

# Maconaquah Elementary School

## POLICIES & PROCEDURES



PARENT/STUDENT HANDBOOK

2018-19

**Maconaquah Elementary School**  
**7784 South Strawtown Pike**  
**Bunker Hill, IN 46914**  
**(765) 689-9131**  
**Kelly McPike, Principal**  
**Jeremy Fewell, Assistant Principal**

Dear Parents and Guardians,

Welcome to the 2018-19 school year! The new school year will be filled with many exciting events and activities and we are thrilled that your child will be a part of it. We are excited to be a member of the No Excuses national network of schools and look forward to continuing to have colleges and universities represented throughout our building. We believe it is our responsibility to provide a safe learning environment where your child can achieve success in all aspects of their life.

The following pages outline our elementary policies for the coming year. This handbook will serve as a good resource for you throughout the school year. Please spend some time becoming familiar with the material included, share the information with your child, and keep it as a handy reference. Parents and students are responsible for adhering to the policies in the student handbook. If your child is a returning Mac El student, please note that some policies and procedures have changed.

As a parent, you are a vital member of your child's educational team. We would like to encourage each of you to become involved in your child's education. Our staff recognizes that a crucial component to raising successful children is valuing the teamwork of students, parents, staff, and community working together to make a difference. It is our wish that you would join with our staff as an active participant at Mac El University.

Educationally yours,

Kelly McPike

Principal

Jeremy Fewell

Assistant Principal

**MACONAQUAH SCHOOL CORPORATION MISSION STATEMENT**

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

**MACONAQUAH SCHOOL CORPORATION VISION STATEMENT**

The vision of Maconaquah Schools is to be premier education 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.

**MACONAQUAH ELEMENTARY SCHOOL PLEDGE**

**Mac El University students believe in working hard every day, being positive, and being a person of character so that everyone can have the opportunity to go to college.**

**NO EXCUSES!**

**AT MACONAQUAH ELEMENTARY  
SCHOOL...WE ARE THE BRAVES**

**Our Students will...**

Be respectful  
Be a positive citizen  
Be ready to learn

**Our Teachers will...**

Be respectful  
Be consistent  
Be positive role models

**Our Parents will...**

Be respectful  
Be involved  
Be positive role models

**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 back ground, has the right to file a complaint. A formal complaint may be made in writing to Dr. James Callane, Maconaquah School Corporation Compliance Officer.

## DAILY SCHEDULE

<b>8:10 a.m.</b>	<b>Bus students and car riders are allowed into the building</b>
<b>8:30 a.m.</b>	<b>All pupils expected at their desks</b>
<b>3:15 p.m.</b>	<b>Students dismissed to buses</b>

### DAILY SCHEDULE

The school day begins at 8:30 a.m. and ends at 3:15 p.m. **Students who do not ride the bus should not arrive at school prior to 8:10 a.m., unless they are involved in a school sponsored activity.** Students who do not ride the bus, should be delivered to the gym entrance. **Students will not be allowed to enter the building until 8:10 a.m. Supervision is NOT provided for students arriving before 8:10 am.** Parents should pull up to the drop off zone to unload students. If parents choose to park their vehicle, they must escort their student to the drop off zone. Students are NOT to cross the parking lot without an adult.

### DISMISSAL

If an emergency arises and your child needs to ride a different bus than usual or is being picked up, a *NOTE TO THE TEACHER INFORMING HIM/HER OF THE CHANGE IS REQUIRED.* *The note needs to include the person's name, relationship, address & bus number. If no note is received, the student will be sent home on his/her regular bus.* Students will not be called off the bus once they have boarded. *For the safety of the children, only school personnel are allowed at the bus loading area.*

Should a parent need to pick up a student who normally rides the bus after school, the office must be contacted by 2:45 p.m. Students are picked up near the gym entrance. Parents must come into the building to get their child. If you need to pick up a middle school student after school, do so in front of the middle school.

Afternoon pick-up procedure: Parents should park their car, not blocking the driveway. If you are blocking the driveway, you may be asked to move in order to ensure that traffic can continue to flow through the parking lot. In the interest of safety, parents must get out of their car and come to the door to meet their student, as students are not permitted to cross the parking lot without an adult. Parents must complete a permission to release form with a list of adults permitted to pick up their child. Any changes to this form must be submitted by a parent/legal guardian in writing.

### STUDENT ID'S

School ID badges will be worn throughout the school day. The replacement cost is \$5.00 if it is damaged or lost. Students must use a school approved lanyard with their ID badge. Lanyards cost \$1.00 if damaged or lost.

### PARKING

All parking for anyone visiting the building is in the front of the school in the provided parking spaces. Parking in areas with painted yellow curbs is a violation of state fire codes. Please do not park in the grass. On the way to the office, please walk on the sidewalks, not the grass.

## **ATTENDANCE POLICY**

If your child is absent from school, you may receive a phone call from school messenger. You must send a note to the attendance secretary **or notify the attendance secretary by telephone at ext. 3333** by the next day back from the absence, stating why the child was absent. Voice messages will then be forwarded to the teacher.

## **PRE-ARRANGED ABSENCES**

A pre-arranged absence request 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. Submission of a form does not guarantee approval. *Pre-arranged absences will not be approved for students with more than 8 absences. Pre-arranged absences are not to be used to extend a vacation. (i.e. Before or after a scheduled school break).*

## **MAKE-UP WORK/HOMEWORK ASSIGNMENTS**

All work missed due to an absence must be made up. Students will not be permitted to make up work for credit after a truancy. It is the student's responsibility to contact his/her teachers to obtain makeup work. At the beginning of the year, teachers will inform students about their specific time limits for completing work. Students are permitted 1 additional day per day missed to make up missed work for excused absences. Parents and/or students wishing to receive makeup homework assignments can access the class web page or contact the individual teachers. Administration reserves the right to make exceptions when extenuating circumstances are involved.

