations, or state or local governmental agencies. The directory information that the school may release, unless the parent requests specifically that this material be withheld, will include:

- a. Name, address, telephone number.
- b. Date of birth, hair and eye color, race, sex, height and weight, and grade level.
- c. Major field of study.
- d. Participation in school activities and sports.
- e. Dates of school attendance.
- f. Honors and awards.
- g. Other similar information: e.g., height and weight of athletes, honor roll members, information generally found in yearbooks.
- h. Pictures/videos of students involved in school activities.
- i. Motor vehicle description and license plate number.
- j. Unlawful activities on or near school property to the appropriate agency.
- k. Recommended disciplinary action for school related offenses to the appropriate agency.

At the beginning of the school year, the school shall notify parents and students 18 years of age or older that the school will produce directory information, if requested from the entities identified above. The parents and students 18 years of age or older shall have 14 calendar days from the date of the notice to object in writing to the release of any of the above information.

## Dismissal Routines

If your child has a change to his/her regular dismissal routine, a note or phone call to your child's teacher is required. Please include the address and phone number of where your child is to be dropped off.

All changes in regular dismissal routines must be communicated by 2:30 p.m. Please be sure that you talk to a live person if you call the school as voicemails sometimes do not get checked until after school.

*To ensure the safety of your child, parents are not to go to the bus area to remove students from the buses.*

## E-learning

*On e-learning days, your child will bring home an e-learning folder, his/her ipad, charger, and travel bag.*

*We will have both planned and unplanned e-learning days. Planned days will be announced in advance. Unplanned days are always weather-related. We sometimes send devices home if bad weather is forecast.*

*Work must be completed only if school is not in session.*

***All materials (iPad, charger, bag, and e-learning folder) MUST be returned to school on the next school day.***

No pictures, videos, or downloads are allowed unless they are part of an assignment. Only the student assigned the iPad should utilize the device at home. Please do not allow siblings or other acquaintances access to the device.

**Maconaquah School Corporation  
Device Insurance Program**

An insurance program has been established to help defer costs of damaged screens, keyboards, and laptop/iPad parts. The Maconaquah School Corporation funded insurance program will cost \$25 per student with a deductible.

Each student device will be repaired and appropriate charges billed to the student and/or family. Physical damages, intentional vandalism, lost or stolen items will remain the responsibility of the student and his/her parent/guardian.

	Broken Screen	Power Cord	Keyboard	Display Bezel	Mouse Pad	Laptop Base	Laptop Hinges	Device Power Button	Headphone Jack	Total Device Replacement
<b>W/O Insurance</b>	\$80	\$50	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$400
<b>With Insurance</b>	\$40	\$25	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$300

**NOTE: By purchasing device insurance, I understand that my repair charges will be half priced. I agree to pay full price for any repairs if I elect to NOT purchase this insurance. Over 50% of students typically incur repair charges during a school year.**

**I would like to purchase device insurance for my student. Device Insurance**

**If you would like to take advantage of this insurance opportunity, please send a cash/check (made out to Maconaquah School Corporation) to your student's teacher or the front office. You can also pay online through [E-Funds](#).**

*Please remind your child of the following guidelines while working with the iPads at home. The iPads are very important, expensive learning tools! Help us protect them and keep them running smoothly!*

- *I will use the iPad only when my teacher or my parent tells me to.*
- *I will touch the iPad only with my fingers (no sharp objects).*
- *I will not change, delete, or move any icons without my teacher's permission.*
- *I will not download any apps.*
- *I will not open the Teacher Folder or go into the App Store.*
- *I will only use the app or web site my teacher tells me to.*
- *I will not search for inappropriate subjects or pictures while on the internet.*

## **Student Acceptable Use Policy**

*The purpose of the Acceptable Use Policy is to inform parents, guardians, and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access. In addition, your student's image may be used on promotional materials as well as on the school-sponsored website. Please read the following carefully. Maconaquah School Corporation reserves the right to*

modify the terms and conditions of this document at any time. The latest version of this document is available at the Maconaquah School Corporation web site at [www.maconaquah.k12.in.us](http://www.maconaquah.k12.in.us).

*INTRODUCTION: Maconaquah School Corporation is pleased to offer students access to district computers, communication systems (i.e. student e-mail accounts, web sites, blogs, wikis, podcasts, and other emerging technologies), the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology, whether personal or district provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.*

*USING THE INTERNET AND COMMUNICATION SYSTEMS: District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right: as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with corporation standards and honor this agreement to be permitted to use technology. All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private. It is the responsibility of the student to back up his/her files whenever a new file is created or an old file has been edited and changed. Files may be backed up by storing them on the server, a personal storage device (such as a flash drive), or burning them to a CD. Maconaquah School Corporation The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make internet access available to further educational goals and objectives, students may find ways to access these other materials as well. Maconaquah School Corporation does not condone or permit the use of this material and uses content filtering software (LightSpeed) to protect students to the fullest extent possible. If a website is blocked by the school filter, students should not try to "get around" the filter. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school,*

direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. Maconaquah School Corporation believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally accesses inappropriate materials, they should back out of the information at once and notify the supervising adult. Proper and Acceptable Use of All Technology Resources: All district technology resources, including but not limited to district computers, communication systems, and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of Maconaquah School Corporation. Each student will be required to pass an exam over proper care and usage of his/her laptop. By passing this exam, the student will earn the privilege to take his/her laptop home. This test will be administered and scored via an on-line testing site. The student laptop must be turned in to the technology team at the end of the school year for updates and routine maintenance.

Activities that ARE permitted and encouraged include: • School work • Original creation and presentation of academic work • Research on topics being studied in school • Research for opportunities outside of school related to community service, employment, or further education • Laptops must be taken to each class every day unless otherwise instructed by the teacher • Laptops must be shut down and placed in computer bag when being transported—NO EXCEPTIONS

Maconaquah School Corporation Activities that are NOT permitted nor encouraged include: • Plagiarism or representing the work of others as one's own • Using obscene language, harassing, insulting, ostracizing, or intimidating others • Representing Copyright, Registered, and/or Trademark materials as one's own work • Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted) • Damaging or modifying computers, software, or networks with permanent materials • Intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers, intentionally bypassing district filters • Use of USB, bootable CDs, or other devices to alter the function of a computer or a network • Subscription to any online services or ordering of any goods or services • Use of personal e-mail accounts, non-district provided e-mail accounts, on the district network • Online sharing of any student's or staff member's name, home address, phone number, or other personal information • Non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, raffles • Participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher • Use of district resources for commercial purposes, personal financial gain, or fraud • Any activity that violates a school rule or a local, state, or federal

law Students are expected to report harassment, threats, hate-speech, and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

*Privacy and Security:* Students must use corporation technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others. *Vandalism:* Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism. Students should report lost or broken items to their teacher or administrator immediately. *Consequences of Misuse:* Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with the Maconaquah School Corporation Board of Education policies and our Maconaquah School Corporation school handbooks. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Intentional, unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or federal law.

*Reliability and Limitation of Liability:* Maconaquah School Corporation makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. Maconaquah School Corporation will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. Maconaquah School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold Maconaquah School Corporation harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

*Student Training:* Students will receive education provided by the staff of MSC about the following: 1. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communication. 2. The dangers inherent with the online disclosure of personally identifiable information. 3. The consequences of unauthorized access (i.e., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online. 4. Unauthorized disclosure, use, and dissemination of personal information regarding minors. Staff members will provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff

*members will monitor the online activities of students while at school. Monitoring may include, but is not limited to, visual observation of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.*

## **Emergency Closing**

In the event that inclement weather delays, closes, or forces early dismissal of school, you will receive a phone call and/or email to the contact numbers or email address you have on file at the school.

## **Emergency Drills**

Several times throughout the school year, we will practice procedures to be followed in the event that a disaster such as fire, tornado, or earthquake were to occur during school hours. We also practice lock-down procedures each year.

## **Enrolling in School**

Students are expected to enroll in the corporation in which they have legal settlement, unless transfer request has been approved. Transfer applications are available on our corporation website. Students that are new to the school are required to enroll with their parent or legal guardian. When enrolling, the parent must bring:

- A. birth certificate
- B. proof of residency
- C. proof of immunizations
- D. court papers allocating parental rights or custody (if appropriate)

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

## **Equal Education Opportunity**

It is the policy of this corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff member has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to Dr. James Callane, Maconaquah School Corporation Compliance Officer.