## **EXEMPT ABSENCE**

Exempt absences are absences that will not be counted toward the number of absences (see ten day policy) a student is allowed per semester. Absences in this category would include the following:

1. A student with a chronic medical condition (mental or physical) requiring frequent absences from school. A "Child Incapacity Form" must be completed and signed by a licensed physician in order for these absences to be considered exempt.
2. Educational field trips
3. Homebound instruction as determined by the Special Education Case Conference Committee
4. Death in immediate family. Immediate family is interpreted as including father, mother, legal guardian, grandparent, stepfather, stepmother, brother, sister, stepbrother, stepsister, child, or person who has been living as a member of the household of the student. Approval of the number of days by administration is required.

## **EXCUSED ABSENCE**

1. An absence verified by a physician
2. An absence verified by a parent or guardian (limit of five per school year)
3. Absences approved by administration
4. Prearranged Absences: (See Pre-Arranged Absences section above for further information).
5. If the student is sent home by the school nurse.
6. Participates in the Indiana State Fair for educational purposes as an exhibitor. Parents must provide evidence of participation to the school.

## **UNEXCUSED ABSENCE**

1. An absence not verified by a parent or guardian (see absence verification)
2. Any absence above the five-day limit per semester that is not verified by a physician
3. Any absence above the ten-day limit per semester
4. Any other reasons for absence not specified under exempt or excused absences

## **TEN DAY POLICY**

Considering the importance of the student/teacher relationship in quality instruction, it is critical that students be present in class to benefit from the expertise of our teaching staff. Therefore, **a student must not be absent from the classroom over 10 total days of instruction. *This policy counts both excused and unexcused absences, but does not count exempt absences.***

## ***A STUDENT MUST NOT BE ABSENT MORE THAN FIVE (5) TIMES PER SCHOOL YEAR WITHOUT VERIFICATION FROM A DOCTOR.***

1. Parents will be notified when a student reaches five (5) total absences. Both excused and unexcused absences will be counted in this total.
2. Parents will be notified when a student reaches eight (8) total absences. Upon reaching the eighth absence parents may be required to attend a meeting with school personnel, a representative of the Department of Child Services, School Resource Officer to determine the reasons for absence and determine what course of action should be taken.
3. Parents will be notified when a student reaches ten (10) total absences. Upon reaching the tenth absence, school personnel may conduct a home visit to determine why the student is not attending school. The Department of Child Services may be contacted. If absences continue, educational neglect charges may be filed with the Miami County Prosecutor's Office.

## **ABSENCE VERIFICATION**

In an effort to maintain good communication between the school and parent, students and parents can expect the following procedures to be followed when students are absent from school:

1. Parents are asked to phone the school attendance office (689-9131 ext. 3333) before noon each day their child is absent from school.
2. When parents fail to call in, an automated call from School Messenger will be made to the phone numbers on file with the school.
3. If the school does not receive verification from a physician or parent/guardian within two days of the student's return to school, the absence will automatically be considered an unexcused absence or truancy, and the appropriate consequences will apply.
4. Students who are absent without the knowledge of the parent and/or school administration will be considered truant for that period or day. The student will be notified by the school personnel that a truancy has been assessed to their attendance record and will be assigned proper disciplinary consequences. Parents will be notified of the disciplinary consequences.

5. Students exceeding ten (10) truancy occurrences during any school year will be declared habitual truants. Habitual truants may be subject to all provisions of Indiana Code. (I.C. 20-33-2-11, I.C. 20-33-2-25)

## **TARDY**

A student will be counted tardy if he/she arrives to school after 8:30 a.m.

1. 10th Tardy - Letter will be sent to the parent.
2. 15th Tardy - A meeting may be scheduled with the school personnel and the Department of Child Services may be contacted for educational neglect.

**IT IS NECESSARY FOR YOU TO COME TO THE OFFICE TO SIGN YOUR CHILD IN/OUT IF HE/SHE IS TARDY, RETURNING FROM AN APPOINTMENT, OR LEAVING THE SCHOOL.**

## **PERFECT ATTENDANCE**

If a child is absent, exempt, or tardy anytime during the 9 week-grading period, that child is NOT eligible for Perfect Attendance Awards. Students are eligible for perfect attendance awards if they have been enrolled for each day of the marking period or year. Only students who have been present for all 180 school days at Maconaquah Elementary School will be eligible for perfect attendance for the year.

## **GUIDELINES TO DETERMINE IF YOUR CHILD IS TOO SICK TO ATTEND SCHOOL**

When your child is not feeling well, deciding whether or not send them 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/she 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

## **ILLNESS/EMERGENCY AT SCHOOL**

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

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

**Please note: We MUST have current phone numbers in order to contact you. Please keep your contact information current with the front office, including but not limited to new home, cell, or work phone numbers, as well as address.**



Parents/guardians will need to come to the office to sign the child out. **If a child has been ill and parent desires for him/her to stay in at recess and or Physical Education class, a note from the doctor is required.**

### **ELEARNING DAY GUIDELINES FOR PARENTS!**

Maconaquah School Corporation students and staff participate in e-learning days when school is cancelled due to inclement weather or as pre-planned professional development days for teachers. These days will count toward the 180 days of school required by law.

If an elearning day is scheduled or anticipated, your child will bring home an e-learning folder, his/her device, charger, and assignments. Work must be completed only if school is not in session. **All materials** (device, charger, folder, and assignments) **MUST be returned to school on the next school day.**

**Students must make contact with their teacher during the school day, either by student email or by phone, in order to be counted present for the day. Students will be provided with the teacher's school extension if they wish to call. When a student does not make contact with the teacher, the student will be charged with an unexcused absence on that day.**

Completion and grading of elearning assignments will follow established guidelines of individual classroom teachers. Please contact your child's teacher for more information.

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

Please note that you are responsible for all damage to the device and/or its functionality. You have the option to purchase insurance for \$25/year for your child's school-issued device.

### **HELPFUL TROUBLESHOOTING TIPS**

#### **Connecting to your home's WiFi**

\*Your iPad will likely pick up your home WiFi and ask you for your password. If it does not come up on its own, you can follow these steps:

1. Go To Settings
2. Go To WiFi
3. Turn WiFi on (slide button).
4. Available networks will appear. Choose your home network and enter your password.

#### **Using a Personal Hotspot**

If you have an iPhone, you can use your Personal Hotspot to access the internet on your iPad.

1. On your iPhone, Go to Settings
2. Go to Personal Hotspot
3. Turn it on. You will see a Password on this screen.
4. On your iPad, go to Settings, WiFi, then choose your iPhone hotspot and enter the password given.

### **iPad Freezing or App not working**

Shut down iPad by holding down on Home Button and Power Button at the same time until the screen goes completely blank. Wait until screen shows picture, then slide to get to apps.

### **Closing Apps to make iPad work better**

Double push home button. Apps that are open will appear. With one finger, slide up on app to close that app. Repeat until all are closed. Push home button to return to main screen.

### **For other Technical Issues:**

You may reach your child's teacher by email or school phone. Teachers check their messages throughout the day. Their contact information will be listed in the assignment portion of this folder. Members of the Maconaquah Technology Staff are available on all e-learning days between the hours of 9:00 and 3:00. You may reach them at 689-9131 ext. 5500 or ext. 5999.

## **SCHOOL VISITATION**

All visitors must report to the front office, sign in and receive a visitor's pass. No person shall remain in the school building or on the school grounds after being asked to leave by any member of the administration, faculty, or maintenance staff. Student visitors will not be permitted. This includes field trips.

Animals will not be allowed to be brought into the school without pre-approval of the classroom teacher and administration.

Parents are always welcome at Maconaquah Elementary School. **Parents and guardians (unless otherwise prohibited by court order)** are welcome to join their child for lunch. Any other lunch-time visitors must have written permission from a **parent/guardian** on the day of the visit. No parents or visitors are allowed on the playground during recess. Classroom visits need to be pre-arranged and scheduled with classroom teacher and/or administration.

## **BOOK RENTAL**

Parents/Guardians are 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. Parents/guardians 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.

## **ENROLLMENT**

Students are expected to enroll in the attendance corporation in which they have legal settlement. However, if your family lives outside of their school of legal settlement or moves outside of the district during the school year, parents may request permission for their child to attend Maconaquah. Please contact school administration for more information on how to complete this process and the criteria for acceptance as an out of district student. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency (ie. utility bill, driver's license, etc.), (no homeless child will be denied enrollment based on a lack of proof or residency),
- proof of immunizations.

This is in accordance with MSC Administrative Guideline 5111.

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

## **CHANGE OF ADDRESS, JOB, OR TELEPHONE NUMBER**

**Any change of address, job, telephone number, or emergency contact should be reported to the office IMMEDIATELY.** This is essential in case the school must contact the parent for any reason. It is the responsibility of the parent to see to it that all database information is correct and up-to-date.

## SCHOOLWIDE POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Maconaquah Elementary School has established positive expectations for students in all areas of school.

Common Area	Be Respectful	Be Safe	Be Responsible
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Be a good listener at all times</li> <li>Say please and thank you</li> <li>Raise your hand and wait to be called on</li> </ul>	<ul style="list-style-type: none"> <li>Push chair in</li> <li>Walk, don't run</li> <li>Use classroom materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Use your time wisely</li> <li>Be prepared &amp; ready to think and participate</li> <li>Take pride in your work</li> <li>Keep track of your belongings</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>Follow classroom procedures for technology</li> <li>Listen to directions</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Carry equipment with both hands</li> <li>No cyber-bullying</li> <li>Keep hands off other student's devices</li> </ul>	<ul style="list-style-type: none"> <li>Keep passwords private</li> <li>Use device for academics only</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Remain quiet – no talking</li> <li>Smile and be friendly</li> <li>Be polite to adults</li> </ul>	<ul style="list-style-type: none"> <li>Model good behavior while others are learning</li> <li>Walk, don't run</li> <li>Stay in line and to the right</li> <li>Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination</li> <li>Think about what you need to be ready for the next activity</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Respect each other's privacy</li> <li>Wait your turn</li> <li>Be polite</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands with soap and water</li> <li>Take care of school property</li> <li>No horseplay</li> </ul>	<ul style="list-style-type: none"> <li>Be quiet</li> <li>Report problems/ messes to your teacher</li> <li>Clean up after yourself</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Say please and thank you</li> <li>Be polite to staff and each other</li> <li>Use quiet, friendly table talk</li> <li>Respond to quiet signal</li> </ul>	<ul style="list-style-type: none"> <li>Use utensils and napkins</li> <li>Clean up your own messes</li> <li>Report spills</li> <li>Keep food on tray</li> </ul>	<ul style="list-style-type: none"> <li>Eat a healthy meal</li> <li>Be responsible for your own belongings</li> <li>Hang your coats and/or backpacks</li> <li>Don't touch the walls</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>Use equipment properly</li> <li>Take turns</li> <li>Be a good sport</li> <li>Include all who want to play</li> </ul>	<ul style="list-style-type: none"> <li>Play fair</li> <li>No rough play</li> <li>No name-calling or behavior that hurts others</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly</li> <li>Enter the building with no talking</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>Be a model for all students</li> <li>Use nice words</li> <li>Help others</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated and face forward</li> <li>Follow directions and listen to driver</li> <li>Use quiet voices</li> <li>Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep your belongings with you</li> <li>Set goals for your day</li> </ul>

## STUDENT CONDUCT

### **Discipline**

One aspect of education is character development in our students. Self-control, respect and making good behavior choices are an important part of developing student character. It is the key to good conduct and proper consideration of other people. Our goal with discipline is to help students learn from poor behavior choices and encourage responsible decisions. Students are expected to follow the classroom management plan as established by their classroom teacher and show respect to ALL adults in the building. Should a student make a choice that violates our school rules and policies, disciplinary action becomes necessary. Please refer to the discipline grid on **Page 14**.

### **Bullying**

**Maconaquah School Corporation considers bullying to be purposeful, repeated behavior by an individual or group that results in an imbalance of power causing harm or humiliation to another individual.**

HEA1423 “Bullying” means 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.

The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term the following:

- a. Participating in a religious event
- b. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- c. 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.

- d. 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.
- e. Participating in an activity undertaken at the prior written direction of the student's parent.
- f. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Maconaquah School Corporation supports an anti-bullying initiative currently working to address bullying at all levels from K – 12. Current programs at Mac El to prevent bullying include:

- Guidance anti-bullying curriculum
- Character In Action
- MIST
- School wide Positive Behavior Supports
- Stay in Bounds
- Kids Hope USA
- Annual bullying convocations
- Bullying reporting forms available on the website

Proactive measures will be taken to address and prevent bullying by educating students, staff, and parents.