## **Food Allergies**

If your child has a food allergy and needs a substitute food or drink at breakfast or lunch, medical documentation is required and must specify the allergy and an appropriate food or drink substitute. Parents are requested to work with their child's teacher to supply appropriate substitute snacks for the classroom.

## **Head Lice Procedure**

The goal of the Maconaquah School Corporation Health Services is to keep students in the classroom as long as medically safe. As head lice are not a risk for carrying communicable disease, are primarily spread through direct head to head contact, and only live 18-24 hours off a host, the subsequent steps will be followed:

1. Students suspected of having head lice will be sent to the nurse for evaluation. Class inspections will not be routinely performed.
2. A thorough inspection for live lice and nits will be completed.
3. If live (crawling) lice are noted, the parent will be notified by

phone and/or letter sent home with the student at the end of the day. The parent, upon notification, may choose to pick the student up at that time.

4. The parent will be provided with information about head lice.
5. The parent will be instructed to inspect other household members for live lice.
6. The parent will be instructed in methods for elimination of infestation including the inspection for live (crawling) lice and manual removal (combing).
7. The parent will be instructed to continue daily combing until no live lice are discovered (approximately 1 ½ weeks).
8. The parent will be instructed to change and launder all bedding and clothing (including coats) worn by the student in the last 48 hours.
9. Students will not be routinely excluded from school due to head lice. HOWEVER, after the fifth incident, DCS may be contacted. Students may be excluded from school after the sixth incident until treated by a doctor.
10. Students will be inspected by the nurse following treatment by the parent upon returning to school.
11. The nurse will initiate the Head Lice Flow Sheet

## **Immunizations**

All Preschool, Kindergarten and new First Grade Students must have all required immunizations and must show his/her birth certificate before he/she will be permitted to attend school.

Immunization records must be filed with the school nurse upon enrollment unless a written waiver is obtained (not to exceed twenty days). **If proper records are not submitted, the student will be excluded from school.**

## **Injuries and Illness**

All injuries must be reported to a teacher or staff member immediately. If a minor injury has occurred, the student will be treated and may return to class. If medical attention is required, the school nurse will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day will be sent to the school nurse. She and or her designee will determine whether or not the student should remain at school or go home.

### **Is my child too sick to attend school?**

When your child is not feeling well, deciding whether or not to send him to school can be difficult. Here are some simple guidelines to help you make an informed decision. In most cases, if your child has any of the following symptoms, he should not come to school:

- Temperature 100 degrees or higher
- Vomiting or diarrhea
- Thick mucus or draining from the eye or pink eye
- Unknown rashes or skin lesions
- Chickenpox that have not yet scabbed over

Please note: if your child has restrictions for recess or PE, a doctor's note must be provided.

## **Maconaquah Intervention Support Team (MIST)**

Maconaquah Intervention Support Team (MIST) is a systematic process known as Response to Intervention (RtI) that is designed to ensure that all students learn. MIST is a general education intervention framework for prevention, advancement and early intervention which involves determining whether a student is learning and optimally progressing academically, socially, emotionally, and behaviorally when provided with high quality instruction that addresses all aspects of the student. Through the MIST process, student instruction and intervention are designed to meet the student's needs in the general education setting. Collaboration is fostered between teachers, school support

personnel, administrators and families in order to support all students. Families receive information regarding their child's progress, and ongoing home-school collaboration allows parents to become active and meaningful participants in the education process.

## Parent-School Compact

**STAFF PLEDGE** I promise to fulfill the following responsibilities to the best of my ability:

- Respect the school, classmates, staff, and families
- Create a positive learning environment that supports learning
- Motivate students to learn by providing a challenging and viable curriculum utilizing Indiana State Standards and Common Core State Standards
- Provide opportunities to meet with families as often as needed (at a minimum one parent teacher conference per year) to discuss student progress and encourage parent involvement
- Participate in professional development opportunities that improve teaching and learning
- Provide opportunities for school staff and families to work together to develop outreach activities.