### **SUBSTANCE ABUSE POLICY**

Maconaquah Elementary School 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 drugs or devices is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

### **AFTER SCHOOL DETENTION**

After school detention is a disciplinary action which can be taken at Maconaquah Elementary School.

#### ***After School Detention basic information:***

- Assigning a student to ASD is the decision of the principal or assistant principal.
- ASD is from 3:20 – 4:25 p.m. on Tuesdays.
- Parent will be given 24-hour notice of ASD assignment by school administration.
- Students attending ASD must attend with homework and a book to read.
- A staff member will monitor students.
- Parents will be responsible for picking their child up ***promptly*** by 4:25 p.m. at the office entrance to Maconaquah Elementary.

### **SECLUSION/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 written account of the incident, including the circumstances that led to the use of seclusion or restraint.

### Maconaquah Elementary Discipline Grid

**This disciplinary grid is meant to serve as a guideline only. All decisions regarding student discipline will be left to the discretion of the Administrators. Parents will be contacted for 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>	<b>4<sup>th</sup> Offense</b>
<b>Action Endangering Others</b> (IN code 35-42-2-1)	Time out/counselor pending investigation and possible AS ISS, OSS, or Expulsion			
<b>Arson</b> (IN code 35-43-1)	OSS pending investigation and possible expulsion			
<b>Bullying</b> (IN Code 35-45-2-1)	Time out/counselor pending investigation and possible ASD, ISS, OSS, or Expulsion			
<b>Cheating</b>	Warning	Time Out/ Writing Assign.	ASD	Susp. 1-3/Parent conference
<b>Continual Disruptive Classroom Behavior</b>	Warning/ Writing Assignment	Time Out in office	ASD/ISS	Susp. 1-3/Parent Conference
<b>Disrespect Toward Staff</b>	Warning/Writing assignment	ASD	ISS	Susp. 1-3/Parent Conference
<b>Dress Code Violation</b>	Warning/change clothes	Change Clothes	Letter to Parent	ASD
<b>Fighting</b> (IN code 35-42-2-1)	ASD	Susp. 1-3/Parent Conference	Susp. 3-5	Susp. 5-10
<b>Gang/Gang-Related Activity</b> (In code 35-45-9)	OSS pending investigation and possible expulsion			
<b>Harassment/ Intimidation/Threat</b>	Time Out/Writing Assign.	ASD	Susp. 1-3/Parent Conference	Susp. 3-5
<b>Homework Policy Violation</b>	Warning/Writing assignment/Loss of recess	Time out in office to complete work	ASD	ISS - Behavior Plan – Parent conference
<b>Horseplay</b>	Warning/ Writing Assignment	Time Out in office	ASD	Susp. 1-3/Parent Conference
<b>Inappropriate Object</b>	Object Confiscated/pick up end of day	Object Confiscated/ Parent pick up	ASD	Susp. 1-3/Parent conference
<b>Insubordination</b>	Warning	Time Out/ Writing Assignment	ASD	Susp. 1-3/Parent Conference
<b>Possession of Ignition Devices</b> (IN code 7.1-5-7-7)	Object confiscated pending investigation with possible ASD, ISS, OSS, or Expulsion			

<b>Possession of Tobacco or e-cigarettes</b> (IN code 7.1-5-7-7)	OSS pending investigation and possible expulsion			
<b>Profanity/Obscene Gestures or Behaviors</b> (IN code 35-45-2-1)	Time Out/Writing Assign.	ASD	Susp. 1-3/Parent Conference	Susp. 3-5
<b>Public Display of Affection</b>	Warning/Writing Assignment	Time Out in office	ASD	Susp. 1-3/Parent Conference
<b>Substance policy violation</b> (IN code 7.1-5-7-7)	OSS pending investigation and possible expulsion			
<b>Technology misuse</b>	Warning/Writing assignment	Loss of use of technology	ASD	Conference with admin and parents
<b>Theft</b>	Restitution	ASD	Susp. 1-3/Parent Conference	Susp. 3-5
<b>Vandalism</b> (IN Code 35-43-1-2)	Community Service/possible restitution	ASD	Susp. 1-3/Parent Conference	Susp. 3-5
<b>Weapon possession</b> (IN code 35-47)	Object confiscated pending investigation with possible ASD, ISS, OSS, or Expulsion			

ASD = After school Detention

ISS = In school suspension

OSS = Out of school suspension

### STUDENT APPEARANCE/DRESS

- Short shorts or skirts (shorter than mid-thigh in length), halter tops, spaghetti straps, bare midriffs, see-through clothing, and beachwear, are examples of clothing not conforming to acceptable school dress standards.
- All headgear (hats, kerchiefs, sweatbands, etc.) shall be removed upon entering the school building.
- Clothing that may put your child in danger while participating in school activities is not allowed.
- **Pants should be worn at the belt line**, “no sagging,” and should not be long enough to be “walked on.”
- Clothing advertising alcoholic beverages, firearms, tobacco products, or those with obscene or questionable printing on them will not be permitted. If there is a question, the administration shall make the determination of acceptable attire.
- **RECESS CLOTHING AND PROPER DRESS** – Whenever possible, our students will be expected to go outside for recess, students should be dressed appropriately according to the weather. This includes appropriate footwear, jackets, gloves or mittens and hats. If your child wears flip-flops to school, please ensure they have an extra pair of shoes in their bag, should their flip-flops break. The school is not responsible for providing a change of shoes for students.
- It is recommended that parents label all personal belongings of their children.
- We recommend that students not use book bags on wheels due to safety reasons.