**STUDENT PLEDGE** I promise to fulfill the following responsibilities to the best of my ability:

- Be respectful, be safe, be responsible toward classmates, staff, and families
- Come to school with a positive attitude ready to learn and work hard
- Talk with my teachers and parents about what I am learning so that they can help me be successful
- Read every day after school

**PARENT PLEDGE** I promise to fulfill the following responsibilities to the best of my ability:

- Respect school, staff, students, and families
- Monitor my child's progress in school and provide a quiet time and place for homework and reading
- Read to or with my child every day
- Ensure that my child attends school every day with adequate rest, nutrition, and exercise
- Communicate the importance of education and learning to my child

## Parent Contact Information

Any change of address or telephone numbers should be reported to the office immediately. In the event that your child becomes ill or has an emergency at school, we will contact you as soon as possible. Current home, cell, work, and emergency numbers must be on file. In order to receive important messages from School Messenger, your information **MUST** be current.

**Please keep your information up to date!**

## **PARENTS' RIGHT TO KNOW**

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

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

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

If you have questions or concerns, please contact Kelly McPike, Title I Program Manager at (765) 689-9131, extension 3000.

## **Parent/Teacher Communication**

Parents are urged to contact the school whenever necessary. Teachers may be reached by phone, email, or note. If you call during the school day, the teacher may not be available right away, but you may leave a message on his/her voice mail. If you have a message regarding a change in dismissal routine, please make sure that you speak with a live person to communicate your message.

Parent/teacher conferences will be scheduled in the fall and at other times to discuss student progress. These conferences are for the benefit of the student, parent and teacher.

Your attendance is encouraged!

## **Report Cards**

Report Cards will be sent home four times during the school year, four school days following the end of the nine weeks grading period. Mid-term progress reports will be sent at the half-way mark of each grading period.

All Preschool, Kindergarten, and First Grade reports will show a checklist of standards-based skills that your child is expected to master at his particular grade level, and his/her progress on each standard.

Promotion to the next grade indicates that a child has mastered the grade level skills effectively enough to be successful at the next grade level.

Assignment to the next grade level indicates that the child did not master the necessary skills, but that it is in the student's best interest to move to the next grade level.

Retention occurs when the student has not mastered the necessary skills to move to the next grade level.

Final decisions regarding promotion, assignment, and retention rest with the building principal.

## **School Lunch Policy**

It is the desire of the Maconaquah School Corporation that all students receive nutritious and appealing meals. With your cooperation, we can make that possible.

**If your child brings his own lunch from home, we ask that no carbonated beverages be included.**

Breakfast, lunch, and milk money is collected daily. Your child's account is set up like a checking account. In order for your child to be served breakfast, lunch, or milk, he must have money in his account. You may pay weekly, monthly, per semester, or full- year.

Cost of meals is as follows for the the2015-2016 school year:

Student Breakfast \$1.35

Student Lunch \$2.50

Adult Lunch \$3.35

When a student reaches a \$10 debt (\$5 for students on reduced scale), an alternate breakfast/lunch will be served. You will be notified that your child is receiving an alternate breakfast/lunch. If the past due account is not brought current after 5 days, the student will be asked to provide his own lunch from home. A meal charge notice will be sent to you. Two weeks prior to the last day of school, no charging will be allowed.

At the conclusion of the school year, all balances of \$10 and over will be refunded by request only. A request form will be sent home with your child. Refunds will not be mailed but will be available for pick up at the corporation office.

If a check is returned to the Food Service Department for non-sufficient funds, the individual will be notified and asked to provide the amount of the check in cash. There will be a \$10 processing fee for all returned checks. If the returned check is not made good within 30 days, it will be turned over to collections.

We understand that financial situations can quickly change. *If you feel that free or reduced meals may be appropriate for your family, please contact us for an application at any time.*

## School Visitation/Volunteering

All visitors must sign in at the front desk or back door (morning drop-off only) and receive a visitor's pass. While parents are always welcome at Pipe Creek, please schedule classroom visits in advance with the approval of either the classroom teacher or the principal. Parents are welcome to join their child for lunch; however, parents may not be on the playground during recess.

All volunteers must complete a limited criminal history background check before volunteering in a classroom, on a field trip, or other school activities such as field day. Volunteer applications are available at the school office and on the school web site. **These applications must be submitted on a yearly basis.**

## Separated/Divorced Parents

Pipe Creek Elementary will maintain a neutral position between parents who are separated or divorced unless otherwise directed by court order. In the absence of a court order on file in our office, neither parent shall be deemed to have rights superior to the other. Both parents are entitled to all grade reports, newsletters, information on disciplinary action, and parent/teacher appointments.

## Student Appearance/Dress/Property

We expect students to dress appropriately for school every day under the following guidelines:

- All shorts and skirts should be mid-thigh in length.
- Shirts should be long enough to cover a student's belly.
- Tank tops with spaghetti straps are not permitted.
- Pants should not be worn below the belt line.
- Clothing depicting any obscene material, alcoholic beverages, or tobacco products is not permitted.

**While flip flops can be worn to school, we request that you send an extra pair of shoes to school with your child for recess, PE, and in case one of the flip flop breaks.**

*If there is any question regarding acceptable attire, the principal shall make the final determination.*

It is recommended that you label all personal belongings. Lost items may be claimed in the Lost and Found area in the office. All items not claimed will be donated to charity at the end of each grading period.

## Student Conduct

One of the most important lessons we teach at school is appropriate behavior. We hope to develop in each student character traits that will enable them to be productive citizens.

Our Leadership Team has developed a plan to implement Positive Behavior Interventions and Supports (PBIS) at Pipe Creek Elementary. Our goal is

*to create a climate in which good*

## *behavior is the norm.*

We will make every effort to keep you informed of behavior issues as they arise so that we may work together to make this a successful school year for your child. The following grid serves as a guideline regarding student disciplinary actions.

### **Pipe Creek Elementary Discipline Grid**

*This Disciplinary Grid is meant to serve as a guideline. All decisions regarding student discipline will be left to the discretion of the Administrator. Parents will be contacted upon each office visit and will receive a copy of the Disciplinary Referral.*

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Action Endangering Others (IN code 35-42-2-1)	Warning	Time Out in Office	OSS 1-3 days /Parent Conf
Arson (IN code 35-43-1)	Suspension pending investigation and possible Expulsion		
Attack on Staff Member	Suspension pending investigation and possible Expulsion		
Bullying (IN code 35-45-2-1) See additional information in this section.	Time Out/ Counselor Referral	OSS 1-3 days/ Parent Conf	OSS 3-5 days
Bus Behavior (see Bus Policy in handbook)	Warning	Bus Susp. 1-3	Bus Susp. 3-5 days/ Parent Conf
Cheating or Falsification	Warning/Counselor	Time Out in Office/ Counselor	OSS 1-3 days/ Parent Conf
Continual Disruptive Classroom Behavior	Warning	Time Out in Office	OSS 1-3 days/ Parent Conf
Dangerous Object/Weapon (IN code 7.1-5-7-7; IN Code 35-47)	Object Confiscated pending investigation and possible OSS or Expulsion		
Disrespect Toward Staff	Warning/Counselor	Time Out/ Counselor	OSS 1-3 days/ Parent Conf
Dress Code Violation	Warning/Change Clothes	Change Clothes	Phone Call/Letter to Parent
Fighting (IN code 35-42-2-1)	Time Out/ Counselor	Parent Conf	OSS 1-3 days
Harassment/Intimidation/Threat (see Bullying definition)	Warning/Counselor	Time Out/ Counselor	OSS 1-3 days/ Parent Conf
Homework Violation	Warning	Time Out	Parent Conf
Horseplay/Scuffling	Warning	Time Out	OSS 1-3 days/ Parent Conf
Inappropriate Object (IN code 35-47)	Object Confiscated	Time Out	OSS 1-3 days/ Parent Conf
Insubordination	Warning	Time Out	OSS 1-3 days/ Parent Conf
Profanity/Obscene Gestures or Behaviors (IN code 35-45-2-1)	Warning/Counselor	Time Out/ Counselor	OSS 1-3 days/ Parent Conf
Theft (IC 35-43-4)	Restitution/ Counselor	Time Out/ Counselor	OSS 1-3 days/ Parent Conf
Vandalism (IN code 35-43-1-2)	Community Service/Counselor	Time Out in Office/	Susp. 1-3/Parent Conf

		Counselor	
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## **SUBSTANCE ABUSE POLICY**

Maconaquah School Corporation has a responsibility to protect the health and safety of all students by making every effort to ensure a drug free environment wherein learning can take place. The school has a "DRUG FREE" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation.