***NOTE: CELL PHONES, iPad’s, iPods, or tablets must be turned off and stored in student backpacks before entering the building. NO LASER PENS, COLLECTOR CARDS, OR WEAPONS OF ANY KIND WILL BE PERMITTED AT SCHOOL.***



***\*\*Maconaquah Elementary School is NOT RESPONSIBLE for any lost, damaged, or stolen personal items brought to school\*\****

## **SCHOOL PROPERTY**

During the school day, throughout the year, students will receive and use technology devices, textbooks and other educational materials. They will also have access to various pieces of school equipment and the use of school facilities. Students are expected to show proper respect for all student property. *In case of damage or loss, appropriate measures will be taken by the administration.*

*Students who damage other students' school owned electronic devices or materials will be responsible for the replacement or repair of said items.*

At the end of the school year, assessments may be made for damage to books and devices beyond ordinary wear and tear. The assessment is based on the original cost of the book, years of use, and extent of damage. ***The willful destruction of school property will result in disciplinary action.***

## **PARENT-TEACHER COMMUNICATION**

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by a note, e-mail, or telephone during a teacher's planning time. In order to minimize instructional interruptions and maintain confidentiality, teachers will return parent phone calls when students are not present. If parents call during the school day and the teacher is not available, leave a message on his/her voice mail. Teachers will return your call or email within 24 hours of receipt. **If parents wish to have a conference with the child's teacher, they must call ahead to make an appointment as the teachers' schedules do not allow for drop-in conferences.**

Voicemail messages left after 2:30 run the risk of not being received. Please call the office if you have an urgent message after 2:30. If there is an emergency, the office will contact the teacher.

## **SEPARATED/DIVORCED PARENTS**

The Maconaquah School Corporation 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, neither parent shall be deemed to have rights superior to the other parent. Either parent may provide the building administrator with a certified copy of the most recent Court order. Unless directed in the most recent Court Order, both parents, natural or adoptive, custodial and non-custodial, are entitled to all grade reports, newsletters, disciplinary action, teacher/principal conference appointments, and to pick up their child.

## **HOMEWORK POLICY**

Homework is a very important part of a student's education. Homework is given at the discretion of classroom teachers and per classroom policy. Please direct any questions or concerns you have regarding homework with your child's teacher.

## **ATHLETICS / EXTRA CURRICULAR ACTIVITIES**

Students are eligible to participate in extra-curricular activities and/or athletics if they are in good academic standing and a good discipline record.

5<sup>th</sup> grade athletes **MUST HAVE** a current physical form on file at the school before they will be eligible to practice basketball or cheerleading. *Maconaquah School Corporation does not carry Athletic Accident Insurance for students participating in sports programs. This responsibility is assumed by parents. The parents will assume the financial obligations of any accident during the student's participation in any sports program. This will include practices as well as games.*

All events after school hours: Students attending events must be supervised by a parent, coach, or group leader. Siblings of extra-curricular participants are NOT allowed to stay after school for practices/events, they must go to their normal after school location on the bus or as a car rider.

Parents of Athletes (Girls Basketball, Boys Basketball, and Cheerleading) will be asked to work the concession stand during 2 home events that their child participates in.

**REPORT CARDS (Please refer to the Mac El Parent Handbook on Standards Based Grading and Reporting for more information. A copy of the handbook will be provided to parents at the beginning of the school year and is also available on our website.)**

Report cards are sent home following the end of each nine-week grading period. Identified learning targets will be assessed on a scale of 0-4. The purpose of the Maconaquah Elementary School report card is to clearly communicate student achievement of grade level specific learning targets. **Parents should be mindful that all students should be at a rating of three (3) by the end of the school year.** When reporting student learning in a standards-based system, the following scale/terms are used in lieu of a traditional graded system:

#### **4.0 IN DEPTH KNOWLEDGE/MASTERY**

In addition to the “Proficiency” criteria, the student demonstrates in depth knowledge of the task above and beyond what was taught in class. This category may not apply to some targets.

3.5 - Can be given at teacher discretion.

#### **3.0 FULL KNOWLEDGE/PROFICIENCY**

The student independently demonstrates full knowledge and understanding of the task. The student grasps and applies the key concepts, processes, and skills for the grade level. This is the expectation for all students.

2.5 - Can be given at teacher discretion.

#### **2.0 PARTIAL KNOWLEDGE**

The student demonstrates partial knowledge of the task and is beginning to, and occasionally does, demonstrate understanding of the target. The student is able to grasp and apply some of the key concepts, processes, and skills but produces work that contains errors.

1.5 - Can be given at teacher discretion.

#### **1.0 PARTIAL KNOWLEDGE WITH HELP**

The student demonstrates partial knowledge of the task when given assistance (i.e. teacher support, calculator, or other type of manipulative or teaching chart). The student is working on concepts, processes, and skills leading to grade-level work. The student needs additional support and practice to show progress toward grade-level expectations

**0.5 - Can be given at teacher discretion.**

### **0.0 NO KNOWLEDGE WITH HELP**

**The student demonstrates no knowledge or understanding of the task when given assistance. Teachers, students, and parents should be mindful that a level of 3.0/Full Knowledge and Proficiency is the target for every child by the end of the school year.**

### **Student Recognition**

Students will be recognized in two ways at the end of each semester. Students, reaching proficiency or above (3's and 4's) on all critical standards, will be recognized for Academic Achievement. Students, who demonstrate growth on four critical standards at the end of first semester and students, who demonstrate growth on eight critical standards at the end of second semester will achieve Outstanding Growth Recognition.

### **PROMOTION, ASSIGNMENT, RETENTION**

**A. Promotion:** Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Maconaquah School Board Policy 5410.

**B. Assignment:** Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the student placement team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

**C. Retention:** Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Maconaquah Intervention Support Team (MIST) with the concurrence of the building administrator. **\*\* 3<sup>rd</sup> grade students taking IREAD 3 may be retained if they do not pass the IREAD 3 test, per Indiana State Law.** Students who do not pass IREAD the first time, will be required to attend Intercession classes and retake the test. *If they DO NOT or take pass the test at the end of the session, they will be retained in 3<sup>rd</sup> grade.*

### **MACONAQUAH INTERVENTION SUPPORT TEAM (MIST)**

Maconaquah Intervention Support Team 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 all students are learning and optimally progressing academically, socially, emotionally and behaviorally when provided with high quality instruction that addresses all aspects of students. Through the MIST process of instructional interventions, student instruction and intervention are designed to meet their needs in a 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.