This means that any activity - sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drug or devices is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

## **Bus Conduct**

**Riding the bus is a privilege, not a right.** Any student who behaves in such a manner as to threaten the health and safety of the occupants of the bus will have this privilege suspended.

Parents are responsible for:

- A. The safety and conduct of their child going to and from the bus stop and while at the bus stop
- B. Having their child at the bus stop **at least five minutes before the pickup time wearing their ID badge as described by Maconaquah School Corporation policy.**
- C. Getting the child to school if he misses the bus
- D. Damage to the bus, personal property, or public property
- E. Making sure their child rides the correct bus

Students are responsible for:

- A. Conducting themselves in a proper manner at bus stops and while riding the bus
- B. Riding only their assigned bus and boarding at the assigned bus stop with their ID badge ready to scan.
- C. Refraining from eating or drinking on the bus without driver permission
- D. Reporting to their assigned seat and remaining there, seated, during the entire ride
- E. Refraining from using boisterous or profane language or indecent conduct
- F. Using MP3 players and hand held video games with no sound or with the use of headphones

Bus drivers are responsible for:

Using the following process when dealing with disciplinary issues:

1. Speak to the student privately
2. Take action (i.e. move seat, assign to car seat)
3. Contact parent
4. Make referral to administrator

Please note that certain serious offenses such as fighting, threats, destruction of property, theft, blatant disrespect, etc., will be reported to administration immediately.

*If students carry MP3 players or video games for their bus rides, these items must be put away in book bags before entering the school building. Pipe Creek is not responsible for any lost, damaged, or stolen items that you choose to send to school with your child.*

## **Use of Seclusion and Restraint**

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

## **Bullying**

HEA1423 defines "Bullying" as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

- a. *The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term the following:*
- i. *Participating in a religious event*
  - ii. *Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.*
  - iii. *Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article 1, Section 31 of the Constitution of the State of Indiana, or both.*
  - iv. *Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.*
  - v. *Participating in an activity undertaken at the prior written direction of the student's parent.*
  - vi. *Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.*

## **Gang Activity**

*It is the policy of the Maconaquah School Corporation (MSC) to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. MSC prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable*

*information about an act of gang activity and similar destructive or illegal group behavior.*

*“Criminal gang” defined (per IC 35-45-9-1) - “criminal gang” means a group with at least three (3) members that specifically:*

*1. either:*

*a. promotes, sponsors, or assists in; or*

*b. participates in; or*

*2. Requires as a condition of membership or continued membership;*

*the commission of a felony or act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).*

*“Gang activity” - a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.*

*Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.*

*Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.*

*The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal’s designee within one school day of the report of the incident. The*

*principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety.*

*The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation.*

*The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.*

*The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (ie., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.*

## Textbook Rental

I understand that I am financially responsible for book rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extracurricular activities, fund raisings and tuition. I shall also be responsible for all reasonable costs of the collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

**In the event that this account is not paid by you, or other responsible party, we may find it necessary to place this debt for collection to a collection agency, or collection law firm. Such collectors typically charge us a reasonable percentage of the amount collected as their fee. For example, if the collection agency or law firm charges 20% of the amount collected as their fee, we will add 25% onto the debt and the collection agency or law firm will then earn 20% of the amount collected. We will recover the full amount of the debt plus cover the cost of retaining the collection agency or law firm. In addition to adding an amount to cover our collection fees, you agree to pay other fees such as actual court costs, or other costs of litigation. The amount added to the debt may not correspond to costs incident to collection, costs incurred in collection, or actual costs to collect this account. The amount added is determined by the prevailing rates of collecting debt with a collection agency or law firm.**