### **IMMUNIZATIONS**

Students attending Indiana Schools are required to have an up-to-date record of immunizations for childhood diseases on file at the school they attend. These records must be completed and submitted to the school nurse within twenty (20) days from the date of enrollment. **Students failing to have these records on file will be subject to exclusion from school until the records are submitted.**

## **ADMINISTERING MEDICATION TO STUDENTS**

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

1. The school will administer physician prescribed medication provided it is brought to the school in the ***pharmacy's original container with the physician's instructions.***
2. The medication will only be given to the student with the written consent of the parent. Medication release forms are available in the office.
3. All medication is to be kept in the nurse's office. Inhalers may be carried by students with a physician's note.
4. All non-prescription medications must also meet the above stated conditions. ***All medications must be in the original container,*** and must have a written consent form from the parent on file.

## **SELF-ADMINISTERED MEDICATION**

A student may possess and self-administer medication for chronic diseases or medical conditions provided:

1. The student's parent files a written authorization with the school nurse; this must be filed annually.
2. A physician's written statement (also filed annually) must be included with the parent's authorization and 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 the medication.

The 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.

## **FOOD ALLERGY**

If your child will need a substitute food or drink due to food allergies, medical documentation is required and must specify the allergy and an appropriate food or drink substitute.

## **EMERGENCY DRILLS**

During the school year, students practice procedures to be followed in the event that disasters such as a tornado or fire were to occur while the students are in school. Drill procedures follow and meet state laws.

Additionally, students practice lockdown procedures two times per year and an annual earthquake drill.

## **EMERGENCY CLOSING**

In the event inclement weather delays, closes, or forces early dismissal of Maconaquah Schools, you will be contacted by school messenger. In order for you to be contacted, the school **MUST HAVE** current phone numbers in the system. During an emergency, we ask that you contact the emergency information line.

- Dial (765) 689-9131
- At the prompt, press 6 on your touch-tone phone
- Or the website: [www.maconaquah.k12.in.us](http://www.maconaquah.k12.in.us)

Please **DO NOT** call the Maconaquah Elementary Office to request information on school closing status. Should you be unable to access the above phone line, listen to one of the following radio and television stations:

**RADIO STATIONS:**      **WIWC 91.7 FM**      **WZWZ 92.5 FM**      **WFRN 93.7 FM**  
**WARU 98.3 FM**      **WWKI 100.5 FM**      **HOOSIER 103 FM**      **WIOU 1350 AM**

**TELEVISION STATIONS:**      **WISH TV CH.8**      **WRTV CH. 6**      **WTHR TV CH. 13**

### **LOST AND FOUND**

All articles found should be returned to the office where owners may claim their property by identifying it. At the end of the semester, the items not claimed will be donated to a charitable organization.

### **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 also seeks to create a greater awareness of the special education needs of these children.

Schools in Indiana are required to provide an appropriate program for eligible children ages 3 – 21. We will provide guidance and referrals for disabled persons who are not of mandatory age. Anyone can refer a child.

Call the Childfind coordinator. Childfind is in operation continuously. Referrals can be made at any time.

Contact Kokomo Area Special Education Cooperative, P.O. Box 2188, Kokomo, IN 46904-2188 (765) 454-7120.

### **Reporting Child Abuse and Neglect**

In accordance with state law, each Corporation staff member shall be responsible for reporting immediately any reason to believe that a child is the victim of child abuse or neglect to the Indiana Department of Child Services or local law enforcement. “Reason to believe” will be interpreted broadly and liberally. Reports should be made immediately without any delay. It is not the responsibility of the school or individual making the initial report to investigate the suspected abuse or neglect; however, the Corporation may work with authorities to ensure student safety. Students, parents, and community members are also encouraged to report any reason to believe that a child is the victim of child abuse or neglect to the Indiana Department of Child Services. Please see Corporation Policy 8462 and accompanying administrative guidelines for further detail.

### **ANTI-HARASSMENT**

It is the policy of Maconaquah Elementary School to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Maconaquah Elementary School 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 (using form 5517F1). This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by Maconaquah Elementary School.

Maconaquah Elementary School will vigorously enforce its prohibition against harassment, but not limited to, based sex, race, color, national origin, religion, disability, or any other unlawful basis. The school will investigate all allegations of harassment and if unlawful harassment is substantiated, immediate steps will be taken to end the harassment. Individuals engaging in unlawful harassment will be subject to appropriate disciplinary action.

Complaints of unlawful harassment should be filed with building level administration at Maconaquah Elementary School.

### **ASBESTOS MANAGEMENT PLAN**

During the past school year and continuing into the 2016-2017 school year the following asbestos management plan activities have been or are currently being completed. The activities are pursuant to the Environmental Protection Agency 40 CFR Part 763 – Asbestos Containing Materials in Schools; Final Rule and Notice: Semi Annual Periodic Surveillance at the Middle School, High School, and Administration Building; Three Year Re-inspection at the Middle School, High School, and Administration Building. No asbestos is present at Maconaquah Elementary School. No periodic surveillance or re-inspection is required at those buildings.

Any questions regarding this notice or an explanation of our Management Plan should be directed to Duane Bollman (765) 689-9131. (Revised July 2009)

### **VOLUNTEERS/CHAPERONES FOR ANY SCHOOL FIELD TRIP OR EVENT**

Any person interested in volunteering must complete an application prior to volunteering. Applications are available at [www.maconaquah.k12.in.us](http://www.maconaquah.k12.in.us) or in the school office. Volunteers are required to get a limited criminal history report; a link is available on Maconaquah's website ([www.maconaquah.k12.in.us](http://www.maconaquah.k12.in.us)).

### **WELLNESS POLICY**

Here at Maconaquah School Corporation, we believe in promoting optimal student health and wellness. Healthy kids learn and perform better in the classroom. The physical, mental, and emotional health and well-being of children and adolescents is directly related to their academic success, and their lifelong journey towards becoming healthy and productive adults.

Our district has developed a Wellness Policy that is focused on improving the health of students. The policy was developed by our Wellness Committee that includes teachers, parents, administrators, health professionals, community members, and the district nurse.

## APPENDIX A

### Bus Conduct

1. ***Riding the bus is maintained as 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 the privilege suspended or withdrawn.

The driver has complete authority to operate and control the bus and its passengers within the guidelines and policies of Maconaquah School Corporation. The authority to assign seats on the bus is absolute.

2. Parents of bus riders are responsible for:
  - the safety of their child while going to and from the bus stop and while waiting for the bus
  - having their child to the bus stop at least 5 minutes prior to the scheduled pick-up time
  - damage by their child to school buses, personal property, or public property
  - knowing their child's bus driver's name and bus number
  - transporting their child to school if they miss the bus
3. Students are expected to conduct themselves in a proper manner at bus stops. The Corporation will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the bus or after the student has disembarked from the school bus.
4. Students will ride only their assigned school buses and will board and depart the bus at assigned stops. Students will not be permitted to ride unassigned buses for any reason except as approved by the Administration.
5. The following items should **not** be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous objects or materials. If there is a question about the transportation of a particular item, the Director of Operations should be contacted.
6. Students may bring Ipods, MP3 players, and handheld games on the bus. For safety reasons, students may only use these items with headphones. **Upon leaving the bus, students must store items in their backpacks, not to be used again until they return to the bus at the end of the day. *The school is NOT RESPONSIBLE for lost or stolen items.***
7. Students will be responsible for:
  - not bringing drinks, food or other prohibited items on the bus
  - sitting in their assigned seat immediately upon entering the bus and remaining in that seat for the duration of the trip
  - remaining quiet and refraining from the use of profanity or indecent conduct

**School Administrators may deny the privilege of riding the bus to any student who refuses to conduct himself/herself in an orderly manner as documented by the bus driver.**

Maconaquah bus drivers will utilize the following four-step process when dealing with student discipline:

1. Speak to student privately
2. Action by bus driver (i.e. Reassigning seat, writing exercises, etc.)
3. Call parent/guardian
4. Bus discipline form sent to Administrator



## APPENDIX B

### **Maconaquah School Corporation Procedure for Head lice**

**Purpose:** To define the steps that will be taken by the Maconaquah Corporation staff in the event of a suspected case of head lice.

**Rationale:** 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 suspicious 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 (if possible) and/or by letter which will be sent home with the student at the end of the day. The parent, upon notification may choose to pick their student up at that time.
4. The parent will be provided with information on 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 1½ weeks). Remove live lice.
8. The parent will be instructed to change and launder all bedding, clothing, coats worn by the student in the last 48 hours.
9. Students will not be routinely excluded from school due to head lice.
10. Students will be re-inspected by the nurse following treatment by the parent upon returning to school.
11. Nurse will initiate the Head Lice Flow Sheet.

## APPENDIX C

### SCHOOL LUNCH POLICY

It is the desire of the Maconaquah School Corporation that no student goes without breakfast and/or lunch. To reinforce this policy, the listed procedures must be followed:

Breakfast/Lunch/Milk money is collected daily in the elementary buildings. Your child's account is set up as a "checking account." In order for your child to be served breakfast, lunch or milk, he/she MUST have money in his/her account. You may pay weekly, monthly, per semester, or the full year.

#### 2018-2019 School Lunch Prices

- **\$2.50 – Students (Mac El and Pipe Creek)**
- **\$3.35 – Adult**
- **Breakfast - \$1.35 per student**
- **Milk - \$.50 per milk**
- **Reduced Lunch - \$0.40**
- **Reduced Breakfast - \$0.30**

#### PLEASE KEEP YOUR CHILD'S ACCOUNT IN GOOD STANDING

When a student paying full meal price in Elementary school reaches a \$10.00 debt or a student receiving free/reduced lunch reaches a \$5.00 debt, an alternate breakfast and/or lunch will be served to the student. The Principal and parents will be notified that the student is receiving an alternate meal. If the past due account is NOT made current after FIVE (5) days, the student will be asked to bring a lunch and drink (not pop) from home. NO SCHOOL BREAKFAST AND/OR LUNCH WILL BE PROVIDED UNTIL THE ACCOUNT IS PAID IN FULL.

Students who repeatedly abuse the charge policy may not be allowed to charge in the future.

A meal charge notice (full & reduced price) will be sent to you, the parent, via your student. It will be the responsibility of the students to make sure that parents receive the written notice. PLEASE CHECK DAILY TO SEE IF YOUR CHILD HAS A NOTICE.

Two weeks before the last day of school, NO charging of any kind will be allowed. This is so we can get all accounts closed out.

At the end of school all balances of \$10.00 and over will be refunded by request only. A form will be sent home with your child. Refund checks WILL NOT be mailed, but may be picked up at the corporation office.

If a check is returned to the Food Service Department for non-sufficient funds:

1. The individual will be notified by telephone and asked to make the check good by providing the amount of the check in cash. There is a \$10.00 processing fee for all returned checks. If the check is not taken care of within 30 days of being returned to the bank, it may be turned over to collections.
2. Returned checks may result in a "cash only" payment schedule.

The School Food Service operation is totally self-supporting and does not receive funds from the School Corporation or local tax dollars. We are expected to pay for the bulk of the revenue from our breakfast and/or lunch money. We understand that financial circumstances can quickly change. Should you find that free or

reduced meals might be appropriate for your family at any time during the school year please feel free to contact us for an application from the office. Our goal is simple: to feed all students nutritious and appealing meals. We hope that participating in the Free/Reduced Meal Program will enable all Maconaquah students to regularly participate in the School Lunch Program.

## APPENDIX D

### Student Records

*Definitions.* “Educational record” shall mean all official files and documents directly related to a student maintained by the Corporation and intended for school use. This includes, but is not limited to identifying data, completed academic work completed, documents required for enrollment (for example: proof of residency, proof of age, immunization records), documents notifying levels of achievement (grades, standardized achievement test scores), attendance data, standardized test scores, aptitude and psychological test results, health data, family background information, staff observations, discipline reports, and verified reports of serious behavior patterns, and individualized education plans. “Records” means information or data recorded in any medium, including electronic documents, hard copies, emails, and audio and video recordings.

“Educational record” shall not include:

- (a) Personal files maintained in the sole personal custody by licensed or certified staff or consultants used for their personal use and not maintained for general school use. Such records shall be the property of the person who makes them.
- (b) Student work product.
- (c) Communications that are privileged under federal or state law.
- (d) Records maintained by law enforcement for the purpose of law enforcement.

“Student” means any person who is or has been in attendance in the school and for which the school maintains educational records.

“Parent” or “Parents” shall mean the legally recognized biological parent or adoptive parent, custodian, or legal guardian of the student. With children of divorce or of unmarried parents, “parent” includes both custodial and non-custodial parents.

*Maintenance of Records.* Educational records should be housed in the school in which the student is enrolled. The custodians of the educational records are building principals who are responsible for collecting, maintaining, and disseminating education records. The building principal may designate teachers, administrative assistants, counselors, athletic directors, other administrators, school nurse to collect, maintain, and disseminate those types of education records appropriate for their responsibilities.

*Right to Access.* Parents, students eighteen (18) years of age or older, and those for whom records are otherwise maintained by the school (for example, alumni), shall have a right to inspect and review their (or their child’s) education records and to make copies. The requested materials should be made available within a reasonable time and the time for inspection shall be made by mutual agreement.

The contents of a student’s records may be furnished to another person with the written consent of the student’s parents or the student if 18 years of age or older. The person requesting the records shall specify the records to

be released, the reasons the records are to be released, and to whom. To the extent reasonably possible, the school system shall release information to persons under this Section solely on the condition they will maintain the confidentiality of the information.

The school may not release information about a student (except directory information as discussed below) or grant access to education records, without the written consent of the parents or the student if 18 years of age or older except to or in accordance with the following:

- (a) School personnel who have a legitimate educational interest in the student.
- (b) Authorized government representatives, provided, however, that no personally identifiable information shall be included or information that would permit a student to be identified unless the collection of personally identifiable information is authorized by law.
- (c) In compliance with a subpoena or court order, provided that the student or his parents are notified prior to the record being produced.
- (d) An agency case worker or other representative of a State or local child welfare agency who has the right to access a student's records and when the agency or organization is legally responsible for the child's care and protection.

Where records contain information on more than one student, the parents, a student 18 years of age or older, any other person/entity receiving the record shall only receive the part of the record that pertains to the student at issue. If that cannot be reasonably accomplished, the requesting party shall be informed of the contents of the record or data that pertains to the student at issue without receiving the record.

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

*Challenge to Records.* A parent or student 18 years of age or older may challenge a record as being inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. The following procedures are added if the parents or student 18 years of age or older seek to correct educational records:

- (a) The parent or student 18 years of age or younger should complete a written form describing their request to correct a record.
- (b) The parents or student 18 years of age or older shall meet with the parent or designee. If the parent or designee decides a correction should be made, the correction should be forwarded the principal who shall see that all effected records are changed.
- (c) In the event that the request is not resolved to the parent or student's satisfaction, they may request a further hearing into the matter. In this event, the [insert title][A3] or the designee will appoint a "hearing examiner" to hold a hearing on the matter. The request for a hearing shall be in writing. The parent or student 18 years of age or older shall have an opportunity to present evidence and may be represented by attorney at their expense. The hearing examiner shall have no direct interest in the situation and shall notify the parents or student 18 years of age or older of the procedures governing the hearing, including what rights the parents shall have and how the hearing will be recorded. Upon the conclusion of the hearing, the hearing examiner will issue a ruling within a reasonable period of time, and if the parents or students 18 years of age or older are not satisfied, they may appeal to the U.S. Department of Education.

**APPENDIX E**  
**Acceptable Use Policy**  
**Maconaquah School Corporation Student 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 before signing your Acceptable Use Policy. 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.

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**

#### **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

#### **Personal Responsibilities/Care:**

- Understand that the laptop will be returned at the end of each school year for annual upgrades and maintenance
- Report all laptop damages, or the theft/loss of the laptop to the technology department at school
- Understand that students are responsible for all repair/replacement charges associated with laptop damages caused intentionally, through a lack of reasonable precautions or loss/theft. Costs will be set by repair professionals authorized to act in such capacity as part of the agreement between the school district and the manufacturer

#### **Insurance Coverage**

- Each laptop includes optional insurance coverage for accidental damage, theft, and/or catastrophic loss. Students will be responsible for the annual premium payment if they choose to purchase this optional insurance. **If students choose NOT to purchase this insurance, they will be financially responsible for all repairs**
- *Laptop insurance must be paid each year (annually) of your high school career*

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 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.

## APPENDIX F

### Maconaquah School Corporation Laptop Insurance Program

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

Each student will be allowed one repair incident per year for a damaged screen, keyboard, or other laptop/iPad part. Other physical damages, intentional vandalism, lost or stolen items will remain the responsibility of the student and his/her parent/guardian.

This insurance is available to you as an option. If you would like to take advantage of this insurance opportunity, please send a cash/check (made out to Pipe Creek/Maconaquah Elementary) to your student's teacher.

**Listed below are the out of pocket cost and the cost with insurance:**

	Broke n Scree n	Keyboa rd	Displ ay Bezel	Lapto p Base	Devi cePo wer Butto n	Head -phon e Jack	Lapto p Hing es	Pow er Cord	Batter y	Mousepa d	Total Device Replac ement
W/O insuran ce	\$80	\$30	\$30	\$30	\$30	\$30	\$30	\$50	\$100	\$30	\$400
With insuran ce	\$40	\$15	\$15	\$15	\$15	\$15	\$15	\$25	\$50	\$15	\$300

## Appendix G

### Criminal Organization

It is the policy of the Maconaquah School Corporation (MSC) to prohibit criminal organization 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 criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organizational activity and similar destructive or illegal group behavior.

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

either:

promotes, sponsors, or assists in; or

participates in; or

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).

“Criminal Organization 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 organization activity, criminal organization intimidation, or criminal organization 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 criminal organization 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 criminal organization 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 organization activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of criminal organization 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 criminal organization 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.

**Appendix H**

**Parent School Compact**

Teacher Name \_\_\_\_\_

Maconaquah Elementary School – Parent Compact

Mission Statement: “Maconaquah Schools...inspiring and empowering our students to meet tomorrow’s challenges.”

B.R.A.V.E.S. – BE RESPECTFUL AND VALUE EVERY STUDENT AND STAFF

**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
-

**Appendix I****Parents' Right To Know**

August 1, 2018

Dear Parents and Guardians,

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.

Educationally,

Kelly A. McPike  
Principal/Title I Program Manager



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